

Submission Guide

NDRRA REPA and CDO Funding
Pre and Post Approval requirements for NDRRA events

Current as at June 2018

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DISCLAIMER

Every effort has been made to ensure that the information contained within these guidelines is accurate and where possible reflects current best practice. However, Queensland Reconstruction Authority does not give any warranty or accept any liability in relation to the content of material contained in this guide.

Where there are (unintended) inconsistencies between this Submission Guide, the *Queensland Disaster Relief and Recovery Arrangements Guidelines* and the Australian Government's *NDRRA Determination 2017*, the Determination will prevail.

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Context

The Queensland Reconstruction Authority (QRA)

The QRA was established as a statutory body under the *Queensland Reconstruction Authority Act 2011* following the unprecedented damage caused by the Queensland Floods and Tropical Cyclone Yasi and associated flooding in 2010-11, and was made a permanent statutory authority since 2015.

Natural Disaster Relief and Recovery Arrangements (NDRRA)

The joint Australian Government-State [Natural Disaster Relief and Recovery Arrangements](#) (NDRRA) is provided to alleviate the financial burden on states and territories and also supports the provision of urgent financial assistance to disaster affected communities. Under NDRRA, the state or territory government determines which areas receive NDRRA assistance and what assistance is available to individuals and communities.

Submission Guide

The QRA publishes this *Submission Guide – NDRRA, REPA and CDO Funding* (Submission Guide), as the Queensland administrator of NDRRA.

QRA manages, coordinates and provides advice on the Queensland Government's program of infrastructure reconstruction within disaster affected communities, with a focus on working with our state and local government partners to deliver best practice expenditure of public reconstruction funds.

The Submission Guide is designed to assist in the preparation of submissions for NDRRA funding, including funding for:

- Counter Disaster Operations (CDO)
- Restoration of Essential Public Assets (REPA) (including Emergent Works).

The Submission Guide outlines QRA's requirements for submission preparation for CDO and REPA, and progress reporting and acquittal of reconstruction projects.

The Submission Guide should be read in conjunction with the following documents:

- [Australian Government Natural Disaster Relief and Recovery Arrangements Determination 2017](#) (Commonwealth Determination)
- Queensland Disaster Relief and Recovery Arrangements Guidelines (QDRRA Guidelines)
- [QRA Value for Money Strategy](#)
- QRA Agency Funding Agreement
- [Queensland Government Procurement Policy](#)
- [Local Government Act 2009](#) (Local governments only)
- [City of Brisbane Act 2010](#) (Brisbane City Council only).

These documents outline requirements and options for applicants. They also detail how the QRA releases NDRRA funding and how Value for Money (VfM) is ensured in the planning and delivery of reconstruction projects.

All expenditure must comply with an applicant's financial and purchasing policies and the Queensland procurement guidelines.

Where there are (unintended) inconsistencies between this document and the [Australian Government Natural Disaster Relief and Recovery Arrangements Determination 2017](#) (Commonwealth Determination), the Determination will prevail.

Table of contents

CONTEXT	2
The Queensland Reconstruction Authority (QRA)	2
Natural Disaster Relief and Recovery Arrangements (NDRRA)	2
Submission Guide	2
1. SUBMISSION AND FORM OVERVIEW	5
2. GENERAL TIPS FOR APPLICANTS	6
2.1 Evidence of damage and/or expenditure	6
2.2 Lodging a submission	6
2.3 Eligibility	6
3.0 COUNTER DISASTER OPERATIONS (CDO)	7
3.1 Preparing a CDO submission	7
3.2 Lodging a CDO submission	8
3.3 Assessment of a CDO Submission	9
3.4 Approval and payment of a CDO Submission	9
4.0 RESTORATION OF ESSENTIAL PUBLIC ASSETS (REPA)	10
Projects over \$1,000,000 – Australian Government approval required	10
Trigger Points for Local Governments	10
4.1 Emergent Works	11
4.1.1 Preparing an Emergent Works submission	12
4.1.2 Lodging an Emergent Works Submission	13
4.1.3 Assessment of an Emergent Works Submission	13
4.1.4 Approval and Payment of an Emergent Works Submission	14
4.2 Undertaking REPA Works	14
4.2.1 Value for Money (VfM)	15
4.2.2 Assessment of REPA submissions	18
4.6.2 Lodging Acquittal Documentation	24
4.6.3 Submission Closure and Final Payment	25
4.7 Extensions of Time - Restoration of Essential Public Assets	25
5. FURTHER ASSISTANCE	26
5.1 Contacting the QRA	26
5.2 QRA Portal	26
6. RIGHT TO INFORMATION	27
6. GLOSSARY	28

1. Submission and form overview

The QRA provides a number of forms that allow State and Local Government Agencies (Applicants) to lodge submissions in a consistent and simple manner. These forms enable the QRA to process submissions efficiently and effectively, and to ensure administration of funding complies with the legislative and regulatory requirements of the Australian Government and the Queensland Government. Further information on how to complete the forms is located within each form.

Submission type	Stage	Form required	Description
CDO	Pre-approval and Acquittal combined	FORM 12	Actual costs and activities of Counter Disaster Operations
REPA Emergent Works (EW)	Pre-Approval and Acquittal combined	FORM 4 EW	Actual costs and scope of Emergent Works
REPA (actuals)	Pre-approval and Acquittal combined	FORM 4	Actual costs of completed scope of restoration works
		FORM 6	Value for money statement – actual delivery
		FORM 10	Final report checklist
		FORM 11	Final report
REPA (estimates)	Pre-approval	FORM 4	Estimated costs and scope of restoration works
		FORM 6	Value for money statement – proposed delivery
	Post approval Variations	FORM 4	Proposed variation to approved scope / estimated cost and certification
		FORM 7	Variation request details
	Post approval Progress reporting	FORM 8	Progress reporting checklist
		FORM 9	Progress of delivery of works / expenditure by asset
	Acquittal	FORM 6	Value for money statement – actual delivery
		FORM 9	Final progress report
		FORM 10	Final report checklist and certification
		FORM 11	Final report – Value for Money Outcome
	Extension of Time	FORM 13	Extension of Time application to be reviewed and endorsed by the QRA for Australian Government approval.
REPA and Emergent Works (EW)	Essential Public Asset (EPA) approval/ notification	Approval form	Provides details of essential public assets with REPA/EW works over \$1M for Australian Government Approval
		Notification Form	Notifies Australian Government of assets that have re-damage restoration costs over \$1M and have previously received Australian Government approval

Applicants must use the relevant forms when lodging a funding submission. All relevant fields should be populated, with clear descriptions included for each line item. Full completion of these forms enables timely processing and assessment of NDRRA funding. Certain forms (such as the Form 4) may be unique to individual Applicants.

Applicants should contact their Regional Liaison Officer (RLO) or other designated contact if they have questions about submission documents.

2. General tips for applicants

The following tips will assist Applicants to effectively prepare and lodge submissions ready for assessment:

2.1 Evidence of damage and/or expenditure

- Collect evidence of all damage and/or activities that you intend to submit for grant assistance – the NDRRA requires that evidence of damage or activity and expenditure is provided in relation to all eligible undertakings.
- For restoration submissions, photos (JPG with EXIF metadata, including GPS coordinates and time/date taken) must accurately reflect the damage and scope you intend to claim – these requirements will differ based on the type of submission, type of works and/or the size of a project. Photos that sufficiently demonstrate the event impact should be provided for each asset.
- Set up systems that code, store and track event related activities by specific relief measures and events – this will help collate data when preparing a submission and should include photos, costs and other files.

2.2 Lodging a submission

- Lodge submissions as soon as possible after an event – remember that certain relief measures have differing timeframes.
- Include the required supporting documents for all works or activities – eligibility cannot be confirmed without appropriate evidence.
- Provide clear breakdowns for lump sum costs, activities or restoration works undertaken.
- Submit individual activities on different lines of the relevant form, where possible.
- Ensure all costs are assigned to specific assets or activities. General costs are not eligible – to be reimbursed, expenditure must be specifically linked to eligible works or activities.
- Provide all attachments and photos (if applicable) in sub-folders grouped by asset name.
- Ensure all forms are certified by an Accountable Officer.

2.3 Eligibility

- Remember, not all activities undertaken before, during or after an event are eligible for NDRRA funding – check the QDRRA Guidelines for more details on eligibility.
- Do not submit ordinary, general or non-specific costs, such as general overheads or unspecified on-costs – these are ineligible under NDRRA and are unable to be reimbursed.
- Ensure all costs are GST exclusive.
- If unsure, ask the QRA for eligibility advice prior to submission.

- The Australian Government Determination specifies that costs that could normally be absorbed by, or reasonably managed within the State's [or Local Government's] financial, human and other resource capacity are not reimbursable.

3.0 Counter Disaster Operations (CDO)

What? Activities carried out to provide direct assistance to an individual, and for the protection of the general public

Why? To reduce personal hardship and distress.

When? Immediately before, during and immediately after an event only and prior to any emergent works.

Due? Submissions must be received by the QRA no later than three months after the end of a financial year in which the activities were undertaken.

CDO activities are undertaken to directly assist and/or protect the general public immediately before, during and in the immediate aftermath of an eligible event.

Only extraordinary costs associated with eligible CDO activities can be claimed under the NDRRA. Extraordinary costs are those that exceed what an applicant could reasonably expect to incur for these purposes. Costs the applicant would have incurred if the event had not occurred are ineligible to be claimed.

The eligibility of activities and/or expenditure under NDRRA should not be a consideration when determining whether CDO responses should be undertaken. Not all activities an applicant is requested to or chooses to undertake as part of CDO is eligible under the NDRRA.

Refer to the Australian Government [NDRRA Determination](#) and the QDRRA Guidelines for more detailed information on eligibility requirements.

Considerations when undertaking CDO

When undertaking CDO activities, applicants should prepare and track the details of each activity and related expenditure ready for submission preparation. This should include coding expenditure to a dedicated cost centre for the relevant disaster, file noting the CDO activity for reference or documenting the activity on a Request for Assistance or Tax Invoice.

3.1 Preparing a CDO submission

CDO Submission Form 12 details should include:

- each CDO activity undertaken, including costs incurred and resources used (e.g. staff and roles)
- justification of activity and why expenditure was incurred
- certified by an Accountable Officer.

Supporting evidence

Supporting evidence should include:

- detailed transaction general ledger report displaying all expenditure being claimed and linked to eligible activities
- internal costing/payroll reports for any extraordinary internal plant/payroll costs
- tax invoices for all external expenditure.

Under the NDRRA, applicants are reimbursed the eligible actual costs of eligible CDO activities. All submissions must be actual expenditure paid for by an applicant before seeking reimbursement.

Submissions must clearly demonstrate the submission is for eligible activities **and** eligible extraordinary expenditure. An assessment of eligibility is completed on each CDO activity. Expenditure will only be assessed once the activity is determined as eligible. If an activity is determined as ineligible, then all associated expenditure will also be determined as ineligible.

If evidence of expenditure differs from the amount claimed, the applicant must include a reconciliation statement with the submission.

3.2 Lodging a CDO submission

When lodging your CDO submission:

- check all sections of the Form 12 are complete prior to submitting
- include a PDF version of completed and signed Form 12
- include the excel version of completed Form 12
- ensure the scanned signed Form 12 matches the excel Form 12
- include a detailed general ledger in excel format (or equivalent)
- include internal costing/payroll reports for extraordinary plant/payroll costs in excel format (or equivalent)
- include scanned copies of invoices as a PDF
- ensure scanned copies of invoices can be linked to the expenditure line item in the general ledger and Form 12
- include other documents listed in Section 3.1.

By email

Email all of the above to submissions@qldra.org.au and cc your RLO, identifying the submission in the subject line, and including details of your contact officer for the submission, and if applicable your organisation's internal reference for the submission within the email. Where all of the above submission documents are included in the email, hard copies of documents will not be required. For large submissions, Applicants can use an online file sharing program (e.g. Dropbox). Please contact your RLO for instructions on using the QRA Dropbox.

By post

Mail – post USB with documents to PO Box 15428, City East, 4002 and also email submissions@qldra.org.au and your RLO to advise the submission has been posted. Please send one USB per submission with documentation clearly marked in folders.

3.3 Assessment of a CDO Submission

The QRA assesses all submissions for eligibility under the NDRRA, and where necessary, will consult with applicants to ensure all available information has been appropriately considered.

If further information is required, the QRA will contact the applicant requesting the additional information. Applicants should respond within the spaces provided on the relevant form/worksheet and return this to the QRA as soon as possible, along with any additional documentation supporting the responses given. If unable to meet the timeframe, it is important to advise the QRA and establish an alternative date.

3.4 Approval and payment of a CDO Submission

Once a CDO submission has been assessed and approved, the QRA will issue the applicant with a letter of approval, outlining the value of actual costs approved for reimbursement. The applicant will also receive an assessment summary, containing a detailed breakdown of the items deemed eligible, ineligible or unable to be determined based on the evidence supplied.

On approval of a CDO submission, 100% of the approved value is issued to an applicant as either:

- a payment, issued with a Recipient Created Tax Invoice (RCTI) and RCTI agreement; **or**
- a drawdown on the applicant's existing Grant Advance if funds remain unexpended.

All NDRRA payments are subject to ongoing compliance and value for money reviews in accordance with the provisions outlined in the Determination. Payments may also be subject to sampling and further assessment by QRA, Queensland Audit Office or the Australian Government prior to funds being acquitted.

Refer to the Funding Agreement for full details of the QRA's payment process.

4.0 Restoration of Essential Public Assets (REPA)

Funds are provided for the restoration or replacement of *essential public assets* damaged as a **direct** result of an *eligible disaster* to their pre-disaster standard. Restoration works can commence prior to approval of funding. The eligibility of works or expenditure related to restoration works should not be a consideration when determining whether to undertake works on an essential public asset.

For full details regarding eligibility requirements, applicants should refer to the Commonwealth Determination and the QDRRA Guidelines.

Projects over \$1,000,000 – Australian Government approval required

Under the Commonwealth Determination, all projects estimated to cost \$1,000,000 or more require the State to seek prior agreement from the Australian Government that the asset being restored meets the definition of an essential public asset. This requires the completion and lodging of an Essential Public Assets (EPA) Approval form or an EPA Notification form to the Australian Government.

These forms require information on:

- eligible event and date
- name of asset
- the estimated total cost of restoration/replacement
- the estimated start and end dates of the project
- the scope of restoration works proposed
- infrastructure/asset type
- a description of the ways in which the loss of the asset would impact or disrupt the normal functioning of the community.

Note: Australian Government approval or notification is required each time the essential public asset is damaged by an eligible event and the restoration works are estimated to reach or exceed \$1,000,000.

Applicants should identify within their submissions any specific projects where works on a particular asset are expected to reach or exceed \$1,000,000 (including indirect costs). This may include works on a particular site, such as a bridge, or works that include the restoration of various sites spread over an individual asset, such as a road where numerous culverts have been impacted.

Where such a project is identified, applicants should identify the asset and collate the required information. The EPA Approval and EPA Notification form is available on the QRA's website to assist in this process. The information should be provided to the applicant's RLO for review and on-forwarding to the Australian Government.

Trigger Points for Local Governments

All local governments (excluding local governments with no rates revenue) incur a Trigger Point Contribution for each activated event for which they submit a Restoration application (including Emergent, Actuals and Estimates) for funding.

Local governments are required to contribute 25% of eligible expenditure up to their maximum trigger point level, whichever is the lesser. For each applicant, the local government's trigger point contribution is deducted from the first submission for the event, up to 25% of the approved submission value. Where the contribution exceeds 25% of submission value, the remaining trigger point contribution will be deducted from subsequent submission(s) for the same event.

4.1 Emergent Works

What: Temporary works undertaken for the immediate and urgent repair or temporary protection of essential public assets.

Why: To maintain operation or retain serviceability of essential public assets damaged during or affected by an event.

To make safe or limit further damage until permanent restoration works can be completed.

When: Within 60 days of an event impacting the Local Government Area.

Due: Submissions must be received by the QRA no later than three months after the end of financial year in which the emergent works were undertaken.

Emergent works are undertaken during or within 60 days of an event impacting on the local government area. Works fall under two broad categories: to protect essential public assets and maintain safety or temporary post-disaster repairs.

Protection/safety: Activities must be to protect or make safe the use/non-use of an essential public asset. This includes sand-bagging, installation of tarpaulins, erection of warning signs or traffic barriers, removal of debris or cleaning and/or removal of assets or stores to prevent damage.

Temporary repairs: Activities must be immediate post-disaster repairs to an eligible asset to enable it to operate at a reasonable level of efficiency – this may include clean-up and removal of silt, pothole patching, emergent grading, urgent earthworks or protection.

Emergent works fall under the NDRRA REPA relief measure. The Australian Government does not distinguish between standard restoration and emergent works in relation to an eligible event. It is important to refer to the Commonwealth Determination and the QDRRA Guidelines for detailed information on eligibility requirements.

Considerations when undertaking Emergent Works

When undertaking Emergent Works, Applicants should prepare and track the details of emergent activities (e.g. what was done, why it was done and on which eligible assets) and related expenditure required for submission lodgement. For emergent works, this includes taking representative photos of damage for each type of activity undertaken.

Comments on supplier invoices explaining services/areas may also assist in submission preparation.

Only temporary works undertaken within the first 60 days can be claimed as Emergent Works. Emergent Works DO NOT include permanent restorations. Permanent restoration works undertaken immediately

after the event and prior to approval, due to the urgency, timeliness or efficiency should be submitted under a Restoration Actuals submission.

4.1.1 Preparing an Emergent Works submission

Form 4 Emergent Works detailing

- actual costs linked to the General Ledger, internal costing for internal plant and payroll reports for extraordinary payrolls costs in excel format or equivalent, as applicable
- descriptions of damage and/or the activities undertaken on which assets
- justification of why temporary repairs or asset protection activities were necessary
- certified by an Accountable Officer
- confirmation that all expenditure claimed relates to extraordinary actual costs.

Supporting evidence

- details of what temporary repairs/protection activities were undertaken and the asset names and locations
- photos (JPG with EXIF metadata, including GPS coordinates and time/date taken) of event related damage/impact on essential public assets
- detailed transaction general ledger report displaying all expenditure being claimed in excel format (or equivalent)
- internal costing/payroll reports for extraordinary plant/payroll costs in excel format (or equivalent)
- tax invoices for external expenditure (if requested).

When preparing submissions, applicants must clearly demonstrate the eligible activities undertaken, the eligible extraordinary expenditure associated with these activities and the essential public assets where these activities occurred. Where possible, expenditure should be directly linked to each asset. This may not be possible in all emergent works situations, such as debris clean-up from streets. In these situations, applicants can, in the Form 4, detail the activity undertaken (e.g. debris clean-up), eligible extraordinary expenditure incurred (such as overtime, consumables, etc.) and list the assets where the activity was undertaken (e.g. Jones Road, Mitchell Drive, Shell Road, Smith St, etc.).

Photographic Evidence

There may be situations where it is not possible to take photos of each activity on each asset (e.g. debris clean up on each street); representative photos would be sufficient to identify the activity undertaken on each asset. It is noted that some emergent activities (such as placing road closed signs out/removing them) may be difficult to capture. Other supporting documentation could be used in lieu of photos for these type of activities, such as Situation Reports, road closure notices, work diaries, etc.

All photos must be provided as JPGs with EXIF metadata, including GPS coordinates and time/date taken. The photos should be consistent with and reflect the scope of activities/works undertaken. Clear descriptions of both damage and treatments undertaken will assist in assessing the submission. Photos must be labelled or referenced to allow the photo to be linked to the relevant line item claimed in the Form 4.

For further information on taking photos, speak to your RLO.

Considerations when preparing an Emergent Works submission

- An applicant may only submit works on eligible assets they own.
- Eligibility for grant assistance is triggered by eligible damage/impact from an event on eligible assets.
- Do not use generic statements for multiple damage or treatments – ensure that each description is a true reflection of the damage identified and/or the treatment proposed.
- Ensure you provide sufficient details against the claimed costs to enable assessment of what was undertaken, why and on which assets.
- Permanent restoration works should NOT be included in an Emergent Works submission – these should be submitted in a Restoration Actuals submission, with evidence consistent with scope of damage and proposed works.

4.1.2 Lodging an Emergent Works Submission

For Emergent Works submissions:

- store all attachments and photos in sub-folders grouped by asset name
- name files with asset name or site name
- include a PDF version of completed and signed QRA forms
- include the Excel version of completed QRA forms
- include a detailed general ledger in Excel format (or equivalent)
- include photos and other documents listed in Section 4.1.1.

By email

Email all of the above to **submissions@qldra.org.au** and cc your RLO, identifying the submission in the subject line, and including details of your contact officer for the submission, and if applicable your organisation's internal reference for the submission within the email. Where all of the above submission documents are included in the email, hard copies of documents will not be required. For large submissions, Applicants can use an online file sharing program (e.g. Dropbox). Please contact your RLO for instructions on using the dropbox.

Post

Mail – Post USB with documents to PO Box 15428, City East, 4002 and also email **submissions@qldra.org.au** and your RLO that the submission has been posted. Please send one USB per submission with documentation in clearly marked folders.

4.1.3 Assessment of an Emergent Works Submission

The QRA assesses all submissions for eligibility under the NDRRA, and where necessary, will consult with applicants to ensure all available information has been appropriately considered.

If further information is required, the QRA will contact the applicant requesting the additional information. Applicants should respond within the spaces provided on the relevant Form/Worksheet and return this to the QRA as soon as possible, along with any additional documentation supporting the responses given. If unable to meet the timeframe, it is important to advise QRA and establish an alternative date.

4.1.4 Approval and Payment of an Emergent Works Submission

Once a submission has been assessed by QRA, it will issue the applicant with a letter, outlining the actual value of works determined to be eligible/ineligible. The applicant will also receive an assessment summary, containing a detailed breakdown of the items deemed eligible, ineligible or unable to be determined based on the evidence supplied.

Upon approval of an Emergent Works submission, the approved eligible value is issued to applicants as a 100 per cent payment, less local government Trigger Point contribution and any other relevant local government contributions (if applicable).

All NDRRA payments are subject to ongoing compliance and value for money reviews in accordance with the provisions outlined in the Determination. Payments may also be subject to sampling and further assessment by QRA or the Australian Government prior to funds being acquitted.

Refer to the Funding Agreement for full details of the QRA's payment processes.

4.2 Undertaking REPA Works

What: Permanent repairs to essential public assets damaged directly by an activated event.

Why: To restore essential public assets to pre-disaster standard following an activated event.

When: Works to be completed and acquitted within two years after the financial year of an event when works span over financial years.

Due: As soon as possible after an event to allow for assessment.

Submissions must be received by QRA no later than three months after the end of financial year in which the REPA project works were completed.

Restoration works can involve repairing or replacing an eligible asset. Restoration works are undertaken to restore essential public assets to their pre-disaster standard.

Restoration works DO NOT include temporary works. Temporary works should be included as part of an Emergent Works submission.

Essential works are to be undertaken regardless of the outcome of the assessment. This process should not pause restoration works.

Considerations when undertaking restoration works

Generally, eligible works are those that apply to restoring the asset to pre-disaster standard. However, the Commonwealth Determination does allow for works in accordance with current building or engineering standards. This may apply when certain legislation is relevant. In these situations, proposed options should retain an equivalent function and class or reflect the minimum design possible given the new standard.

A deviation from reconstruction to pre-disaster standard may also arise due to the previous design posing significant constructability issues or due to geographical changes caused by an event.

In either scenario, applicants retain the responsibility to clearly demonstrate how the particular standard or change necessitates the new design. Where necessary, use the 'Description of Asset Damage' field in the Form 4 to provide additional commentary on the proposed treatment information.

Restoration submissions can be compiled prior to design and/or tender and provide applicants with an eligible scope from which to undertake detailed design or consultation, or from contract works. The QRA is aware that project requirements may change during the design and consultation process and has a variation process to allow for these circumstances. This process is discussed in Section 4.4.

4.2.1 Value for Money (VfM)

Applicants are required to adequately consider and demonstrate they adhered to relevant procedures and procurement policies to achieve Value for Money (VfM) outcomes through delivery. This includes having:

- understanding of processes required to deliver and manage works to achieve VfM
- using appropriate cost benchmarks and project milestones.

Specific questions are provided on the Form 6 to inform and enable applicants to demonstrate they have considered and met VfM requirements.

4.2.2 Preparing a REPA submission

A REPA submission may be prepared and lodged as either:

REPA Actuals:	Approval sought for the actual costs of completed works to restore event damaged assets to pre-disaster standard; or
REPA Estimates:	Approval sought for the estimated costs, for proposed scope of works to restore damaged assets and proposed treatments.

4.2.2B Preparing a REPA Actuals submission

Contact your RLO to obtain specific REPA Actuals Form 4 (unique for each applicant and NDRRA event)

Complete all of the following forms:

- Form 4 REPA Actuals: detailing asset name, asset number, site of REPA work – GPS coordinates and chainage (if used) of damage locations, descriptions of asset, damage to asset and cause of damage, and works and treatments undertaken.
- Form 6 VfM statement.
- Form 10 Final report checklist.
- Form 11 Final report – Value for Money Outcomes.

Note: All forms need to be certified by an Accountable Officer.

Supporting evidence required:

- damage photos (JPG with EXIF metadata, including GPS coordinates and time/date taken) and other evidence for each line item, taken after event and prior to works commencing, demonstrating location, type and extent of damage and supporting claimed works.
- completion Photos (JPG with EXIF metadata, including GPS coordinates and time/date taken) evidence of **completed works**, per asset and treatment
- details supporting 'Other' treatments
- consultant, engineering or design reports completed for specific projects
- confirmation that works are consistent with pre-disaster standard, or rationale/justifications where works deviate from the pre-disaster design or standard
- detailed transaction general ledger in excel format (or equivalent) displaying all expenditure being claimed for the completed works
- internal costing/payroll reports for extraordinary plant/payroll costs in excel format (or equivalent).

Important

REPA actuals submissions require both:

- damage photos demonstrating the event related damage on assets and scope of works, taken after the event and prior to works commencing; PLUS
- completion photos, supporting each treatment type on each asset representative of the works undertaken.

All photos must be provided as JPGs with EXIF metadata, including GPS coordinates and time/date taken. Photos should be consistent with and reflect the scope of works undertaken. Clear descriptions of both damage and treatments undertaken will assist in assessing the submission. Photos must be labelled or referenced to allow the photo to be linked to the relevant line item claimed in the Form 4.

For further information on taking photos or preparing a REPA actuals submission, speak to your RLO.

4.2.2B Preparing a REPA Estimates submission

Contact your RLO to obtain specific REPA Form 4 (unique for each applicant and NDRRA event).

Complete all of the following forms:

- Form 4 detailing proposed scope of works: asset name (as per Asset Register), asset number, damage sites (chainage and GPS coordinates of damage locations), descriptions of asset, damage to asset and cause of damage, and proposed works, treatments and quantities
- Form 6 – VfM statement
- day Labour Application form (if applicable)
- all forms certified by an Accountable Officer.

Supporting evidence should include:

- photos (JPG with EXIF metadata, including GPS coordinates and time/date taken) and other evidence demonstrating location, type and extent of event related damage to the essential public asset
- details supporting 'Other' treatments
- any consultant, engineering or design reports completed for specific sites
- rationale/justifications where proposed works deviate from a prior design.

Early submission lodgement will assist assessment, providing adequate time for consultation between applicant and QRA officers.

Photographic evidence

Applicants are required to provide photos (JPG with EXIF metadata, including GPS coordinates and time/date taken) detailing the event-related damage. The photos should be consistent with and reflect the proposed scope of works. Clear descriptions of both damage and treatments will assist in identifying damage to the asset. Photos must be labelled or referenced to allow the photo to be linked to the line item claimed in the Form 4.

For further information on taking photos or preparing a REPA estimates submission, speak to your RLO.

4.2.3 Lodging REPA Submissions

REPA Actuals Submissions

- contact RLO to obtain specific REPA – Actuals Form 4 (unique for each applicant and NDRRA event).
- check all sections of the Form 4 are complete.
- check asset names and numbers are correct.
- check site locations match photos.
- include a PDF version of completed and signed Form 4, 6, 10 and 11.
- include the Excel version of completed Form 4.
- ensure the PDF signed Form 4 matches the excel Form 4.
- store all attachments – supporting documents and photos in sub-folders grouped by asset name.
- name files with asset name or site reference.
- include a detailed general ledger in excel format (or equivalent)
- include internal costing/payroll reports for extraordinary plant/payroll costs in excel format (or equivalent)
- ensure the general ledger supports the Form 4 claim at asset level.

REPA Estimates Submissions

- contact RLO to obtain specific REPA –Form 4 (unique for each applicant and NDRRA event).
- check all sections of the Form 4 are complete.
- check asset names and numbers are correct.
- check site locations match photos
- include a PDF version of completed and signed Form 4.
- include the Excel version of completed Form 4.
- ensure the PDF signed Form 4 matches the excel Form 4.
- store all attachments – supporting documents and photos in sub-folders grouped by asset name.
- name files with asset name or site reference.
- include an accompanying letter from local government / state agency stating:
 - your organisation's internal reference number for the submission (if applicable)
 - associated activated event
 - nature of submission – e.g. new REPA Actuals submission
 - applicant contact officer name and details for the submission.

By email

Email all of the above to submissions@qldra.org.au and cc your RLO, identifying the submission in the subject line, and including details of your contact officer for the submission, and if applicable your organisation's internal reference for the submission within the email. Where all of the above submission documents are included in the email, hard copies of documents will not be required. For large submissions,

Applicants can use an online file sharing program (e.g. Dropbox). Please contact your RLO for instructions on using the dropbox.

By post

Mail – post USB with documents to PO Box 15428, City East, 4002 and also email **submissions@qldra.org.au** and your RLO that the submission has been posed. Send one USB per submission with documentation in clearly marked folders.

4.2.4 Assessment of REPA submissions

The QRA assesses all submissions for eligibility under the NDRRA, and where necessary, will consult with Applicants to ensure all available information has been appropriately considered.

If further information is required, QRA will contact the applicant requesting the additional information. Applicants should respond within the spaces provided on the relevant Form/Worksheet and return this to the QRA as soon as possible, along with any additional documentation supporting the responses given. If unable to meet the timeframe it is important to advise QRA and establish an alternative date.

As part of the assessment, QRA may also conduct site inspections or review of assets through other available sources of information.

4.3 Approval and Payment of a REPA Submission

Once a submission has been assessed by the QRA, it will issue the applicant with a letter of approval, outlining the estimated or actual value of works determined to be eligible. The Applicant will also receive an assessment summary, containing a detailed breakdown of the items deemed eligible, ineligible or unable to be determined based on the evidence supplied.

Upon approval of a **REPA Actuals submission**, the approved value is issued to the applicant as a 100 per cent payment, less local government Trigger Point contribution (if applicable).

Upon approval of a **REPA Estimates submission**, the approved value is issued to applicants as a partial advance of recommended value, less local government Trigger Point contribution and any other relevant local government contributions (if applicable). The remaining approved value will be issued to applicants during progress reporting and a final payment made following completion of works and assessment of acquittal documentation.

Funding is issued by the QRA in one of two ways:

- a payment, issued with a Recipient Created Tax Invoice (RCTI) and RCTI agreement
- a drawdown on the applicant's existing Grant Advance if funds remain unexpended.

The recommended submission value is generally based on estimates and therefore may change post-approval. All NDRRA payments are subject to ongoing compliance and value for money reviews in accordance with the provisions outlined in the Determination. Payments may also be subject to sampling and further assessment by QRA or the Australian Government prior to funds being acquitted.

Refer to the Funding Agreement for full details of QRA's payment processes.

4.4 Post Approval – Progress Reporting

- What:** Reporting on estimated and actual NDRRA expenditure, completed works, project dates and variances in scope, cost and time.
- Why:** To enable monitoring of project and funding delivery, and allow applicants to progressively claim eligible expenditure.
- When:** During the design, delivery and acquittal of restoration projects.
- Due:** Applicants are required to provide a monthly Progress Report.

Following approval of a REPA Estimates submission, and throughout project delivery, applicants are required to provide a monthly update to QRA on the progress of all submissions.

Regular reporting is essential for the QRA to monitor delivery of the NDRRA program and ensure sufficient funds are available when required by applicants. It also provides a comprehensive means for applicants to demonstrate delivery of works, outline any issues encountered during delivery and to claim eligible expenditure.

Within the Progress Report, a Form 9 provides a summary of normal project management information for each submission, broken down to either a project or asset level. Individual Form 9s should be added into the monthly progress report as they are approved by QRA and updated as submission delivery begins.

As part of regular reporting, the QRA monitors submission delivery against initial submission and approval. To allow this, applicants are required to notify QRA of:

- planned start and finish dates as an applicant develops its program of works
- actual start and completion dates
- estimated NDRRA expenditure based on estimated costs of remaining work
- actual NDRRA expenditure where goods or services have been delivered and invoiced
- percentages of construction physically completed and yet to complete
- scope changes in reference to current submission approvals
- commentary to support changes in scope, cost or time
- additional commentary on issues that may impact the delivery of NDRRA works, including complementary works programs or other resourcing factors
- eligible day labour incurred during approved works (if away labour application has been submitted and approved).

Applicants are expected to document delivery to site level, including any changes against the approval, in line with sound project management principles. This information may be requested to justify expenditure or delivery and may be used to vary approvals.

4.4.1 Progress Payments

Applicants must submit a Progress Report, including a general ledger and associated supporting documents (where necessary) before a progress payment will be issued.

Progress payments may be issued up to once a month, where proven NDRRA expenditure exceeds the submissions advance provided to the applicant. Progress payments are generally paid to the lower value of

either 90 per cent of the submission recommended value or 90 per cent of the submission estimated final cost. Generally, progress payments are not made over 90 per cent until final acquittal.

The first progress report is generally an updated Estimated Cost to Complete and is provided once detailed planning has commenced and the proposed delivery model is in place. Once all submissions for an event are approved, an applicant can track their full program on the summary page of the progress report.

4.4.2 Lodging a Progress Report

Applicants are required to provide a Progress Report each month. When there are no significant changes to the scope, cost or time of a submission, the report should include:

- a Form 9 for each submission (where detailed planning or works are underway)
- a summary page signed by an Accountable Officer, certifying the information in the report.

Where the progress report is being used to claim NDRRA expenditure it should include:

- summary and Form 9, signed by an Accountable Officer
- detailed general ledger in excel format (or equivalent)
- internal costing/payroll reports for extraordinary plant/payroll costs in excel format (or equivalent)
- tax invoices, receipts, internal work and/or purchase orders and project payments to contractors (if requested)
- other evidence supporting any noted variations.

When lodging your progress report, please:

- check all sections of the Form 9 are complete, prior to submitting
- include a PDF version of completed and signed Form 9
- include the Excel version of completed Form 9
- ensure the scanned signed Form 9 matches the Excel Form 9
- include a detailed general ledger in excel format (or equivalent)
- include internal costing/payroll reports for extraordinary plant/payroll costs in excel format (or equivalent)
- include other supporting documents as required.

By QRA Portal

Progress Reports can be submitted electronically through the Progress Reporting Portal. Refer to section 5.2 for more details.

By email

If you are unable to lodge through the portal, email all of the above to **submissions@qldra.org.au** and cc your RLO, identifying the submission in the subject line. Where all of the above submission documents are included in the email, hard copies of documents will not be required. For large submissions, applicants can use an online file sharing program (e.g. Dropbox). Please contact your RLO for assistance.

By post

Mail – post USB with documents to PO Box 15428, City East, 4002 and also email **submissions@qldra.org.au** and your RLO that the Progress Report has been posted.

4.5 Variations to Approvals

What: The notification of a change in expected scope and/or cost for REPA estimates works in a submission already approved by the QRA.

Why: To enable assessment and approval of significant changes to restoration works.

When: Following engagement with the RLO to confirm requirement for variation.

Due: If required, submit as soon as possible.

Following approval of a REPA estimates submission, and during delivery of works, the applicant is responsible for:

- monitoring progress of works against approved scope of works and estimated costs
- using project control practices to identify and manage scope, cost and time variations, including reason for the variance, the affected sites, and supporting information and evidence of event damage
- submitting a monthly Form 9 to report on status of works and scope, estimated final costs, anticipated timeframes, any variances to the former, and noting complementary works
- liaising with your RLO on significant variations.

A variation to a REPA approval may be required when the applicant encounters a significant variance to cost or scope that requires assessment of additional evidence.

Significant scope variation Area, location and/or treatment change: A change to approved treatment types or additional identified area above the original approval.

Cost variation A change to the submission level recommended value normally due to changes from the original estimated rates.

Variances to works may not always require a variation approval from the QRA. Communication with the RLO is essential to confirm QRA variation approval.

4.5.1 Preparing and Submitting a Variation

Liaise with your RLO to request a Form 7 and to confirm the variation.

Complete and submit the following:

- Form 7 Variation detailing:
 - variation type (scope or rates or both)
 - current recommended value for the varied asset and the variation amount sought (from the Form 4)
 - clear commentary to describe what is being varied
 - current status of works for the whole asset and the whole submission.
- Form 4 Variation, certified by an Accountable Officer, detailing the variation to relevant line items including:
 - variation to approved quantity and reason; and/or

- variation to approved unit rate value and reason; and/or
 - additional line items to capture new scope or treatments supported by descriptions of additional damage, asset, proposed treatment and quantities.
- Evidence supporting each varied line item:
 - photos (JPGs with EXIF metadata, including GPS coordinates and time/date taken) and other evidence demonstrating location, type and extent of event damage (if additional scope required)
 - rationale/justifications where works deviate from a prior scope
 - rationale/justifications for deviance from expected project costs/rates
 - tender/contract documents supporting variation rates
 - engineering or design reports completed.

Variances should be noted on the applicant's Form 9 as part of the progressing reporting requirements. Refer to section 4.3 for more details.

In preparation for acquittal, applicants should ensure that variances to works are recorded and reviewed in line with standard project change control practices. This includes keeping detailed project records for any variances and adhering to appropriate decision-making frameworks.

A REPA variation can only be initiated on an asset on which works have already been approved.

4.5.2 Assessment of Variations

QRA assesses all submissions for eligibility under the NDRRA, and where necessary, will consult with applicants to ensure all available information has been appropriately considered.

If further information is required, the QRA will contact the applicant requesting the additional information. Applicants should respond within the spaces provided on the relevant Form/Worksheet and return this to QRA as soon as possible, along with any additional documentation supporting the responses given. If unable to meet the timeframe it is important to advise QRA and establish an alternative date.

As part of the variation assessment, QRA may also conduct site inspections or review of assets through other available sources of information to confirm the prior condition of the affected asset and the consistency of proposed works.

On approval of a variation, additional funding is released by QRA consistent with the process outlined in Section 4.3.

4.6 Acquittal of Works

What:	Reporting of all submission expenditure incurred at the practical completion of a restoration submission.
Why:	To assess final eligibility of a submission and issue final payment to an applicant (subject to eligibility and progress payments across the applicant's program).
When:	At the completion of all restoration projects within a submission, after all costs have been incurred.
Due:	Acquittal documentation must be received by QRA no later than three months after the end of financial year in which the REPA project works were completed.

4.6.1 Preparing Acquittal Documentation

Applicants must provide the following:

1. **Form 9 Final Progress Report** certification and summary of the submission, outlining:
 - the actual practical completion date (or applicant equivalent) per project
 - actual final expenditure for each asset
 - any changes in scope, cost or time from the current approval per project
 - additional comments on delivery of NDRRA work, such as complementary works and justification of any over expenditure or nil expenditure
 - final day labour expenditure per project (if applicable)
 - certification by an Accountable Officer.
2. **Form 10 Final Reporting Checklist** certified by an Accountable Officer.
3. **Form 11 VfM Outcome Report:**
 - confirming the project has been completed as per approved scope
 - confirming Value for Money was achieved
 - confirming the Form 6 VfM Statement is applicable and reconciled or updated accordingly
 - certification by an Accountable Officer.
4. **Financial information per project** including:
 - raw version of the Detailed Transaction General Ledger report by asset showing actual expenses related directly to the activated event (not the summary report)
 - explanation and breakdown of costs for on-costs (if any), e.g. payroll, stores, plant and creditors
 - tax invoices, receipts, internal work and/or purchase orders and project payments to contractors (if requested).
5. **Completed works information:**
 - practical completion certificates (or equivalent) for projects or submissions
 - representative photo (JPG with EXIF metadata, including GPS coordinates and time/date taken) evidence to demonstrate completed works for each project

- photo (JPG with EXIF metadata, including GPS coordinates and time/date taken) evidence of event related damage and/or reports to support additional scope, increased quantities or a change of treatment.
- evidence supporting any variances to approved scope – damage photos and completion photos and reason for variance – as noted in the Form 9.

Acquittal documentation will be used by QRA to confirm completed restoration works are eligible and represent VFM.

Photographic evidence

Applicants are required to provide completion photos (JPG with EXIF metadata, including GPS coordinates and time/date taken) supporting each treatment type on each asset representative of the works undertaken. Photos must be labelled or referenced to allow the photo to be linked to the asset.

For further information on taking photos, speak to your RLO.

4.6.2 Lodging Acquittal Documentation

Applicants are to:

- store all attachments and photos in sub-folders grouped by asset name
- name files with asset name or site name
- include a PDF version of completed and signed QRA forms
- include the Excel version of completed QRA forms
- include a detailed general ledger in Excel format (or equivalent)
- include internal costing/payroll reports for extraordinary plant/payroll costs in excel format (or equivalent)
- include photos and other documents as listed above.

By email

Email all of the above to **submissions@qldra.org.au** and cc your RLO, identifying the submission in the subject line. Where all of the above submission documents are included in the email, hard copies of documents will not be required. For large submissions, applicants can use an online file sharing program (e.g. Dropbox). Please contact your RLO for assistance.

By post

Mail – post USB with documents to PO Box 15428, City East, 4002 and also email **submissions@qldra.org.au** and your RLO that the submission has been posted. Please send one USB per submission with documentation in clearly marked folders.

4.6.3 Assessment of Acquittal documents

QRA assesses all submissions for eligibility under the NDRRA, and where necessary, will consult with applicants to ensure all available information has been appropriately considered.

If further information is required, QRA will contact the applicant requesting the additional information. Applicants should respond within the spaces provided on the relevant Form/Worksheet and return this to QRA as soon as possible, along with any additional documentation supporting the responses given. If unable to meet the timeframe it is important to advise QRA and establish an alternative date.

4.6.3 Submission Closure and Final Payment

Once a final submission has been assessed, QRA will issue a notification to the applicant. Final payment will be issued, subject to eligibility, confirmation of VfM and the payments already received to date by the applicant.

All acquitted submissions may be subject to further review by the Australian Government for compliance and value for money, which may result in an adjustment to eligible cost in accordance with the provisions outlined in the Determination.

Refer to the Funding Agreement for full details of QRA's payment processes.

4.7 Extensions of Time - Restoration of Essential Public Assets

Under the Commonwealth Determination, eligible restoration works must be completed within the Allowable Time Limit (ATL) of two years from the end of the financial year in which the event occurred.

Approval of an extension of time (EOT) beyond the ATL (30 June) may be sought from the Australian Government by the applicant through QRA.

To request an EOT, the applicant must contact QRA and submit a completed Form 13 Request for Extension to the Allowable Time Limit.

In order to meet Australian Government deadlines, EOT requests through a completed Form 13 must be lodged with QRA before:

- 31 May and
- 30 November each year.

The Australian Government advises it will consider EOT requests twice a year only.

EOT requests received by the Australian Government after the Allowable Time Limit has expired (30 June) will not be considered. The Australian Government may approve an EOT where the applicant has demonstrated the EOT as necessary due to exceptional circumstances that are:

- unforeseeable
- unusual
- unique and/or
- beyond the control of the state or local government.

Applicants should contact their RLO as soon as possible if it believes an EOT is required to complete eligible restoration works.

QRA will work with the applicant to determine whether an EOT appropriately satisfies the criteria and to develop and submit the necessary supporting documents to the Australian Government. An applicant will need to provide detailed information including:

- project details including commencement dates
- additional time needed to complete works
- original scope and any amendments
- date and level of progress when exceptional circumstances were identified

- detailed information on and evidence of exceptional circumstances
- actions taken to minimise impacts of exceptional circumstances
- estimated project costs for works delivered by the ATL and estimated costs for works to be delivered beyond the ATL.

Works completed and/or submitted after the eligible timeframe will not be reimbursed unless an EOT has been approved.

The Australian Government requires applicants to not cease the restoration of the asset pending the outcome of an EOT request.

5. Further assistance

5.1 Contacting the QRA

If further assistance is required please contact QRA at:

Queensland Reconstruction Authority
Level 11, 400 George St Brisbane
PO Box 15428
City East Queensland 4002

Telephone: +61 7 3008 7200
Facsimile: +61 7 3008 7299
Email: submissions@qldra.org.au
Website: www.qldreconstruction.org.au

5.2 QRA Portal

QRA developed the [QRA Portal](#), to allow:

- direct upload of information from DARMsys™ or local government devices
- a platform for local governments to review iDARM or other data used to build NDRRA submissions
- direct lodgement of NDRRA submissions and progress reports to QRA
- presentation of data in a format consistent with NDRRA submission forms
- monitoring of submission progress and approval by applicants.

The QRA Portal can be accessed via <https://portal.qldra.org.au>. Applicants should contact their RLO for access details and guidance on how to use the QRA portal.

6. Right to information

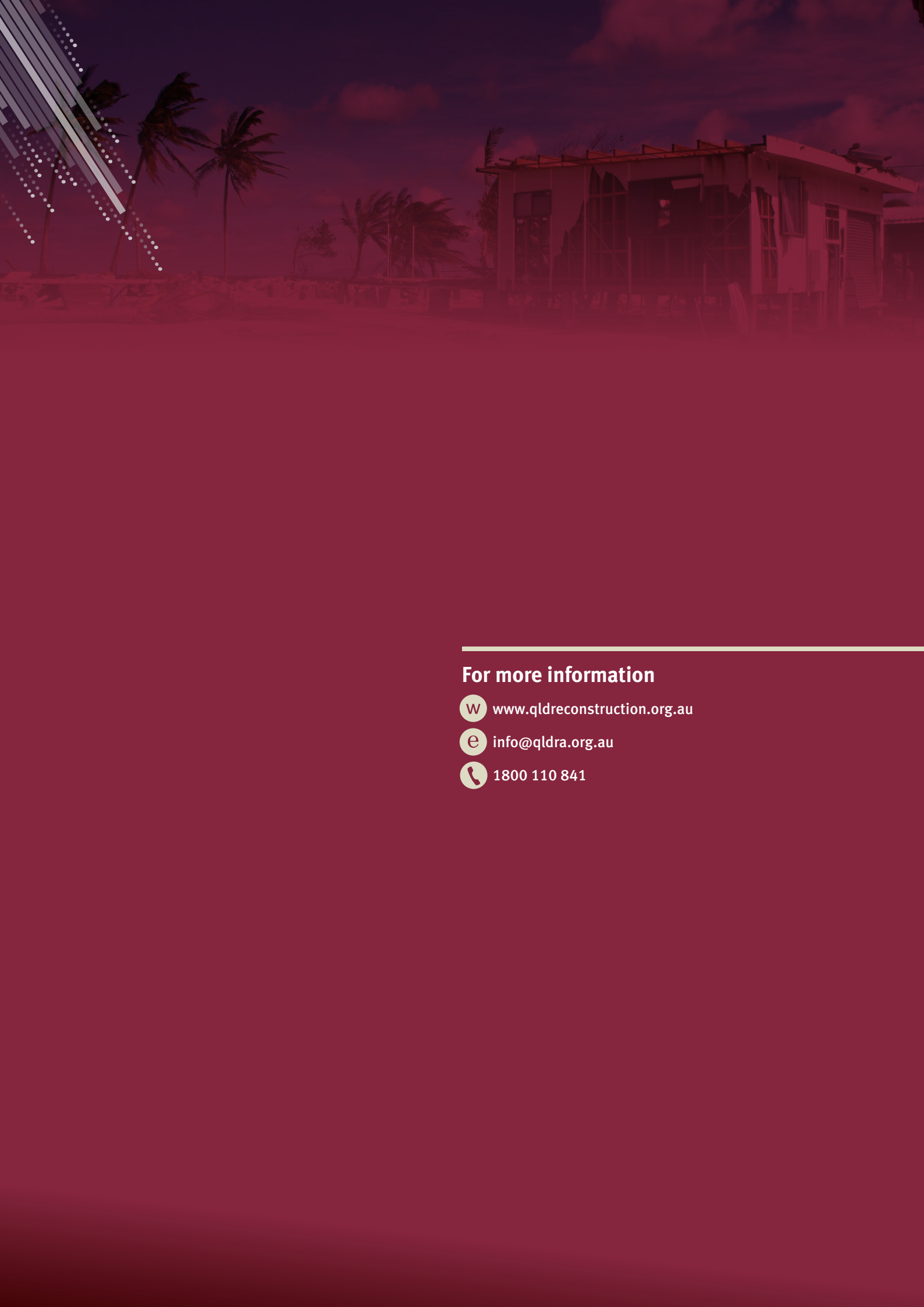
The information collected by QRA is for the purposes of funding, management and reporting of reconstruction activities. This information is collected pursuant to Part 2, Division 2 of the *Queensland Reconstruction Authority Act 2011*. The information may be disclosed to the Australian Government and Queensland Government agencies, departments and statutory authorities involved with reconstruction activities. It may also be disclosed to private consultants undertaking work for the Queensland Reconstruction Authority. These parties are bound by confidentiality arrangements.

6. Glossary

Term	Definition
Allowable Time Limit	<p>For expenditure on restoration or replacement of an essential public asset:</p> <ul style="list-style-type: none"> • 2 years after the end of the financial year in which the relevant disaster event occurred; or • a longer period in exceptional circumstances as accepted by the Australian Government. <p>For expenditure on any other relief measure, 2 years after the end of the financial year in which the relevant disaster event occurred.</p> <p><i>Source: Commonwealth Determination</i></p>
Applicant (Eligible undertaking)	<p>An <i>Eligible Undertaking</i> is a body which:</p> <ul style="list-style-type: none"> • is one of the following: <ul style="list-style-type: none"> - a department or other agency of a <i>state</i> government, or - established by or under <i>state</i> legislation for public purposes (for example, a local government), and • provides services free of charge or at a rate that is 50 per cent or less of the cost to provide those services <p><i>Source: Commonwealth Determination</i></p>
Australian Government	<p>The Australian Government Department of Home Affairs. A reference to the <i>Australian Government</i> includes a reference to the Secretary and appropriate Senior Executive Service officials of the Department of Home Affairs.</p>
Counter Disaster Operations (CDO)	<p>Counter Disaster Operations (CDO) are activities undertaken by local and state government agencies to provide direct assistance to an individual, and for the protection of the general public immediately before, during and in the immediate aftermath of a disaster event. CDO activities are intended to reduce personal hardship and distress.</p> <p>This relief measure is available under both NDRRA and State Disaster Relief Arrangements.</p> <p><i>Source: QDRRA Guidelines</i></p>
Commonwealth	<p>The Australian Government Department of Home Affairs. A reference to the <i>Commonwealth</i> includes a reference to the Secretary and appropriate Senior Executive Service officials of the Department of Home Affairs.</p>
Commonwealth Determination	<p>This refers to the Australian Government Natural Disaster Relief and Recovery Arrangements Determination 2017</p>
Emergent Works	<p>Emergent works are works undertaken by Local and State government agencies for the temporary protection of or immediate urgent repair of essential public assets.</p> <p>a) activities necessary during the course of a disaster to protect eligible public assets or to restore essential services and maintain public safety;</p>

Term	Definition
	<p>b) immediate post-disaster repairs to an eligible asset to enable it to operate/be operated at a reasonable level of efficiency - this would include clean-up costs, removal of silt, debris etc. and temporary repairs to make it safe and useable.</p> <p>Source: QDRRA Guidelines</p>
Essential Public Asset	<p>An asset which must be a transport or public infrastructure asset of an eligible undertaking which, the state considers and the department agrees, is a necessary part of a state's infrastructure and is integral to the normal functioning of a community.</p> <p>Source: <i>Commonwealth Determination</i></p>
NDRRA (Natural Disaster Relief and Recovery Arrangements)	<p>The Australian Government provided funding arrangement to assist payment for eligible disaster relief and recovery costs.</p> <p>Source: <i>Commonwealth Determination</i></p> <p>Primary mechanism used by the Queensland Government for providing assistance to communities affected by eligible disaster events.</p>
Queensland Disaster Relief and Recovery Arrangements	<p>Provides an overview of arrangements for the activation and delivery of NDRRA and SDRA – disaster relief and recovery assistance within Queensland, and forms a guide for Local and State Government agencies, non-profit organisations, primary producers, small businesses and the general public on financial assistance that may be available in the event of a disaster.</p> <p>Source: <i>QDRRA Guidelines</i></p>
Project	<p>Defined as representing the works to be undertaken to restore or replace a damaged essential public asset to its pre-disaster standard, and is managed as a discrete project. A project could represent works to restore or replace a single asset (for example, a hospital); or in the case of a road asset works to restore or replace damaged section/s of a single road.</p>
Restoration works	<p>For the restoration or replacement of eligible uninsured essential public assets damaged as a direct result of an eligible disaster to their pre-disaster standard. This may include restoration in accordance with current engineering standards or requirements and building codes or guidelines if required by legislation. This includes activities undertaken to restore essential assets to pre-disaster standard, immunity level or level of service except where legislation requires current building and engineering standards, codes and guidelines be followed, while maintaining the same asset class.</p> <p>Source: <i>QDRRA Guidelines</i></p>
State Disaster Relief Arrangements (SDRA)	<p>To assist in the relief of communities whose well-being has been severely affected by a disaster event (natural or non-natural), State Disaster Relief Arrangements (SDRA) is State funded, and therefore not subject to the Australian Government event eligibility provisions or the Small Disaster Criterion that exists under the NDRRA. As a consequence, SDRA is able to address a wider range of disaster events and circumstances where personal hardship exists.</p>

Term	Definition
	<i>Source: QDRRA Guidelines</i>
Site	A single location where works are undertaken. A Project may include single or multiple sites.
Submission	An application lodged by an applicant to the QRA for NDRRA funding, including one or multiple projects, delivered and reported on through to acquittal, as per the requirements outlined in this guide.
Value for Money (VfM)	<p>Value for money is a determination of the outcomes of an individual reconstruction project assessed against how it has contributed to the advancement of Government priorities, as well as cost and non-cost factors that include, but are not limited to whole-of-life and transaction costs and fitness for purpose.</p> <p><i>Source: Derived from page 2 of the Queensland Procurement Policy, 2017</i></p>



For more information

 www.qldreconstruction.org.au

 info@qldra.org.au

 1800 110 841