

Variations to approved REPA works

This tip sheet relates to REPA submissions for eligible events up to and including **31 October 2018** approved under the *Natural Disaster Relief and Recovery Arrangements (NDRRA) Determination 2017*.

Restoration of Essential Public Assets (REPA) may be assessed at three stages:

1. pre-approval
2. post approval
3. acquittal.

Approval of a variation to works may occur from post approval through to acquittal.

| Stages of REPA Assessment | |
|---------------------------|--|
| pre-approval | <p>Applicants lodge submission for compliance and value for money assessment. The submission will outline:</p> <ul style="list-style-type: none"> • scope of works – based on evidence of event related damage to eligible assets • estimated costs – based on Form 4 treatments and related benchmark rates, or applicant’s cost breakdown of ‘other’ treatments or tenders. |
| post-approval | <p>Following approval and throughout delivery of works, the applicant is responsible for:</p> <ul style="list-style-type: none"> • 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 regular 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 QRA Regional Liaison Officer (RLO). |
| acquittal | <p>On completion of works, the applicant is responsible for acquitting:</p> <ul style="list-style-type: none"> • completed scope of works against eligible scope of works • evidence of actual expenditure • reasons for variances to actual scope and expenditure from original approvals, supported by evidence, e.g. photos of event related damage on additional chainages or increased quantities, reports and/or photos to support a change of treatment, as well as completion photos. |

When is a variation required?

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

Variation types

- **Scope variation** involves an area, location and/or treatment change i.e. a change to approved treatment types or additional identified area above the original approval.
- **Cost variation** involves a change to the submission level recommended value normally due to changes in the original estimated rates. This may be due to increases resulting from award of a tender/contract.

Assessment of variations

Variations are assessed in line with assessment of the original submission, requiring the same level of evidence. Variations may be assessed prior to or at acquittal, depending on the requirements and status of the program of works.

Identifying, capturing, and submitting a variation follows the same process as the original submission i.e. Form 4.

- Request a Variation Form 4 for the submission from your RLO, and a Form 7.
- Ensure the latest Form 7 and Form 9 has been submitted.

Checklist: Submitting a variation

When you have completed the variation submission email the documents below to submissions@qldra.org.au and cc your RLO.

Form 4 – Variation

- ✓ **Form 4 variation** for the relevant submission can be requested from your RLO
- ✓ enter the variation details and reason against each varied line item
- ✓ provide electronic Excel file AND signed and scanned PDF

Form 7 – Details variation request

- ✓ **Form 7 Details variation request**
- ✓ complete all sections of the form providing the current recommended value for the varied asset and the variation amount sought (from Form 4)
- ✓ ensure details provided will help the assessor understand what is being varied
- ✓ provide the current status of works for the entire submission
- ✓ provide signed and scanned PDF of the Form 7 and ensure figures match the Form 4.

Evidence to support eligibility and the variation

- ✓ scope variations require JPEG photos with GPS/metadata of event related damage on the additional scope/treatment (Refer to *Tip sheet 3 – Photographic evidence*)
- ✓ evidence of asset damage as a direct result of an eligible event is required (evidence of completed works alone does not satisfy eligibility requirements under the NDRRA)
- ✓ cost variations require evidence of rates variance e.g. tender schedule.

For more information

Please email progressreporting@qldra.org.au if you have any queries about submitting a variation.

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