

## CDO, Emergent Works and REPA

This tip sheet provides an overview of Counter Disaster Operations (CDO), Emergent Works and Restoration of Essential Public Assets for eligible events up to and including **31 October 2018** under the *Natural Disaster Relief and Recovery Arrangements (NDRRA) Determination 2017*.

Counter Disaster Operations (CDO)	
<b>Aim</b>	To protect and assist individuals or the general public with the intent to reduce personal hardship and distress.
<b>When</b>	Immediately before, during and immediately after the event only.
<b>Activities</b>	<ul style="list-style-type: none"> <li>To provide direct assistance to individuals (Category A) or</li> <li>To protect the general public (Category B).</li> </ul>
<b>Examples</b>	<ul style="list-style-type: none"> <li>✓ sandbagging residences</li> <li>✓ tarping residences</li> <li>✓ operating evacuation centres</li> <li>✓ removing debris from residential properties around main entry only to enable safe access</li> <li>✓ extraordinary evacuation costs</li> <li>✓ emergency evacuations or resupplies</li> </ul>
<b>Evidence</b>	<ul style="list-style-type: none"> <li>Provide details of CDO activities undertaken – what was done, when and why.</li> <li>Provide proof of actual costs via a detailed general ledger/transaction report, detailed payroll report and scanned tax invoices for all external costs.</li> </ul>
<b>To claim</b>	<ul style="list-style-type: none"> <li>Prepare a Form 12, detailing and explaining CDO activities undertaken and associated costs.</li> <li>Lodge submissions as soon as practicable after activities are completed, and no later than three months after the end of financial year in which the CDO activities were undertaken.</li> </ul>

Emergent Works	
<b>Aim</b>	Temporary protection of, or immediate temporary repairs of eligible essential public assets.
<b>When</b>	Works must be completed within 60 days after the event.
<b>Activities</b>	<ul style="list-style-type: none"> <li>To protect essential public assets from damage and/or minor, temporary repairs to essential public assets impacted during an event, to make them safe and serviceable.</li> </ul> <p><i>Note: Where permanent restoration works have been completed, costs should be lodged in a Restoration of Essential Public Assets (REPA) actuals submission.</i></p>
<b>Examples</b>	<ul style="list-style-type: none"> <li>✓ sandbagging essential public assets</li> <li>✓ temporary pothole repairs</li> <li>✓ clearing debris from roads</li> <li>✓ road closures</li> </ul>
<b>Evidence</b>	<ul style="list-style-type: none"> <li>Provide photos with GPS coordinates/metadata, demonstrating the event damage/impact and emergent works required across the claimed assets (refer to Tip Sheet 3 photo evidence).</li> <li>Provide proof of actual costs in a detailed general ledger/transaction report and payroll report.</li> <li>Additional supporting evidence may be submitted/requested, e.g. invoices, timesheets, road closure notices, work orders, media notifications, situation reports.</li> </ul>
<b>To claim</b>	<ul style="list-style-type: none"> <li>Prepare a Form 4 Emergent Works – detail emergent works, asset names and locations, dates undertaken and actual costs. Expenditure must link directly to an eligible emergent works activity on an eligible asset.</li> <li>Lodge as soon as practicable after activities are completed, and no later than three months after the end of financial year in which the emergent works were undertaken.</li> </ul>

<b>Restoration of Essential Public Assets (REPA)</b>	
<b>Aim</b>	To permanently restore or reconstruct event damaged essential public assets to pre-disaster standard.
<b>When</b>	Works must be completed and acquitted within two years after the financial year of the event.
<b>Activities</b>	Permanent repair or replacement of eligible essential public assets damaged directly by an event to restore them to pre-disaster standard.
<b>Examples</b>	<ul style="list-style-type: none"> <li>✓ Reconstruction of damaged transport infrastructure to pre-disaster standard, for example:               <ul style="list-style-type: none"> <li>✓ roads</li> <li>✓ bridges</li> <li>✓ culverts</li> <li>✓ floodways</li> <li>✓ footpaths</li> <li>✓ drainage infrastructure</li> <li>✓ levees.</li> </ul> </li> </ul>
<b>Submission</b>	<ul style="list-style-type: none"> <li>• Prepare a Form 4 – with asset details, GPS coordinates of exact locations of damage, description of asset and damage, scope/dimensions of damage, proposed treatments and quantities.</li> <li>• Prepare a Form 6 VfM statement. REPA submissions may be submitted as estimates or, where works are completed prior to approval, as actuals. Note: Where an asset damage estimate is \$1,000,000 or more, Australian Government agreement that the asset is an essential public asset must be sought via the QRA within reasonable time or prior to commencing work.</li> </ul>
<b>Evidence</b>	<ul style="list-style-type: none"> <li>• Provide photos with GPS coordinates/metadata demonstrating event related damage at the location; pre-disaster standard, extent of damage; treatments and quantities required (refer to Tip Sheet 3).</li> <li>• Additional supporting evidence may be supplied/requested such as consultants’ reports/designs, maintenance records. REPA actuals submissions require Form 4 and Form 6, post disaster damage photos, post construction completion photos, plus a detailed general ledger/transaction report and payroll report.</li> </ul>
<b>To claim</b>	<ul style="list-style-type: none"> <li>• Submissions are to be lodged as soon as possible after event, and must be lodged no later than three months after the end of financial year in which the works are completed. REPA estimates submissions require approval, progress reporting during on delivery and close out reports.</li> </ul>

**Where there are (unintended) inconsistencies between these tip sheets, the Commonwealth 2017 NDRRA Determination and the Queensland Disaster Relief and Recovery Guidelines, the Commonwealth Determination will prevail.**