

## Acquittal requirements

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

QRA’s Acquittal Program comprises works yet to be acquitted in claims to the Australian Government, across events for the previous two years in the NDRRA Delivery Program and a small number of projects that have received extensions of time for delivery.

All Acquittal forms and advice are available on the QRA website at [www.qldreconstruction.org.au/funding](http://www.qldreconstruction.org.au/funding).

### Checklist: Completed works

#### Final Form 9 – Progress Reporting

- Form 9 Progress Report** is now council specific and can be requested by emailing [progressreporting@qldra.org.au](mailto:progressreporting@qldra.org.au). The completed report should be returned with:
  - PDF of scanned signed Form 9
  - Excel file
  - Completion photos.

<b>Completion photos</b>	<ul style="list-style-type: none"> <li>• The purpose of completion photos is to demonstrate works completed.</li> <li>• Photos should be provided as JPG files with EXIF metadata, including GPS coordinates and time/date taken per asset, and per treatment to sufficiently show the scope of works completed.</li> <li>• Save photos with descriptive filenames – e.g. by road name and chainage.</li> <li>• Provide completion photos for each asset that show the completed treatments.</li> <li>• Example A: If 100 m of road is sealed, and one culvert replaced, QRA requires a photo of the completed seal and a photo of the completed culvert or one photo showing both works.</li> <li>• Example B: For larger areas of work, more photos will be required to sufficiently represent the scope of works completed.</li> </ul>
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Form 9 tips	
<b>Variances</b>	Form 9 line items with $\pm 10\%$ cost variance must have an explanation: <ul style="list-style-type: none"> <li>• What is the reason for the variance?</li> <li>• Why is it eligible under NDRRA guidelines (justify)?</li> <li>• Provide a link to the attached supporting evidence (e.g. photos/site diary/etc.).</li> </ul>
<b>Change in scope</b>	Form 9 line items with a ‘yes’ to a change in scope must have an explanation: <ul style="list-style-type: none"> <li>• What is the change in scope (quantify)?</li> <li>• A link to the attached supporting evidence of this change.</li> <li>• Why is it eligible under NDRRA?</li> </ul>
<b>Total costs are less than Recommended Value</b>	If total costs are less than Recommended Value, state whether all works were delivered.

## Checklist: Actual expenditure

- Actual expenditure should be returned to [progressreporting@qldra.org.au](mailto:progressreporting@qldra.org.au) and include the following:
  - General Ledger
    - Detailed transaction report by asset.
    - Electronic editable version (by email).
  - Explanation of on-costs claimed
    - Explanation and breakdown of costs for on-costs (if any) eg payroll, plant.

### To assist the assessment

- The **General Ledger** should show **actual expenses**. Provide an explanation for any discrepancies between claimed and ledger costs.
- The **General Ledger** should show **actual expenses**. Provide an explanation for any discrepancies between claimed and ledger costs.
- Ask for the detailed **transaction report by asset** for submission assets related directly to the activated disaster event (**not the summary report**).
- The Australian Government Determination requires local governments to demonstrate that expenditure claimed is actual expenditure, and that it relates directly to the natural disaster event.
- **To prove an eligible on-cost:**
  - Agencies need to break down and **explain** the **individual** expenses that make up the on-costs claimed.
  - **Justify** why these expenses are eligible under NDRRA guidelines.

## Checklist: Certification

- Certification documents should include the following and be returned to [progressreporting@qldra.org.au](mailto:progressreporting@qldra.org.au)
  - Form 10** – Final report checklist and certification (signed, scanned PDF).
  - Form 11** – Final report – Value for Money Outcome (signed, scanned PDF).

### For more information

Please email [progressreporting@qldra.org.au](mailto:progressreporting@qldra.org.au) if you have any queries about Acquittal requirements.

***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.***