

Disaster Recovery Funding Arrangements

2019/20 Category D

**Bushfire Recovery Exceptional
Assistance Immediate Support Package**

Guidelines



Queensland Government



Australian Government

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Bushfire Recovery Exceptional Assistance Immediate Support Package

DRFA Category	D
Administered by	Queensland Reconstruction Authority
More information	Queensland Reconstruction Authority Phone: (07) 3008 7200 Email: Submissions@gra.qld.gov.au

1. Purpose

In recognition of the severity, scale, and duration of the 2019-2020 bushfire season, the Commonwealth Government has provided immediate support payments to severely affected Councils activated under Category C funding of the Disaster Recovery Funding Arrangements (DRFA).

2. Eligible scope

Councils may spend their payments on projects and activities that they deem essential for the recovery and renewal of their communities, including, but not limited to:

- Rebuilding damaged or destroyed council assets such as key local roads, bridges, and community facilities;
- Employing additional local staff to take on specialist recovery or planning roles to help coordinate and plan the rebuilding effort;
- Hosting new public activities and events to bring communities together and attract visitors back to affected regions;
- Activities and measures to support local economic recovery; and
- Immediate maintenance and repairs to relief and evacuation centres.

3. Timeframes

3.1 Program of works

Councils will need to develop and provide a Program of Works within three months of funding approval.

The allowable time limit for expenditure of the grant payment is 30 June 2022.

3.2 Progress reporting

Progress reporting is mandatory throughout program delivery.

Progress reports are prepared in the QRA Progress Report Form and lodged through the MARS Reporting Portal detailing:

- actual expenditure reported against the approved capped amount
- project milestones, start and finish dates
- any variances in scope, cost or time

- details of complementary programs.

3.3 Acquittal

Acquittal reports will include:

- final progress report detailing the completed scope/programs/activities
- detailed general ledger evidencing the final actual expenditure claimed and supporting source documents available for sampling by QRA if requested
- details and evidence of the completed activities.

4. Governance

4.1 Acknowledgment of Australian Government assistance

Public acknowledgement of Commonwealth DRFA assistance is required under Section 5.2 of the Commonwealth Guidelines available at:

www.disasterassist.gov.au/Documents/Natural-Disaster-Relief-and-Recovery-Arrangements/disaster-recovery-funding-arrangements-2018.pdf.

The announcement of an eligible measure/s will occur as a joint media statement unless otherwise agreed by the Commonwealth. In addition, prior agreement must be reached with the Commonwealth on the nature and content of any subsequent events, announcements, promotional material or publicity relating to an eligible measure under the arrangements. This includes but is not limited to: media releases, events, social media, signage and advertising.

4.2 Queensland Government policy requirements

All advertising campaign brief and schedules will be provided to Government Advertising and Communication Committee, managed by the Department of the Premier and Cabinet.

4.3 Assurance Activities

Applicants may be required to provide documentation to support assurance activities. These assurance activities may include, but are not limited to:

- audit
- research and data against selected messaging, channels and platforms
- obtaining relevant evidence to support expenditure.

4.4 Certification

All submissions and progress reports, must be certified by the applicant in line with its delegations.

4.5 Goods and Services Tax (GST)

When claiming reimbursement of expenditure the amount to be lodged must be the GST exclusive actual cost incurred.

4.6 Funding Agreement

It is a requirement that all recipients of QRA funding enter into a Head Agreement with QRA.

When awarding funding, QRA will issue a Project Funding Schedule which, when executed by both parties, will be considered a binding Project Funding Agreement under the terms and conditions of the Head Agreement.

The Project Funding Schedule will detail the terms and conditions specific to the approved funding, including reference to the relevant funding guidelines that govern the program,

funding type and amount, key date and milestone schedules, payment claim and reporting requirements.

4.7 Procurement

The procurement of goods or services will be in accordance with the Queensland Procurement Policy.

4.8 Record Keeping

DRFA records must be available for seven years from the end of the financial year the claim is acquitted by the Australian Government. For assurance purposes, the Australian Government may at any time, via QRA, request documentation from applicants to evidence the State's compliance with any aspect of the DRFA. This may include, but not be limited to access to project level information, to confirm acquittal in accordance with the DRFA.