

Tips for preparing a submission – CDO, Emergent Works, and REPA

The Queensland Reconstruction Authority (QRA) administers Queensland’s delivery and acquittal programs for events activated under the Australian Government’s *Natural Disaster Relief and Recovery Arrangements (NDRRA) Determination 2017* (the Determination) for eligible events up to and including **31 October 2018**.

For detailed advice on how to prepare submissions for NDRRA funding and understanding the Authority’s reporting requirements, please refer to the *Submission Guide – NDRRA, REPA and CDO Funding* (June 2018) available at www.qldreconstruction.org.au/funding.

Counter Disaster Operations (CDO)	
What is it for?	Counter Disaster Operations (CDO) are activities undertaken by local and state government agencies (agencies) to alleviate personal hardship and distress, address the immediate emergency needs of individuals and for the protection of the general public, immediately before, during and in the immediate aftermath of a disaster event.
Eligible activities	Not all activities that you do at the time of an event will be eligible under NDRRA – check the <i>Queensland Disaster Relief and Recovery Arrangements Guidelines</i> on the QRA website .
Trigger point	Local governments do not have a trigger point for this relief measure.
Activation	NDRRA activation can be requested by any state or local government by submitting an Activation Request form to the QRA via email to NDRRA@qldra.org.au detailing the disaster situation and requesting activation of this relief measure.
Administering Authority	Once activated, please contact the QRA. Ph: 1800 110 841 Email: Submissions@qldra.org.au
Timing of submission	Submissions are to be lodged as soon as possible after the event, but no later than three months after the end of the financial year in which the expenditure was incurred.
FORM 12	Form 12 is available on the QRA website . CDO submissions must include a description of the eligible activity with eligible expenditure linking to the activity. What was being undertaken? Where? Why was the activity necessary?
	<p>Evidence All amounts claimed by the applicant must be paid prior to lodging claim. Provide evidence for each cost claimed by linking each line item to the supporting documents e.g. transaction, invoice number or payroll report.</p> <p>Tips:</p> <ul style="list-style-type: none"> • detailed general ledger – set your detailed general ledger in a readable file format that makes it easy to track costs by activity type. • payroll report for extraordinary wages – in a readable file format. • scanned copies of invoices for all external costs - ask suppliers to add comments to their invoices to explain services/areas delivered by activity type.
	<p>Other supporting documents Other supporting documents that could assist with eligibility assessment include:</p> <ul style="list-style-type: none"> • media articles/coverage, photos • situation reports • timesheets - as requested.
Submission Guide	For more details about preparing CDO submissions see the Submission Guide (pages 7-9)

Emergent works					
What is it for?	Temporary protection of, or immediate temporary repairs of eligible essential public assets.				
Eligibility	Check the Queensland Disaster Relief and Recovery Arrangements Guidelines.				
Trigger point	Local governments must have eligible expenditure exceeding their trigger points to be able to submit for reimbursement.				
Activation	NDRRA activation can be requested by any state or local government by submitting an Activation Request form to the QRA via email to NDRRA@qldra.org.au detailing the disaster situation and estimated damage expenditure of assets.				
Administrating Authority	Once activated, please contact the QRA. Ph: 1800 110 841 Email: Submissions@qldra.org.au				
Timing of submission	Submissions are to be lodged as soon as possible after the event, but no later than three months after the end of the financial year in which the expenditure was incurred.				
FORM 4	<p>Request a Form 4 from your Regional Liaison Officer (RLO) for each event.</p> <p>Tips:</p> <p>Where possible, expenditure should be directly linked to each asset.</p> <ul style="list-style-type: none"> • If works are permanent/extensive restoration works, submit under Restoration of Essential Public Assets (REPA). • Describe the work and why it is required; do not use the same, generic statement for multiple damage/treatments unless they are true for the item claimed. • Clearly demonstrate the eligible activities undertaken, the extraordinary expenditure associated with these activities and essential public assets these activities occurred on. <table border="1"> <tr> <td>Evidence</td> <td> <p>Each line item requires a link or reference to the supporting documents, e.g. transaction, invoice number or payroll report. Attach the following:</p> <ul style="list-style-type: none"> • Detailed general ledger in a readable file format. Set up your finance system to make it easy to track costs by activity type. • Invoices with detailed comments • Attach photos (with GPS coordinates/ metadata) showing damage/impact for each type of activity undertaken on each asset and label or reference your photos clearly on your form. See Tip Sheet 3 – Photo evidence to help with your submission. Representative photos to sufficiently demonstrate the event impact should be provided on each asset. </td> </tr> <tr> <td>Other supporting documents</td> <td> <p>QRA may request invoices if further information is required.</p> <p>A map highlighting assets/areas where works have were undertaken may assist assessment.</p> </td> </tr> </table>	Evidence	<p>Each line item requires a link or reference to the supporting documents, e.g. transaction, invoice number or payroll report. Attach the following:</p> <ul style="list-style-type: none"> • Detailed general ledger in a readable file format. Set up your finance system to make it easy to track costs by activity type. • Invoices with detailed comments • Attach photos (with GPS coordinates/ metadata) showing damage/impact for each type of activity undertaken on each asset and label or reference your photos clearly on your form. See Tip Sheet 3 – Photo evidence to help with your submission. Representative photos to sufficiently demonstrate the event impact should be provided on each asset. 	Other supporting documents	<p>QRA may request invoices if further information is required.</p> <p>A map highlighting assets/areas where works have were undertaken may assist assessment.</p>
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Other supporting documents	<p>QRA may request invoices if further information is required.</p> <p>A map highlighting assets/areas where works have were undertaken may assist assessment.</p>				
Submission Guide	For more details about preparing Emergent Works submissions see the Submission Guide (pages 11-14)				

Restoration of Essential Public Assets (REPA)		
What is it for?	Restoration of Essential Public Assets (including Emergent Works) – restoration or replacement of eligible uninsured essential public assets damaged as a direct result of an eligible disaster to predisaster standard.	
Eligibility	Check the Queensland Disaster Relief and Recovery Arrangements Guidelines.	
Trigger point	Local governments must have eligible expenditure exceeding their trigger points to be able to submit for reimbursement.	
Activation	NDRRA activation can be requested by any state or local government by submitting an Activation Request form to the QRA via email to NDRRA@qldra.org.au detailing the disaster situation and estimated damage expenditure of assets.	
Adminstrating Authority	Once activated, please contact the QRA. Ph: 1800 110 841 Email: Submissions@qldra.org.au	
Timing of submission	Submissions are to be lodged as soon as possible after the event, but no later than three months after the end of the financial year in which the expenditure was incurred.	
FORM 4	Request a Form 4 from your Regional Liaison Officer (RLO) for each event. Tips: <ul style="list-style-type: none"> • Consider how you will package your submissions, e.g. asset type, region or by tender. • Provide asset identifying numbers as well as chainages and GPS coordinates to clearly identify damage site location and the extent of the damage. • Make sure you have good commentary on your Form 4 to assist assessors to understand your submission. • Avoid submitting lump sums where relevant Form 4 treatments can be identified. • When selecting “OTHER” for treatment, attach a detailed cost and activity breakdown e.g. attach Excel worksheet, relevant quotes and cost by activity or treatment, including material and quantities. 	
	Evidence	<ul style="list-style-type: none"> • Attach photos (with GPS coordinates/ metadata) of each damage site location to demonstrate the asset, extent of damage and proposed treatment. Label / reference your photos clearly on the form and photo folder. See Tip Sheet 3 – Photo evidence to help you with your submission. • Attach and reference supporting documents and evidence such as consultants’ reports/designs, maintenance records, geo-techs reports, engineers reports etc. • Include estimated indirect costs in submission, such as project management, contingency, escalation.
	Other supporting documents	QRA may request invoices if further information is required. A map highlighting assets/areas where works have were undertaken may assist assessment.
Form 6A & 6B	Complete Form 6A (once per event) and 6B (once for each submission), save and print for certification signature.	
Restoration works exceeding \$1 million	Notification form: If any restoration works (including eligible indirect costs) exceed \$1,000,000, an Essential Public Asset form will need to be completed to seek Commonwealth endorsement. Please seek assistance from your RLO.	
Submission Guide	For more details about preparing REPA submissions see the Submission Guide (pages 10-25)	

Checklist: Lodging a NDRRA submission

- Check all sections of the Form are accurate and complete, free of errors and duplicates, ensure there are no blank lines between items (where applicable).
- Obtain signatures for all forms where required.
- For REPA and Emergent:**
 - store all attachments and photos in submission-folders grouped by asset name
 - name files with asset name or site name.
- For CDO:**
 - ensure scanned copies of invoices can be linked to the expenditure line item in the general ledger and Form 12.
- Include a PDF version of completed and signed QRA forms.
- Include the Excel version of completed QRA forms.
- Email to submissions@qldra.org.au and Cc your RLO. Identify submission in subject line, your internal reference number and contact officer's name and contact details.
- For large submission files, agencies can use Dropbox. Please contact your RLO for assistance.
- Ensure coloured, scanned PDF of signed documents are included in email, hard copies of documents will then not be required.
- Mail – Post USB of submission documents to PO Box 15428, CITY EAST QLD 4002 and also email advice to submissions@qldra.org.au and your RLO that submission has been posted.

Record keeping

Under the Commonwealth NDRRA Determination, applicants are required to retain evidence for seven years from the end of the financial year in which the submission was acquitted.

For more information

Please email ndrra@qldra.org.au if you have any queries about requesting activation.

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.