

Submission Guide

for NDRRA REPA and CDO Funding

Pre and Post-Approval requirements

2016

V1

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Every effort has been made to ensure that the information contained within these guidelines is accurate and where possible reflects current best practice. However, Queensland Reconstruction Authority does not give any warranty or accept any liability in relation to the content of material contained in this guide.

Where there are (unintended) inconsistencies between this Submission Guide, the Queensland Disaster Relief and Recovery Arrangements Guidelines and the Commonwealth NDRRA Determination 2012 (Version 2), the Determination will prevail.

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Submission Guide

for NDRRA REPA and CDO Funding

The Submission Guide is designed to assist in the preparation of submissions for funding under the Commonwealth/State funded Natural Disaster Relief and Recovery Arrangements (NDRRA). This includes funding for:

- Counter Disaster Operations (CDO); and
- Restoration of Essential Public Assets (REPA) (including Emergent Works).

The Submission Guide outlines the Queensland Reconstruction Authority's (QRA) requirements for submission preparation for CDO and REPA, and progress reporting and acquittal of reconstruction projects.

The Submission Guide should be read in conjunction with the following documents:

- Commonwealth Natural Disaster Relief and Recovery Arrangements Determination 2012 Version 2 (Commonwealth Determination)
- Queensland Disaster Relief and Recovery Arrangements Guidelines (QDRRA Guidelines)
- QRA Value for Money Strategy
- QRA Agency Funding Agreement
- Queensland Government Procurement Policy
- *Local Government Act 2009* (Local governments only)
- *City of Brisbane Act 2010* (Brisbane City Council only)

These documents outline requirements and options for applicants. They also detail how the QRA releases NDRRA funding and how Value for Money (VfM) is ensured in the planning and delivery of reconstruction projects.

All expenditure must comply with an applicant's financial and purchasing policies and the Queensland procurement guidelines.

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1. SUBMISSION & FORM OVERVIEW

The QRA provides a number of forms that allow State and Local Government Agencies (Applicants) to lodge submissions in a consistent and simple manner. These forms enable the QRA to process submissions efficiently and effectively, and to ensure administration of funding complies with the legislative and regulatory requirements of the Commonwealth and State. Further information on how to complete the forms is located within each form.

Submission type	Stage	Form required	Description
CDO	Pre-approval and Acquittal combined	FORM 12	Details submission for the reimbursement of actual costs of Counter Disaster Operations activities
REPA Emergent Works (EW)	Pre-Approval and Acquittal combined	FORM 4 EW	Details submission for reimbursement of actual costs of Emergent Works activities
REPA (actuals)	Pre-approval and Acquittal combined	FORM 4	Submission for actual costs of completed scope of restoration works
		FORM 6	Value for money details
		FORM 10	Final report checklist
		FORM 11	Final report
REPA (estimates)	Pre-approval	FORM 4	Estimated costs and scope of restoration works
		FORM 6	Value for money statement – proposed delivery
	Post approval Variations	FORM 4	Proposed variation to approved scope / estimated cost and certification
		FORM 7	Details variation request
	Post approval Progress reporting	FORM 8	Progress reporting checklist
		FORM 9	Progress of delivery of works / expenditure by asset
	Acquittal	FORM 6	Value for money statement – actual delivery
		FORM 9	Final progress report
		FORM 10	Final report checklist and certification
		FORM 11	Final report – Value for Money Outcome
Extension of Time	FORM 13	Extension of Time application to be reviewed and endorsed by the QRA but approved by the Commonwealth.	
REPA and Emergent Works (EW)	Essential Public Asset (EPA) approval/ notification	Approval form	Provides details of essential public assets with REPA/EW works over \$1M for Commonwealth Approval
		Notification Form	Notifies Commonwealth of assets that have re-damage restoration costs over \$1M and have previously received Commonwealth EPA approval

Applicants must use the relevant forms when lodging a funding submission. All relevant fields should be populated, with clear descriptions included for each line item. Full completion of these forms enables timely processing and assessment of NDRRA funding. Certain forms (such as the Form 4) may be unique to individual Applicants. Applicants should contact their Regional Liaison Officer (RLO) or other designated contact if they have questions about submission documents.

2. GENERAL TIPS FOR APPLICANTS

The following tips will assist Applicants to effectively prepare and lodge submissions ready for assessment:

Evidence of damage and/or expenditure:

- Collect evidence of all damage and/or activities that you intend to submit for grant assistance – the NDRRA requires that evidence of damage or activity and expenditure is provided in relation to all eligible undertakings.
- For restoration submissions, photos (JPG with EXIF metadata, including GPS coordinates and time/date taken) must accurately reflect the damage and scope you intend to claim – these requirements will differ based on the type of submission, type of works and/or the size of a project. Photos that sufficiently demonstrate the event impact should be provided for each asset.
- Set up systems that code, store and track event related activities by specific relief measures and events – this will help collate data when preparing a submission and should include photos, costs and other files.
- If needed, ask the QRA for assistance with the capture of damage and other data. The QRA has developed specialised systems and has trained personnel who can assist Applicants after a disaster event. Refer to Section 5.2.

Lodging a submission:

- Lodge submissions as soon as possible after an event – remember that certain relief measures have differing timeframes.
- Include the required supporting documents for all works or activities – eligibility cannot be confirmed without appropriate evidence.
- Provide clear breakdowns for lump sum costs, activities or restoration works undertaken.
- Submit individual activities on different lines of the relevant form, where possible.
- Ensure all costs are assigned to specific assets or activities. General costs are not eligible – to be reimbursed, expenditure must be specifically linked to eligible works or activities.
- Provide all attachments and photos (if applicable) in sub-folders grouped by asset name.
- Ensure all forms are certified by an Accountable Officer.

Eligibility:

- Remember, not all activities undertaken before, during or after an event are eligible for NDRRA funding – check the QDRRA Guidelines for more details on eligibility.
- Do not submit ordinary, general or non-specific costs, such as general overheads or unspecified on-costs – these are ineligible under NDRRA and are unable to be reimbursed.
- Ensure all costs are GST exclusive.
- If unsure, ask the QRA for eligibility advice prior to formal submission.
- The Commonwealth Determination specifies that costs that could normally be absorbed by, or reasonably managed within the State's [or Local Government's] financial, human and other resource capacity are not reimbursable.

3. COUNTER DISASTER OPERATIONS (CDO)

- What:** Activities carried out to provide direct assistance to an individual, and for the protection of the general public
- Why:** To reduce personal hardship and distress.
- When:** Immediately before, during and immediately after an event only.
- Due:** Submissions must be received by the QRA no later than three months after the end of a financial year in which the activities were undertaken.

CDO activities are undertaken to directly assist and/or protect the general public immediately before, during and in the immediate aftermath of an eligible event.

Only extraordinary costs associated with eligible CDO activities can be claimed under the NDRRA. **Extraordinary costs** are those that exceed what an applicant could reasonably expect to incur for these purposes. Costs the applicant would have incurred if the event had not occurred are ineligible to be claimed.

The eligibility of activities and/or expenditure under NDRRA should not be a consideration when determining whether CDO responses should be undertaken. Not all activities an applicant is requested to or chooses to undertake as part of CDO is eligible under the NDRRA.

Refer to the Commonwealth Determination and the QDRRA Guidelines for more detailed information on eligibility requirements.

Considerations when undertaking CDO:

When undertaking CDO activities, Applicants should prepare and track the details of each activity and related expenditure ready for submission preparation. This should include coding expenditure to a dedicated cost centre for the relevant disaster, file noting the CDO activity for reference or documenting the activity on a Request for Assistance or Tax Invoice.

3.1 Preparing a CDO submission

CDO submission requirements:

CDO Submission Form 12 detailing:

- Each CDO activity undertaken, including costs incurred and resources used (e.g. staff and roles)
- Justification of activity and why expenditure was incurred
- Certified by an Accountable Officer

Supporting evidence:

- Detailed general ledger report displaying all expenditure being claimed and linked to eligible activities
- Internal costing/payroll reports for any extraordinary internal plant/payroll costs
- Tax invoices for all external expenditure

Under the NDRRA, applicants are reimbursed the eligible actual costs of eligible CDO activities. All submissions must be actual expenditure paid for by an applicant before seeking reimbursement.

Submissions must clearly demonstrate the submission is for eligible activities AND eligible extraordinary expenditure. An assessment of eligibility is completed on each CDO activity. Expenditure will only be assessed once the activity is determined as eligible. If an activity is determined as ineligible, then all associated expenditure will also be determined as ineligible.

If evidence of expenditure differs from the amount claimed, the applicant must include a reconciliation statement with the submission.

3.2 Lodging a CDO Submission

When lodging your CDO submission, please:

- Check all sections of the Form 12 are complete prior to submitting
- Include a PDF version of completed and signed Form 12
- Include the excel version of completed Form 12
- Ensure the scanned signed Form 12 matches the excel Form 12
- Include an accompanying letter /email from local government / state agency stating:
 - your organisation's internal reference number for the submission (if applicable)
 - associated activated event
 - submission type – e.g. new CDO submission
 - contact officer name and details for the submission
- Include a detailed general ledger in excel format (or equivalent)
- Include internal costing/payroll reports for extraordinary plant/payroll costs in excel format (or equivalent)
- Include scanned copies of invoices as a PDF
- Ensure scanned copies of invoices can be linked to the expenditure line item in the general ledger and Form 12
- Included other documents listed in Section 3.2

Email:

Email all of the above to **submissions@qldra.org.au** and CC your RLO, identifying the submission in the subject line. Where all of the above submission documents are included in the email, hard copies of documents will not be required. For large submissions, Applicants can use an online file sharing program (e.g. Dropbox). Please contact your RLO for assistance.

Post:

Mail – Post USB with documents to PO Box 15428, City East, 4002 and also email advice to **submissions@qldra.org.au** and your RLO to advise the submission has been posted. Please send one USB/CD per submission for each submission in clearly marked folders.

3.3 Assessment

The QRA assesses all submissions for eligibility under the NDRRA, and where necessary, will consult with applicants to ensure all available information has been appropriately considered.

If further information is required, the QRA will contact the Applicant requesting the additional information. Applicants should respond within the spaces provided on the relevant form/worksheet and return this to the QRA as soon as possible, along with any additional documentation supporting the responses given. If unable to meet the timeframe, it is important to advise the QRA and establish an alternative date.

3.4 Approval and Payment of a CDO Submission

Once a CDO submission has been assessed and approved, the QRA will issue the applicant with a formal letter of approval, outlining the value of actual costs approved for reimbursement. The applicant will also receive an assessment summary, containing a detailed breakdown of the items deemed eligible, ineligible or unable to be determined based on the evidence supplied.

On approval of a CDO submission, 100% of the approved value is issued to an applicant as either:

- A payment, issued with a Recipient Created Tax Invoice (RCTI) and RCTI agreement.
- A drawdown on the applicant's existing Grant Advance if funds remain unexpended.

All NDRRA payments are subject to ongoing compliance and value for money reviews in accordance with the provisions outlined in the Determination. Payments may also be subject to sampling and further assessment by QRA or the Commonwealth prior to funds being acquitted.

Refer to the Funding Agreement for full details of the QRA's payment process.

4. RESTORATION OF ESSENTIAL PUBLIC ASSETS (REPA)

Funds are provided for the restoration or replacement of *essential public assets* damaged as a direct result of an *eligible disaster* to their pre-disaster standard. Restoration works can commence prior to approval of funding. The eligibility of works or expenditure related to restoration works should not be a consideration when determining whether to undertake works on an essential public asset.

For full details regarding eligibility requirements, applicants should refer to the Commonwealth Determination and the QDRRA Guidelines.

Projects over \$1,000,000 – Commonwealth approval required

Under the Commonwealth Determination, all projects estimated to cost \$1,000,000 or more require the State to seek prior agreement from the Commonwealth that the asset being restored meets the definition of an essential public asset. This requires the completion and lodging of an Essential Public Assets (EPA) Approval form or an EPA Notification form to the Commonwealth.

These forms require information on:

- Eligible event and date
- Name of asset
- The estimated total cost of restoration / replacement
- The estimated start and end dates of the project
- The scope of restoration works proposed
- Infrastructure type
- A description of the ways in which the loss of the asset would impact or disrupt the normal functioning of the community

Note: Commonwealth approval or notification is required each time the essential public asset is damaged by an eligible event and the restoration works are estimated to reach or exceed \$1,000,000.

Applicants should identify within their submissions any specific projects where works on a particular asset are expected to reach or exceed \$1,000,000 (including indirect costs). This may include works on a particular site, such as a bridge, or works that include the restoration of various sites spread over an individual asset, such as a road where numerous inverts have been impacted.

Where such a project is identified, applicants should identify the asset and collate the required information. The Essential Public Assets (EPA) Approval and EPA Notification form is available on the QRA's website to assist in this process. The information should be provided to the applicant's Regional Liaison Officer (RLO) for review and on-forwarding to the Commonwealth.

Trigger Points for Local Governments

All local governments (excluding local governments with no rates revenue) incur a Trigger Point Contribution for each activated event for which they submit a Restoration application (including Emergent, Actuals and Estimates) for funding.

Local governments are required to contribute 25% of eligible expenditure up to their maximum trigger point level, whichever is the lesser. An applicant local government's trigger point contribution is deducted from the first submission for the event, up to 25% of the approved submission value. Where the contribution exceeds 25% of submission value, the remaining trigger point contribution will be deducted from subsequent submission(s) for the same event.

4.1 Emergent Works

- What:** Temporary works undertaken for the immediate and urgent repair or temporary protection of essential public assets.
- Why:** To maintain operation or retain serviceability of essential public assets damaged during or affected by an event.
To make safe or limit further damage until permanent restoration works can be completed.
- When:** Within 60 days of an event impacting the Local Government Area.
- Due:** Submissions must be received by the QRA no later than three months after the end of financial year in which the emergent works were undertaken.

Emergent works are undertaken during or within 60 days of an event impacting on the local government area. Works fall under two broad categories: to protect essential public assets and maintain safety or temporary post-disaster repairs.

Protection / safety: Activities must be to protect or make safe the use/non-use of an essential public asset. This includes sand-bagging, installation of tarpaulins, erection of warning signs or traffic barriers, removal of debris or cleaning and/or removal of assets or stores to prevent damage.

Temporary repairs: Activities must be immediate post-disaster repairs to an eligible asset to enable it to operate at a reasonable level of efficiency – this may include clean-up and removal of silt, pothole patching, emergent grading, urgent earthworks or protection.

Emergent works fall under the NDRRA REPA relief measure. The Commonwealth does not distinguish between standard restoration and emergent works in relation to an eligible event. It is important to refer to the Commonwealth Determination and the QDRRA Guidelines for detailed information on eligibility requirements.

Considerations when undertaking Emergent Works:

- When undertaking Emergent Works, Applicants should prepare and track the details of emergent activities (e.g. what was done, why it was done and on which eligible assets) and related expenditure required for submission lodgement. For emergent works, this includes taking representative photos of damage for each type of activity undertaken.
- Comments on supplier invoices explaining services/areas may also assist in submission preparation.

Only temporary works undertaken within the first 60 days can be claimed as Emergent Works. Emergent Works DO NOT include permanent restorations. Permanent restoration works undertaken immediately after the event and prior to approval, due to the urgency, timeliness or efficiency should be submitted under a Restoration Actuals submission.

4.1.1 Preparing an Emergent Works submission

Emergent Works submission requirements:

Form 4 Emergent Works detailing:

- Actual costs linked to the General Ledger, internal costing for internal plant and payroll reports for extraordinary payrolls costs in excel format or equivalent, as applicable.
- Descriptions of damage and/or the activities undertaken on which assets
- Justification of why temporary repairs or asset protection activities were necessary
- Certified by an Accountable Officer
- Confirmation that all expenditure claimed relates to extraordinary actual costs

Supporting evidence:

- Details of what temporary repairs/protection activities were undertaken and the asset names and locations
- Photos (JPG with EXIF metadata, including GPS coordinates and time/date taken) of event related damage/impact on essential public assets
- Detailed general ledger report displaying all expenditure being claimed in excel format (or equivalent)
- Internal costing/payroll reports for extraordinary plant/payroll costs in excel format (or equivalent)
- Tax invoices for external expenditure (if requested)

When preparing submissions, applicants must clearly demonstrate the eligible activities undertaken, the eligible extraordinary expenditure associated with these activities and the essential public assets these activities occurred on. Where possible, expenditure should be directly linked to each asset. This may not be possible in all emergent works situations, such as debris clean-up from streets. In these situations, applicants can, in the Form 4, detail the activity undertaken (e.g. debris clean-up), eligible extraordinary expenditure incurred (such as overtime, consumables, etc.) and list the assets where the activity was undertaken (e.g. Jones Road, Mitchell Drive, Shell Road, Smith St, etc.).

Photographic Evidence:

There may be situations where it is not possible to take photos of each activity on each asset (e.g. debris clean up on each street); representative photos would be sufficient to identify the activity undertaken on each asset. It is noted that some emergent activities (such as placing road closed signs out/removing them) may be difficult to capture. Other supporting documentation could be used in lieu of photos for these type of activities, such as Situation Reports, road closure notices, work diaries, etc.

All photos must be provided as JPGs with EXIF metadata, including GPS coordinates and time/date taken. The photos should be consistent with and reflect the scope of activities/works undertaken. Clear descriptions of both damage and treatments undertaken will assist in assessing the submission. Photos must be labelled or referenced to allow the photo to be linked to the relevant line item claimed in the Form 4.

For further information on taking photos, speak to your RLO.

Considerations when preparing an Emergent Works submission:

- An applicant may only submit works on eligible assets they own.
- Eligibility for grant assistance is triggered by eligible damage/impact from an event on eligible assets.
- Do not use generic statements for multiple damage or treatments – ensure that each description is a true reflection of the damage identified and/or the treatment proposed.
- Ensure you provide sufficient details against the claimed costs to enable assessment of what was undertaken, why and on which assets.
- Permanent restoration works should NOT be included in an Emergent Works submission – these should be submitted in a Restoration Actuals submission, with evidence consistent with scope of damage and proposed works.

4.1.2 Lodging an Emergent Works Submission

For Emergent Works submissions:

- Store all attachments and photos in sub-folders grouped by asset name
- Name files with asset name or site name
- Include a PDF version of completed and signed QRA forms
- Include the Excel version of completed QRA forms
- Include an accompanying letter from local government/state agency stating:
 - your organisation's internal reference number for the submission (if applicable)
 - associated activated event
 - nature of submission – e.g. new Emergent Works submission
 - Applicant contact officer name and details for the submission
- Include a detailed general ledger in Excel format (or equivalent)
- Include photos and other documents listed in Section 4.1.2

Email:

Email all of the above to **submissions@qldra.org.au** and CC your RLO, identifying the submission in the subject line. Where all of the above submission documents are included in the email, hard copies of documents will not be required. For large submissions, applicants can use an online file sharing program (e.g. Dropbox). Please contact your RLO for assistance.

Post:

Mail – Post USB with documents to PO Box 15428, City East, 4002 and also email advice to **submissions@qldra.org.au** and your RLO that submission has been posted. Please send one USB/CD per submission for each submission in clearly marked folders.

4.1.3 Assessment of an Emergent Works Submission

The QRA assesses all submissions for eligibility under the NDRRA, and where necessary, will consult with Applicants to ensure all available information has been appropriately considered.

If further information is required, the QRA will contact the Applicant requesting the additional information. Applicants should respond within the spaces provided on the relevant Form/Worksheet and return this to the QRA as soon as possible, along with any additional documentation supporting the responses given. If unable to meet the timeframe, it is important to advise QRA and establish an alternative date.

4.1.4 Approval and Payment of an Emergent Works Submission

Once a submission has been assessed by QRA, it will issue the applicant with a formal letter, outlining the actual value of works determined to be eligible/ineligible. The applicant will also receive an assessment summary, containing a detailed breakdown of the items deemed eligible, ineligible or unable to be determined based on the evidence supplied.

Upon approval of an Emergent Works submission, the approved eligible value is issued to applicants as a 100 per cent payment, less local government Trigger Point contribution (if applicable).

All NDRRA payments are subject to ongoing compliance and value for money reviews in accordance with the provisions outlined in the Determination. Payments may also be subject to sampling and further assessment by QRA or the Commonwealth prior to funds being acquitted.

Refer to the Funding Agreement for full details of the QRA's payment processes.

4.2 Undertaking REPA Works

- What:** Permanent repairs to essential public assets damaged directly by an activated event.
- Why:** To restore essential public assets to pre-disaster standard following an activated event.
- When:** Works to be completed and acquitted within two years after the financial year of an event when works span over financial years.
- Due:** As soon as possible after an event to allow for assessment.
Submissions must be received by QRA no later than three months after the end of financial year in which the REPA project works were completed.

Restoration works can involve repairing or replacing an eligible asset. Restoration works are undertaken to restore essential public assets to their pre-disaster standard.

Restoration works DO NOT include temporary works. Temporary works should be included as part of an Emergent Works submission.

Essential works are to be undertaken regardless of the outcome of the assessment. This process should not pause restoration works.

The QRA can assist applicants with the capture of damage and other data. See Section 5.2.

Considerations when undertaking Restoration works:

Generally, eligible works are those that apply to restoring the asset to pre-disaster standard. However, the Commonwealth Determination does allow for works in accordance with current building or engineering standards. This may apply when certain legislation is relevant, or when a particular design is no longer considered current. In these situations, proposed options should retain an equivalent function and class or reflect the minimum design possible given the new standard.

A deviation from reconstruction to pre-disaster standard may also arise due to the previous design posing significant constructability issues or due to geographical changes caused by an event.

In either scenario, applicants retain the responsibility to clearly demonstrate how the particular standard or change necessitates the new design. Where necessary, use the 'Description of Asset Damage' field in the Form 4 to provide additional commentary on the proposed treatment information.

Restoration submissions can be compiled prior to design and/or tender and provide applicants with an eligible scope from which to undertake detailed design or consultation, or from which to contract works. The QRA is aware that project requirements may change during the design and consultation process and has a variation process to allow for these circumstances. This process is discussed in Section 4.4.

4.2.1 Value for Money

Applicants are required to adequately consider and demonstrate they have an appropriate procurement policy and procedures in place to deliver a proposed project and that works are likely to meet Value for Money (VfM). This includes having:

- Competitive tendering of works
- Understanding of processes required to deliver and manage works to achieve VfM
- Use of appropriate cost benchmarks and project milestones

Applicants must also show they have considered and/or adhered to relevant legislative or regulatory requirements.

Specific questions are provided on the Form 6 to inform and enable applicants to demonstrate they have considered and met VfM requirements.

The QRA takes a risk-based approach in assessing VfM and considers the VfM readiness of the applicant, in addition to the risk profile of the proposed project or program. This provides the opportunity for applicants to demonstrate their capability and capacity to deliver the reconstruction works.

The VfM risk assessment is not a 'pass or fail' test. It is intended to allow the QRA to tailor VfM assurance activities to achieve VfM outcomes, while avoiding duplication of applicants' efforts. Projects assessed as posing relatively high levels of risk will receive a greater level of scrutiny and assistance from the QRA compared to those assessed as posing lower risk.

4.2.2 Preparing a REPA submission

A REPA submission may be prepared and lodged as either:

REPA Actuals: Approval sought for the actual costs of completed works to restore event-damaged assets to pre-disaster standard; or

REPA Estimates: Approval sought for the estimated costs, for proposed scope of works to restore damaged assets and proposed treatments.

4.2.2a Preparing a REPA Actuals submission

- Contact your RLO to obtain specific REPA Actuals Form 4 (unique for each Applicant and NDRRA event)

Complete all of the following Forms:

- Form 4 REPA Actuals: detailing asset name, asset number, site of REPA work – GPS coordinates and chainage (if used) of damage locations, descriptions of asset, damage to asset and cause of damage, and works and treatments undertaken.
- Form 6 VfM statement

- Form 10 Final report checklist
- Form 11 Final report – Value for Money Outcomes
- All certified by an Accountable Officer

Supporting evidence:

- Photos (JPG with EXIF metadata, including GPS coordinates and time/date taken) and other evidence demonstrating location, type and extent of damage
- Photo (JPG with EXIF metadata, including GPS coordinates and time/date taken) evidence of completed works, per asset and treatment
- Details supporting ‘Other’ treatments
- Consultant, engineering or design reports completed for specific projects
- Confirmation that works are consistent with pre-disaster standard, or rationale/justifications where works deviate from the pre-disaster design or standard
- Detailed general ledger in excel format (or equivalent) displaying all expenditure being claimed for the completed works
- Internal costing/payroll reports for extraordinary plant/payroll costs in excel format (or equivalent)

Photographic Evidence:

REPA actuals submission requires both:

- Damage photos demonstrating the event related damage on assets and scope of works, taken after the event and prior to works commencing; and
- Completion photos, supporting each treatment type on each asset representative of the works undertaken.

All photos must be provided as JPGs with EXIF metadata, including GPS coordinates and time/date taken. The photos should be consistent with and reflect the scope of works undertaken. Clear descriptions of both damage and treatments undertaken will assist in assessing the submission. Photos must be labelled or referenced to allow the photo to be linked to the relevant line item claimed in the Form 4.

For further information on taking photos, speak to your RLO.

4.2.2b Preparing a REPA Estimates submission

- Contact your RLO to obtain specific REPA Form 4 (unique for each applicant and NDRRA event)

Complete all of the following Forms:

- Form 4 detailing proposed scope of works: asset name (as per Asset Register), asset number, damage sites (chainage and GPS coordinates of damage locations), descriptions of asset, damage to asset and cause of damage, and proposed works, treatments and quantities
- Form 6 – VfM statement
- Day Labour Application form (if applicable)
- All certified by an Accountable Officer

Supporting Evidence:

- Photos (JPG with EXIF metadata, including GPS coordinates and time/date taken) and other evidence demonstrating location, type and extent of event related damage to the essential public asset
- Details supporting 'Other' treatments
- Any consultant, engineering or design reports completed for specific sites
- Rationale/justifications where proposed works deviate from a prior design

Early submission will assist preliminary assessment, consultation between applicant and QRA officers and approval of a recommended scope of works and value completed prior to final design and contract.

Photographic Evidence:

Applicants are required to provide photos (JPG with EXIF metadata, including GPS coordinates and time/date taken) detailing the event-related damage. The photos should be consistent with and reflect the proposed scope of works. Clear descriptions of both damage and treatments will assist in identifying damage to the asset. Photos must be labelled or referenced to allow the photo to be linked to the line item claimed in the Form 4.

For further information on taking photos, speak to your RLO.

4.2.3 Lodging REPA Submissions

REPA Actuals Submissions

- Contact RLO to obtain specific REPA – Actuals Form 4 (unique for each applicant and NDRRA event).
- Check all sections of the Form 4 are complete.
- Check asset names and numbers are correct.
- Check site locations match photos.
- Include a PDF version of completed and signed Form 4, 6, 10 and 11.
- Include the Excel version of completed Form 4.
- Ensure the PDF signed Form 4 matches the excel Form 4.
- Store all attachments – supporting documents and photos in sub-folders grouped by asset name.
- Name files with asset name or site reference.
- Include an accompanying letter from local government / state agency stating:
 - your organisation's internal reference number for the submission (if applicable)
 - associated activated event

REPA Estimates Submissions

- Contact RLO to obtain specific REPA –Form 4 (unique for each applicant and NDRRA event).
- Check all sections of the Form 4 are complete.
- Check asset names and numbers are correct.
- Check site locations match photos
- Include a PDF version of completed and signed Form 4.
- Include the Excel version of completed Form 4.
- Ensure the PDF signed Form 4 matches the excel Form 4.
- Store all attachments – supporting documents and photos in sub-folders grouped by asset name.
- Name files with asset name or site reference.
- Include an accompanying letter from local government / state agency stating:
 - your organisation's internal reference number for the submission (if applicable)
 - associated activated event
 - nature of submission – e.g. new REPA Actuals submission
 - Applicant contact officer name and details for the submission.

- nature of submission – e.g. new REPA Actuals submission
- Applicant contact officer name and details for the submission.
- Include a detailed general ledger in excel format (or equivalent)
- Include internal costing/payroll reports for extraordinary plant/payroll costs in excel format (or equivalent)
- Ensure the general ledger supports the Form 4 claim at asset level

Portal:

REPA submissions can be lodged electronically through the Portal. Refer to Section 5.3 for further information.

Email:

Email all of the above to **submissions@qldra.org.au** and CC your RLO, identifying the submission in the subject line. Where all of the above submission documents are included in the email, hard copies of documents will not be required. For large submissions, applicants can use an online file sharing program (e.g. Dropbox). Please contact your RLO for assistance.

Post:

Mail – Post USB with documents to PO Box 15428, City East, 4002 and also email advice to **submissions@qldra.org.au** and your RLO that submission has been posed. Send one USB/CD per submission for each submission in clearly marked folders.

4.2.4 Assessment of REPA submissions

The QRA assesses all submissions for eligibility under the NDRRA, and where necessary, will consult with Applicants to ensure all available information has been appropriately considered.

If further information is required, QRA will contact the applicant requesting the additional information. Applicants should respond within the spaces provided on the relevant Form/Worksheet and return this to the QRA as soon as possible, along with any additional documentation supporting the responses given. If unable to meet the timeframe it is important to advise QRA and establish an alternative date.

As part of the assessment, QRA may also conduct site inspections or review of assets through other available sources of information.

4.3 Approval and Payment of a REPA Submission

Once a submission has been assessed by the QRA, it will issue the applicant with a formal letter of approval, outlining the estimated or actual value of works determined to be eligible. The Applicant will also receive an assessment summary, containing a detailed breakdown of the items deemed eligible, ineligible or unable to be determined based on the evidence supplied.

Upon approval of a **REPA Actuals submission**, the approved value is issued to the applicant as a 100 per cent payment, less local government Trigger Point contribution (if applicable).

Upon approval of a **REPA Estimates submission**, the approved value is issued to applicants as a partial advance of recommended value, less local government Trigger Point contribution (if applicable). The remaining approved value will be issued to applicants during progress reporting and a final payment made following completion of works and assessment of acquittal documentation.

Funding is issued by the QRA in one of two ways:

- A payment, issued with a Recipient Created Tax Invoice (RCTI) and RCTI agreement
- A drawdown on the applicant's existing Grant Advance if funds remain unexpended.

The recommended submission value is generally based on estimates and therefore may change post-approval. All NDRRA payments are subject to ongoing compliance and value for money reviews in accordance with the provisions outlined in the Determination. Payments may also be subject to sampling and further assessment by QRA or the Commonwealth prior to funds being acquitted.

Refer to the Funding Agreement for full details of QRA's payment processes.

4.4 Post Approval – Progress Reporting

What: Reporting on estimated and actual NDRRA expenditure, completed works, project dates and variances in scope, cost and time.

Why: To enable monitoring of project and funding delivery, and allow applicants to progressively claim eligible expenditure.

When: During the design, delivery and acquittal of restoration projects.

Due: Applicants are required to provide a monthly Progress Report.

Following approval of a REPA Estimates submission, and throughout project delivery, applicants are required to provide a monthly update to QRA on the progress of all submissions. This includes reporting on:

- Project start and finish dates
- Any variances in scope, cost and/or time
- Updates to estimated and actual NDRRA expenditure
- Work physically completed.

Regular reporting is essential for the QRA to monitor delivery of the NDRRA program and ensure sufficient funds are available when required by applicants. It also provides a comprehensive means for applicants to demonstrate delivery of works, outline any issues encountered during delivery and to claim eligible expenditure.

Within the Progress Report, a Form 9 provides a summary of normal project management information for each submission, broken down to either a project or asset level. Individual Form 9s should be added into the monthly progress report as they are approved by QRA and updated as submission delivery begins.

As part of regular reporting, the QRA monitors submission delivery against initial submission and approval. To allow this, applicants are required to notify QRA of:

- Planned start and finish dates as an applicant develops its program of works
- Actual start and completion dates

- Estimated NDRRA expenditure based on estimated costs of remaining work
- Actual NDRRA expenditure where goods or services have been delivered and invoiced
- Percentages of construction physically completed and yet to complete
- Scope changes in reference to current submission approvals
- Commentary to support changes in scope, cost or time
- Additional commentary on issues that may impact the delivery of NDRRA works, including complementary works programs or other resourcing factors
- Eligible day labour incurred during approved works (if an application has been submitted and approved).

Despite the submission and project level reporting requirements, applicants are expected to document delivery to site level, including any changes against the approval, in line with sound project management principles. This information may be requested to justify expenditure or delivery and may be used to vary approvals.

4.4.1 Progress Payments

Applicants must submit a Progress Report, including a general ledger and associated supporting documents (where necessary) before a progress payment will be issued.

Progress payments may be issued up to once a month, where proven NDRRA expenditure exceeds the submissions advance provided to the applicant. Progress payments are generally paid to the lower value of either the maximum of 90 per cent of the recommended value of a submission or 90 per cent of the estimated final cost. Generally, progress payments are not made over 90 per cent until final acquittal.

The first progress report is generally an updated Estimated Cost to Complete and is provided once detailed planning has commenced and the proposed delivery model is in place. Once all submissions for an event are approved, an applicant can track their full program on the summary page of the progress report.

4.4.2 Lodging a Progress Report

Applicants are required to provide a Progress Report each month. When there are no significant changes to the scope, cost or time of a submission, the report should include:

- A Form 9 for each submission (where detailed planning or works are underway)
- A summary page signed by an Accountable Officer, certifying the information in the report.

Where the progress report is being used to claim NDRRA expenditure it should include:

- Summary and Form 9, signed by an Accountable Officer
- Detailed general ledger in excel format (or equivalent)
- Internal costing/payroll reports for extraordinary plant/payroll costs in excel format (or equivalent)
- Tax invoices, receipts, internal work and/or purchase orders and project payments to contractors (if requested)
- Other evidence supporting any noted variations.

When lodging your progress report, please:

- Check all sections of the Form 9 are complete, prior to submitting
- Include a PDF version of completed and signed Form 9

- Include the Excel version of completed Form 9
- Ensure the scanned signed Form 9 matches the Excel Form 9
- Include a detailed general ledger in excel format (or equivalent)
- Include internal costing/payroll reports for extraordinary plant/payroll costs in excel format (or equivalent)
- Include other supporting documents as required.

Portal:

Progress Reports can be submitted electronically through the Progress Reporting Portal. Refer to Section 5.3 for further information.

Email:

Email all of the above to submissions@qldra.org.au and CC your RLO, identifying the submission in the subject line. Where all of the above submission documents are included in the email, hard copies of documents will not be required. For large submissions, applicants can use an online file sharing program (e.g. Dropbox). Please contact your RLO for assistance.

Post:

Mail – Post USB with documents to PO Box 15428, City East, 4002 and also email advice to submissions@qldra.org.au and your RLO that the Progress Report has been posted.

4.5 Variations to Approvals

- What:** The notification of a change in expected scope and/or cost for REPA estimates works in a submission already approved by the QRA.
- Why:** To enable assessment and approval of significant changes to restoration works.
- When:** Following engagement with the RLO to confirm requirement for variation.
- Due:** If required, submit as soon as possible.

Following approval of a REPA estimates submission, and during delivery of works, the applicant is responsible for:

- 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 monthly 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 RLO on significant variations

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

Significant scope variation: Area, location and/or treatment change: A change to approved treatment types or additional identified area above the original approval.

Cost variation: A change to the submission level recommended value normally due to changes from the original estimated rates.

Variances to works may not always require a formal variation approval from the QRA. Communication with the RLO is essential to confirm QRA variation approval.

4.5.1 Preparing and Submitting a Variation

Liaise with your RLO to request a Form 7 and to confirm the variation.

Complete and submit the following:

- Form 7 Variation detailing:
 - variation type (scope or rates or both)
 - current recommended value for the varied asset and the variation amount sought (from the Form 4)
 - clear commentary to describe what is being varied
 - current status of works for the whole asset and the whole submission

- Form 4 Variation, certified by an Accountable Officer, detailing the variation to relevant line items including:
 - variation to approved quantity and reason; and/or
 - variation to approved unit rate value and reason; and/or
 - additional line items to capture new scope or treatments supported by descriptions of additional damage, asset, proposed treatment and quantities.

- Evidence supporting each varied line item:
 - photos (JPGs with EXIF metadata, including GPS coordinates and time/date taken) and other evidence demonstrating location, type and extent of event damage (if additional scope required)
 - rationale/justifications where works deviate from a prior scope
 - rationale/justifications for deviance from expected project costs/rates
 - tender/contract documents supporting variation rates
 - engineering or design reports completed.

Variances should be noted on the applicant's Form 9 as part of the progressing reporting requirements. This process is discussed in more detail in Section 4.3.

In preparation for acquittal, applicants should ensure that variances to works are recorded and reviewed in line with standard project change control practices. This includes keeping detailed project records for any variances and adhering to appropriate decision-making frameworks.

A REPA variation can only be initiated on an asset on which works have already been approved.

4.5.2 Assessment of Variations

QRA assesses all submissions for eligibility under the NDRRA, and where necessary, will consult with applicants to ensure all available information has been appropriately considered.

If further information is required, the QRA will contact the applicant requesting the additional information. Applicants should respond within the spaces provided on the relevant Form/Worksheet and return this to QRA as soon as possible, along with any additional documentation supporting the responses given. If unable to meet the timeframe it is important to advise QRA and establish an alternative date.

As part of the variation assessment, QRA may also conduct site inspections or review of assets through other available sources of information to confirm the prior condition of the affected asset and the consistency of proposed works.

On approval of a variation, additional funding is released by QRA consistent with the process outlined in Section 4.3.2.

4.6 Acquittal of Works

- What:** Reporting of all submission expenditure incurred at the practical completion of a restoration submission.
- Why:** To assess final eligibility of a submission and issue final payment to an applicant (subject to eligibility and progress payments across the applicant's program).
- When:** At the completion of all restoration projects within a submission, after all costs have been incurred.
- Due:** Acquittal documentation must be received by QRA no later than three months after the end of financial year in which the REPA project works were completed.

4.6.1 Preparing Acquittal Documentation

Applicants must provide the following:

1. **Form 9 Final Progress Report** certification and summary of the submission, outlining:
 - The actual practical completion date (or applicant equivalent) per project
 - Actual final expenditure for each asset
 - Any changes in scope, cost or time from the current approval per project
 - Additional comments on delivery of NDRRA work, such as complementary works and justification of any over expenditure or nil expenditure
 - Final day labour expenditure per project (if applicable)
 - Certified by an Accountable Officer.
2. **Form 10 Final Reporting Checklist** certified by an Accountable Officer.
3. **Form 11 VfM Outcome Report:**
 - Confirming the project has been completed as per approved scope
 - Confirming Value for Money was achieved
 - Confirming the Form 6 VfM Statement is applicable and reconciled or updated accordingly
 - Certification by an Accountable Officer.
4. **Financial information per project** including:
 - Raw version of the General Ledger detailed transaction report by asset showing actual expenses related directly to the activated event (not the summary report)
 - Explanation and breakdown of costs for on-costs (if any), e.g. payroll, stores, plant and creditors
 - Tax invoices, receipts, internal work and/or purchase orders and project payments to contractors (if requested).

5. Completed works information:

- Practical completion certificates (or equivalent) for projects or submissions
- Representative photo (JPG with EXIF metadata, including GPS coordinates and time/date taken) evidence to demonstrate completed works for each project
- Photo (JPG with EXIF metadata, including GPS coordinates and time/date taken) evidence of event related damage and/or reports to support additional scope, increased quantities or a change of treatment.
- Evidence supporting any variances to approved scope – damage photos and completion photos and reason for variance – as noted in the Form 9

Acquittal documentation will be used by QRA to confirm completed restoration works are eligible and represent Value for Money.

Photographic Evidence:

Applicants are required to provide completion photos (JPG with EXIF metadata, including GPS coordinates and time/date taken) supporting each treatment type on east asset representative of the works undertaken. Photos must be labelled or referenced to allow the photo to be linked to the asset.

For further information on taking photos, speak to your RLO.

4.6.2 Lodging Acquittal Documentation

Applicants are to:

- Store all attachments and photos in sub-folders grouped by asset name
- Name files with asset name or site name
- Include a PDF version of completed and signed QRA forms
- Include the Excel version of completed QRA forms
- Include a detailed general ledger in Excel format (or equivalent)
- Include internal costing/payroll reports for extraordinary plant/payroll costs in excel format (or equivalent)
- Include photos and other documents as listed above

Email:

Email all of the above to **submissions@qldra.org.au** and CC your RLO, identifying the submission in the subject line. Where all of the above submission documents are included in the email, hard copies of documents will not be required. For large submissions, applicants can use an online file sharing program (e.g. Dropbox). Please contact your RLO for assistance.

Post:

Mail – Post USB with documents to PO Box 15428, City East, 4002 and also email advice to **submissions@qldra.org.au** and your RLO that submission has been posted. Please send one USB/CD per submission for each submission in clearly marked folders.

4.6.3 Assessment of Acquittal documents

QRA assesses all submissions for eligibility under the NDRRA, and where necessary, will consult with applicants to ensure all available information has been appropriately considered.

If further information is required, QRA will contact the applicant requesting the additional information. Applicants should respond within the spaces provided on the relevant Form/Worksheet and return this to QRA as soon as possible, along with any additional documentation supporting the responses given. If unable to meet the timeframe it is important to advise QRA and establish an alternative date.

4.6.4 Submission Closure and Final Payment

Once a final submission has been assessed, QRA will issue a notification to the applicant. Final payment will be issued, subject to eligibility, confirmation of VfM and the payments already received to date by the applicant.

All acquitted submissions may be subject to further review by the Commonwealth for compliance and value for money, which may result in an adjustment to eligible cost in accordance with the provisions outlined in the Determination.

Refer to the Funding Agreement for full details of QRA's payment processes.

4.7 Extensions of Time - Restoration of Essential Public Assets

Under the Commonwealth Determination, eligible restoration works must be completed within the Allowable Time Limit (ATL) of two years from the end of the financial year in which the event occurred.

Approval of an extension of time (EOT) beyond the ATL (30 June) may be sought from the Commonwealth by the applicant through QRA.

To request an EOT, the applicant must contact QRA and submit a completed Form 13 Request for Extension to the Allowable Time Limit.

In order to meet Commonwealth deadlines, EOT requests through a completed Form 13 must be lodged with QRA before:

- 31 May and
- 30 November each year.

The Commonwealth advises it will review EOT requests twice a year only.

EOT requests received by the Commonwealth after the Allowable Time Limit has expired (30 June) will not be considered. The Commonwealth may approve an EOT where the applicant has demonstrated the EOT as necessary due to exceptional circumstances that are:

- Unforeseeable
- Unusual
- Unique and/or
- Beyond the control of the State or local government.

Applicants should contact their Regional Liaison Officer as soon as possible if it believes an EOT is required to complete eligible restoration works.

QRA will work with the applicant to determine whether an EOT appropriately satisfies the criteria and to develop and submit the necessary supporting documents to the Commonwealth. An applicant will need to provide detailed information including:

- Project details including commencement dates

- Additional time needed to complete works
- Original scope and any amendments
- Date and level of progress when exceptional circumstances were identified
- Detailed information on and evidence of exceptional circumstances
- Actions taken to minimise impacts of exceptional circumstances
- Estimated project costs for works delivered by 30 June and estimated costs for works delivered beyond this date.

Works completed and/or submitted after the eligible timeframe will not be reimbursed unless an EOT has been approved.

Applicants must not cease the restoration of the asset pending the outcome of an EOT request.

5. FURTHER ASSISTANCE

5.1 Contacting the QRA

If further assistance is required please contact QRA at:

Queensland Reconstruction Authority
Level 11, 400 George St Brisbane
PO Box 15428 City East
Queensland 4002 Australia

Telephone: +61 7 3008 7200
Facsimile: +61 7 3008 7299
Email: submissions@qldra.org.au
Website: www.qldreconstruction.org.au

5.2 Damage Assessment and Reconstruction Monitoring System

QRA developed a Damage Assessment and Reconstruction Monitoring system (DARMSys™) to swiftly and accurately identify the extent of damage following disaster events and monitor status of repair. QRA can assist local governments following events to capture and record damage caused by these events.

Applicants should contact QRA if they require assistance following a disaster event. QRA may be able to assist by:

- Providing DARMSys devices and training that will assist local government personnel to capture and record photos of damage and other event data
- Providing QRA personnel to assist in surveying damaged assets.

5.3 QRA Portal

QRA developed the QRA portal, which allows:

- Direct upload of information from DARMSys™ or local government devices
- A platform for local governments to review iDARM or other data used to build NDRRA submissions
- Direct lodgement of NDRRA submissions to QRA
- Presentation of data in a format consistent with NDRRA submission forms
- Monitoring of submission progress and approval by applicants.

The QRA portal can be accessed via <https://portal.qldra.org.au>. Applicants should contact their Regional Liaison Officer for access details and guidance on how to use the QRA portal.

6. RIGHT TO INFORMATION

The information collected by QRA is for the purposes of funding, management and reporting of reconstruction activities. This information is collected pursuant to Part 2, Division 2 of the *Queensland Reconstruction Authority Act 2011*. The information may be disclosed to the Commonwealth Government and Queensland Government agencies, departments and statutory authorities involved with reconstruction activities. It may also be disclosed to private consultants undertaking work for the Queensland Reconstruction Authority. These parties are bound by confidentiality arrangements.

7. GLOSSARY

Term	Definition
Allowable Time Limit	<p>For expenditure on restoration or replacement of an essential public asset:</p> <ul style="list-style-type: none"> • 2 years after the end of the financial year in which the relevant disaster event occurred; or • a longer period in exceptional circumstances as accepted by the Commonwealth. <p>For expenditure on any other relief measure, 2 years after the end of the financial year in which the relevant disaster event occurred.</p> <p><i>Source: Commonwealth Determination</i></p>
Applicant	<p>An Applicant must be an <i>eligible undertaking</i> and is a body that:</p> <ol style="list-style-type: none"> a) is one of the following: <ol style="list-style-type: none"> i. A department or other agency of a <i>state</i> government; or ii. Established by or under a law of a <i>state</i> for public purposes (for example, a local government body); and b) provides community, social or economic services free of charge or at a nominal charge well below the costs of production. <p><i>Source: Commonwealth Determination</i></p>
Counter Disaster Operations (CDO)	<p>Counter Disaster Operations (CDO) are activities undertaken by local and state government agencies to provide direct assistance to an individual, and for the protection of the general public immediately before, during and in the immediate aftermath of a disaster event. CDO activities are intended to reduce personal hardship and distress.</p> <p>This relief measure is available under both NDRRA and State Disaster Relief Arrangements.</p> <p><i>Source: QDRRA Guidelines</i></p>
Commonwealth	<p>The Commonwealth Attorney-General’s Department. A reference to the <i>Commonwealth</i> includes a reference to the Secretary and appropriate Senior Executive Service officials of the Attorney-General’s Department.</p>
Commonwealth Determination	<p>This refers to the Commonwealth Natural Disaster Relief and Recovery Arrangements Determination 2012, Version 2.</p>
Emergent Works	<ol style="list-style-type: none"> a) Emergent works are works undertaken by Local and State government agencies for the temporary protection of or immediate urgent repair of essential public assets. Activities necessary during the course of a disaster to protect eligible public assets or to restore essential services and maintain public safety; b) Immediate post-disaster repairs to an eligible asset to enable it to operate/be operated at a reasonable level of efficiency - this would include clean-up costs, removal of silt, debris etc. and temporary repairs to make it safe and useable. <p><i>Source: QDRRA Guidelines</i></p>

Term	Definition
Essential Public Asset	<p>An essential public asset of an eligible undertaking that the State considers, and the Commonwealth agrees:</p> <ul style="list-style-type: none"> a) is an integral and necessary part of the state’s infrastructure that is associated with health, education, transport, justice or welfare; and b) would, if lost or damaged, severely disrupt the normal functioning of a community; and c) would, if lost or damaged, be restored or replaced as a matter of urgency. <p><i>Source: Commonwealth Determination</i></p>
NDRRA (Natural Disaster Relief and Recovery Arrangements)	<p>The Commonwealth Government provided funding arrangement to assist payment for eligible disaster relief and recovery costs.</p> <p><i>Source: Commonwealth Determination</i></p> <p>Primary mechanism used by the Queensland Government for providing assistance to communities affected by eligible disaster events.</p>
Queensland Disaster Relief and Recovery Arrangements	<p>Provides an overview of arrangements for the activation and delivery of NDRRA and SDRA – disaster relief and recovery assistance within Queensland, and forms a guide for Local and State Government agencies, non-profit organisations, primary producers, small businesses and the general public on financial assistance that may be available in the event of a disaster.</p> <p><i>Source: QDRRA Guidelines</i></p>
Project	<p>Defined as representing the works to be undertaken to restore or replace a damaged essential public asset to its pre-disaster standard, and is managed as a discrete project. A project could represent works to restore or replace a single asset (for example, a hospital); or in the case of a road asset works to restore or replace damaged section/s of a single road.</p>
Restoration works	<p>For the restoration or replacement of eligible uninsured essential public assets damaged as a direct result of an eligible disaster to their pre-disaster standard. This may include restoration in accordance with current engineering standards or requirements and building codes or guidelines if required by legislation. This includes activities undertaken to restore essential assets to pre-disaster standard, immunity level or level of service except where legislation requires current building and engineering standards, codes and guidelines be followed, while maintaining the same asset class.</p> <p><i>Source: QDRRA Guidelines</i></p>
State Disaster Relief Arrangements (SDRA)	<p>To assist in the relief of communities whose well-being has been severely affected by a disaster event (natural or non-natural). SDRA is State funded, and therefore not subject to the Australian Government event eligibility provisions or the Small Disaster Criterion that exists under the NDRRA. As a consequence, SDRA is able to address a wider range of disaster events and circumstances where personal hardship exists.</p>

Term	Definition
	<i>Source: QDRRA Guidelines</i>
Site	A single location where works are undertaken. A Project may include single or multiple sites.
Submission	An application lodged by an applicant to the QRA for NDRRA funding, including one or multiple projects, delivered and reported on through to acquittal, as per the requirements outlined in this guide.
Value for Money (VfM)	<p>Value for money is a determination of the outcomes of an individual reconstruction project assessed against how it has contributed to the advancement of Government priorities, as well as cost and non-cost factors that include, but are not limited to whole-of-life and transaction costs and fitness for purpose.</p> <p><i>Source: Derived from pages 3 of the Queensland Procurement Policy, June 2013</i></p>

For more information

Web: www.qldreconstruction.org.au
Email: info@qldra.org.au
Phone: 1800 110 841