

Information Sheet

Monthly Monitoring Report

What information am I required to report?

Each month, Councils and State agencies are required to answer five questions (see the Excel template provided) about each DRFA Category C or D package you deliver. The completed template should be attached when you lodge monthly progress reporting in MARS.

What is the purpose of reporting this information?

Answering these questions regularly will strengthen QRA's understanding of:

- 'how' and 'why' packages are progressing towards their objectives
- the challenges you are experiencing and ways service delivery could be improved
- how we might achieve better community outcomes when responding to future events.

How detailed do my responses need to be?

Consider your response a high-level update of your package's progress over the previous month. Include only the detail you need to highlight your key achievements, any risks or issues of note and information you believe QRA needs to be made aware of.

If you feel there is 'nothing new to report' between one month and the next, you are encouraged to complete the Excel template with this as your response. Such information is still valuable for monitoring and evaluation purposes.

Can you provide examples of how to answer each question?

Question	Examples
Q1. What aspects of the package's design or delivery are working well?	Responses may include references to: Progress towards package objectives, communication and engagement, service delivery model or community experiences and outcomes.
Q2. What barriers or external factors are affecting delivery?	Responses may include references to: Market or supply chain factors, procurement or recruitment timeframes, changing community needs or weather.
Q3. What aspects of the package's design or delivery could be improved?	Responses may include references to: Information sharing and communication, uptake of the package, guidance materials, unintended outcomes or community feedback.
Q4. Please indicate how strongly you agree or disagree with the following statement: Affected communities are aware of the Category C or D packages delivered by my organisation	Select one of the five categories from the drop-down menu Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly disagree
Q5. Please indicate how strongly you agree or disagree with the following statement: Affected communities are accessing the funding and services they need to respond and recover	Select one of the five categories from the drop-down menu Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly disagree