

## Disaster Recovery Funding Arrangements (DRFA)

### Submission overview

This tip sheet relates to eligible events activated from 1 November 2018 under the Disaster Recovery Funding Arrangements (DRFA) for the following relief measures:

- Counter Disaster Operations (CDO)
- Immediate Reconstruction Works (IRW)
- Emergency Works (EW)
- Reconstruction of Essential Public Assets (REPA).

<b>Relief measure</b>	<b>Counter Disaster Operations (CDO)</b>
<b>Description</b>	CDO activities are undertaken by local governments and state agencies to assist and protect people by: <ul style="list-style-type: none"> <li>• alleviating personal hardship and distress</li> <li>• addressing the immediate emergency needs of individuals</li> <li>• protecting the general public.</li> </ul>
<b>Submission form</b>	Use the <b>CDO Submission Form</b> to: <ul style="list-style-type: none"> <li>• prepare for and track CDO activities undertaken in response to an eligible disaster</li> <li>• identify the necessary details and evidence required to seek reimbursement under the Disaster Recovery Funding Arrangements (DRFA) and the Queensland Disaster Relief and Recovery (QDRR) Guidelines. This includes CDO activities undertaken, associated costs, dates and locations, and supporting evidence</li> <li>• select from the drop down lists to detail each activity undertaken and the associated cost type</li> <li>• use the backfilling tab to provide details to support a claim for payroll backfilling costs</li> <li>• import the draft submission to the MARS portal to review and validate prior to lodging</li> <li>• lodge a submission for the reimbursement of the actual extraordinary costs of CDO activities undertaken in direct response to the eligible disaster.</li> </ul>
<b>Key dates and timeframes</b>	<p><b>Undertaking CDO activities:</b> CDO activities are undertaken immediately before, during and immediately after the eligible disaster.</p> <p><b>Lodging submissions:</b> All eligible CDO activities undertaken up to 30 June are required to be lodged to the QRA for acquittal assessment by 30 September (within three months from end of financial year). This requirement includes lodging all expenditure incurred on the eligible activities undertaken during the financial year, regardless when the invoice was paid.</p>
<b>Approval and payment</b>	CDO is assessed and approved as a reimbursement of the actual extraordinary expenditure of completed eligible CDO activities. 100% of eligible funding is paid on approval. Project Funding Agreements are required.
<b>Reporting</b>	N/A
<b>Reference and tools</b>	<p><u><a href="#">DRFA publications (Australian Government)</a></u>  <u><a href="#">Queensland Disaster Relief and Recovery (QDR) Guidelines – November 2018</a></u>  <u><a href="#">QRA website – DRFA page</a></u>  <u><a href="#">QRA website – Submission form – CDO</a></u>  <u><a href="#">QRA website – Management and Reporting System (MARS) page</a></u></p>

# Tip sheet 2

<b>Relief measure</b>	<b>Emergency Works</b>
<b>Description</b>	<p>Emergent Works (EW) are temporary works undertaken by local government and state agencies to:</p> <ul style="list-style-type: none"><li>• urgently repair eligible essential public assets impacted by an eligible disaster</li><li>• enable essential public assets to operate or be operated at a reasonable level of efficiency</li><li>• enable assets to support the immediate recovery of the community after an eligible disaster.</li></ul>
<b>Submission form</b>	<p>Use the <b>EW submission form</b> to:</p> <ul style="list-style-type: none"><li>• prepare for and track EW temporary repairs to assets damaged by an eligible disaster</li><li>• identify the necessary details and evidence required to seek reimbursement under the DRFA and the QDRR Guidelines. This includes details of the EW undertaken, when and on which eligible assets, evidence of eligible disaster damage to the asset and evidence of expenditure.</li><li>• select from the activity drop down list to detail the EW completed on impacted eligible assets</li><li>• import the draft submission to the MARS portal to review and validate prior to lodging</li><li>• lodge a submission for the reimbursement of the actual costs of eligible EW completed on eligible assets in direct response to an eligible disaster.</li></ul>
<b>Key dates and timeframes</b>	<p><b>Completing EW activities:</b></p> <p>EW must be completed within three months from the impact of the event, or by exception, from when the essential public asset becomes accessible.</p> <p>Information on asset accessibility must be provided to support works undertaken more than three months from the event impact.</p> <p><b>Lodging submissions:</b></p> <p>Submissions for EW are to be lodged to QRA within three months from the end of the financial year in which the works commenced (by 30 September), unless otherwise agreed with QRA.</p> <p>Where eligible works fall across two financial years (i.e. commence late one financial year and are completed early the following financial year) the submission is to include all expenditure for the works completed up to 30 September, and be lodged as soon as practicable as agreed with QRA.</p>
<b>Approval and payment</b>	<p>EW is assessed and approved as the reimbursement of eligible expenditure of completed eligible EW activities on eligible assets. 100% of eligible funding, less a local government's trigger point contribution, where applicable is paid on approval. Project Funding Agreements are required.</p>
<b>Reporting</b>	N/A
<b>Reference and tools</b>	<p><i><a href="#">DRFA publications (Australian Government)</a></i></p> <p><i><a href="#">Queensland Disaster Relief and Recovery (QDRR) Guidelines – November 2018</a></i></p> <p><i><a href="#">QRA website – DRFA page</a></i></p> <p><i><a href="#">QRA website – Submission form – EW</a></i></p> <p><i><a href="#">QRA website – Management and Reporting System (MARS) page</a></i></p>

# Tip sheet 2

<b>Relief measure</b>	<b>Immediate Reconstruction Works</b>
<b>Description</b>	Immediate Reconstruction Works (IRW) are the reconstruction works undertaken by local government and state agencies to urgently and permanently reconstruct eligible essential public assets to pre-disaster function immediately (within three months) after the eligible disaster.
<b>Submission form</b>	<p>Use the <b>IRW submission form</b> to:</p> <ul style="list-style-type: none"><li>• prepare for and undertake damage assessments and IRW to permanently restore assets damaged by an eligible disaster</li><li>• identify necessary details and evidence required to seek reimbursement under Disaster Recovery Funding Arrangements (DRFA) and QDRR Guidelines November 2018. This includes locations of assets, details and evidence of the exact locations, nature and extent of event damage to the eligible asset, pre and post disaster evidence linking the damage to the disaster as well as details and photo evidence of completed works</li><li>• select from treatment drop down list to detail each treatment completed to reconstruct the event damaged asset</li><li>• enter actual quantities and actual cost of completing the identified treatment</li><li>• import draft submission line items and photos to the MARS portal to review and validate prior to lodging</li><li>• lodge a submission for reimbursement of actual costs of permanent reconstruction works on eligible assets damaged as a direct result of an eligible disaster.</li></ul>
<b>Key dates and timeframes</b>	<p><b>Completing IRW activities:</b> All IRW must be completed within three months from the impact of the event, or from the date when the essential public asset becomes accessible. Information on asset accessibility must be provided to support works undertaken more than three months from the event impact</p> <p><b>Lodging submissions:</b> Submissions for IRW are to be lodged to QRA within three months from the end of the financial year in which the works commenced (by 30 September), unless otherwise agreed with QRA. Where eligible works fall across two financial years (i.e. commence late one financial year and are completed early the following financial year) the submission is to include all expenditure for the works completed up to 30 September, and should be lodged as soon as practicable as agreed with QRA.</p>
<b>Approval and payment</b>	<p>IRW is assessed and approved as a reimbursement of actual costs of completed eligible IRW works. 100% of eligible funding, less a local government's trigger point contribution is paid on approval. Project Funding Agreements are required.</p>
<b>Reporting</b>	N/A
<b>Reference and tools</b>	<p><u><a href="#">DRFA publications (Australian Government)</a></u> <u><a href="#">Queensland Disaster Relief and Recovery (QDRR) Guidelines – November 2018</a></u> <u><a href="#">QRA website – DRFA page</a></u> <u><a href="#">QRA website – Submission form – IRW</a></u> <u><a href="#">QRA website – Management and Reporting System (MARS) page</a></u></p>

Relief measure	Reconstruction of Essential Public Assets
Description	<p>Reconstruction of Essential Public Assets (REPA) submissions are developed and lodged based on the:</p> <ul style="list-style-type: none"> <li>• scope of reconstruction works on eligible essential public assets that have been directly damaged by an eligible disaster</li> <li>• estimated reconstruction costs to complete those works.</li> </ul>
Submission form	<p>Use the <b>REPA submission form</b> to:</p> <ul style="list-style-type: none"> <li>• identify and provide necessary data and evidence in response to an eligible disaster, including asset locations and damage assessments, demonstrating the exact locations, nature and extent of damage to eligible assets caused by the eligible disaster, to meet DRFA requirements</li> <li>• select from the treatment drop down list to detail proposed treatments to reconstruct the damaged asset</li> <li>• assist in planning how REPA works will be delivered</li> <li>• identify the preferred delivery/estimate method at each line item to establish the estimated reconstruction cost – either Benchmark Rates or Market Price</li> <li>• import the draft submission to the MARS portal to review and validate prior to lodging</li> <li>• lodge the REPA submission to establish the estimated reconstruction costs of the eligible scope of works to restore assets damaged by the eligible disaster.</li> </ul>
Key dates and timeframes	<p><b>Lodge scope and estimates submissions:</b> All REPA submissions, including awarded market prices, <b>must be lodged to QRA within nine months (by 31 March)</b> following the financial year in which the relevant disaster occurred.</p> <p><b>Complete works:</b> All REPA works must be completed within 24 months after the end of the financial year in which the disaster occurred.</p> <p><b>Acquit works: Unless otherwise agreed with QRA,</b> all REPA acquittal reports and evidence must be lodged to QRA within three months (by September 30) following the financial year in which works were completed.</p>
Approval and payment	<p>REPA is assessed and approved as a Recommended Value (RV) based on the estimated reconstruction costs to deliver the assessed eligible scope of works.</p> <p>30% advance is paid based on the RV. Project Funding Agreement required.</p> <p>Local government trigger point contributions apply to REPA.</p> <p>Acquittal documentation is assessed and approved up to the actual eligible costs, of the approved scope.</p>
Reporting	<p>Monthly progress reports on delivery and actual costs</p> <p>Progress claims and evidence of expenditure are lodged once actual costs exceed estimated costs</p> <p>Submission acquittal, final Progress Report, evidence of completed works and actual costs</p>
Reference and tools	<p><i><b>DRFA publications (Australian Government)</b></i></p> <p><i><b><u><a href="#">Queensland Disaster Relief and Recovery (QDRR) Guidelines – November 2018</a></u></b></i></p> <p><i><b><u><a href="#">QRA website – DRFA page</a></u></b></i></p> <p><i><b><u><a href="#">QRA website – Submission form – REPA</a></u></b></i></p> <p><i><b><u><a href="#">QRA website – Management and Reporting System (MARS) page</a></u></b></i></p>