

# Local Disaster Management Sub-Plan

Financial Management Sub Plan v2 June 2021



## TABLE OF CONTENTS

<b>VERSION CONTROL &amp; RECORD OF AMENDMENTS.....</b>	<b>3</b>
<b>SECTION 1: OVERVIEW OF PLAN .....</b>	<b>4</b>
1.1 Context .....	4
1.2 Aim & Objectives of Plan.....	4
1.3 Planning Assumptions.....	4
1.4 Functional Responsibility / Ownership .....	5
1.5 Support Agencies .....	5
1.6 Links with Other Documents.....	5
<b>SECTION 2: ACTIVATION &amp; NOTIFICATION PROCEDURES .....</b>	<b>6</b>
2.1 Activation of the Plan .....	6
2.2 Notification Flowchart .....	6
2.3 Notification Process.....	6
<b>SECTION 3: OPERATIONAL PROCEDURES .....</b>	<b>7</b>
3.1 Authority / Delegation to Expend Funds .....	7
3.2 Authorised Expenditure .....	7
3.3 Expenditure Records .....	7
3.4 Disaster Recovery Funding Arrangements (DRFA) .....	8
3.5 State Disaster Relief Arrangements (SDRA).....	10
3.6 Disaster Declaration v DRFA.....	11
3.7 Recouping of Expenditure .....	11
3.8 Preparation & Submission of Claims .....	12
<b>APPENDIX A: MEMO TO STAFF - DOCUMENTATION OF COSTS RELATING TO DISASTER EVENTS .....</b>	<b>13</b>
<b>APPENDIX B: DRFA &amp; SDRA INFORMATION SHEET .....</b>	<b>16</b>
<b>APPENDIX C: INFRASTRUCTURE FINANCIAL MANAGEMENT TEAM CHECKLIST .....</b>	<b>20</b>



## SECTION 1: OVERVIEW OF PLAN

### 1.1 CONTEXT

Disaster management groups must plan financial services to support frontline response operations and ensure the appropriate management of financial arrangements.

Most true disaster events will be very costly to Council and other responding agencies and should invoke the activation of either State Disaster Relief Arrangements (SDRA) or the Commonwealth/State funded Disaster Recovery Funding Arrangements (DRFA). With the activation of either of these structures, Council and responding agencies will be able to claim eligible costs for reimbursement. There are also multiple financial arrangements which, if activated, can provide financial support to Queensland communities impacted by a disaster event.

### 1.2 AIM & OBJECTIVES OF PLAN

The aim of this Financial Management Sub Plan is to outline the financial arrangements in support of disaster events in which the South Burnett Regional Council (SBRC) Local Disaster Management Group (LDMG) and its plans and processes have been activated.

The key objectives of this Sub Plan are to:

- Outline the financial management arrangements to be used during disaster events
- Outline the financial arrangements required in order to submit claims and to maximise opportunities for eligible expenditure reimbursement.

### 1.3 PLANNING ASSUMPTIONS

The inherent nature of disaster events typically means finance operations may need to be conducted within compressed time constraints and other operational pressures, necessitating the use of non-routine procedures. Despite this, the requirement for sound financial management and accountability does not diminish. Proper financial management procedures must be maintained by SBRC and all LDMG agencies must ensure they adhere to relevant legislation, policies and procedures.

Disaster related finances are not normally included in the budgetary processes of SBRC or other responding agencies. Disaster events may require the reallocation of substantial funds as a consequence. SBRC will consider all options for recovering eligible costs relating to disaster events.

Assistance available to Queenslanders under the SDRA and/or DRFA is not intended to supplant, and/or operate as a disincentive for self-help either through insurance or appropriate disaster mitigation strategies. All levels of government encourage Queenslanders to build disaster resilience through awareness and preparedness for potential disasters.

#### **1.4 FUNCTIONAL RESPONSIBILITY / OWNERSHIP**

The LDC is responsible for ensuring all members of the LDMG are aware of these financial arrangements.

All significant amendments to this Plan must be approved by the LDMG.

The 'Owner' will ensure that:

- The master document is retained together with relevant supporting documentation
- The level of circulation of the Sub Plan is determined by the LDMG and details are recorded of copyholders
- It is updated and reviewed on at least an annual basis, or after activation, whichever is the sooner
- It is tested and exercised as determined by the LDMG on at least an annual basis.

#### **1.5 SUPPORT AGENCIES**

Each organisation is responsible for: providing its own financial services and support to its response operations in the field, maintaining compliance with its own financial policies and procedures and submitting claims under SDRA / DRFA.

#### **1.6 LINKS WITH OTHER DOCUMENTS**

This Sub Plan is interdependent on, and should be read in conjunction with, the Local Disaster Management Plan (LDMP). This Sub Plan links directly to all other Sub Plans developed to respond to disasters in the SBRC area, including the LDMG Emergency Contact Lists.

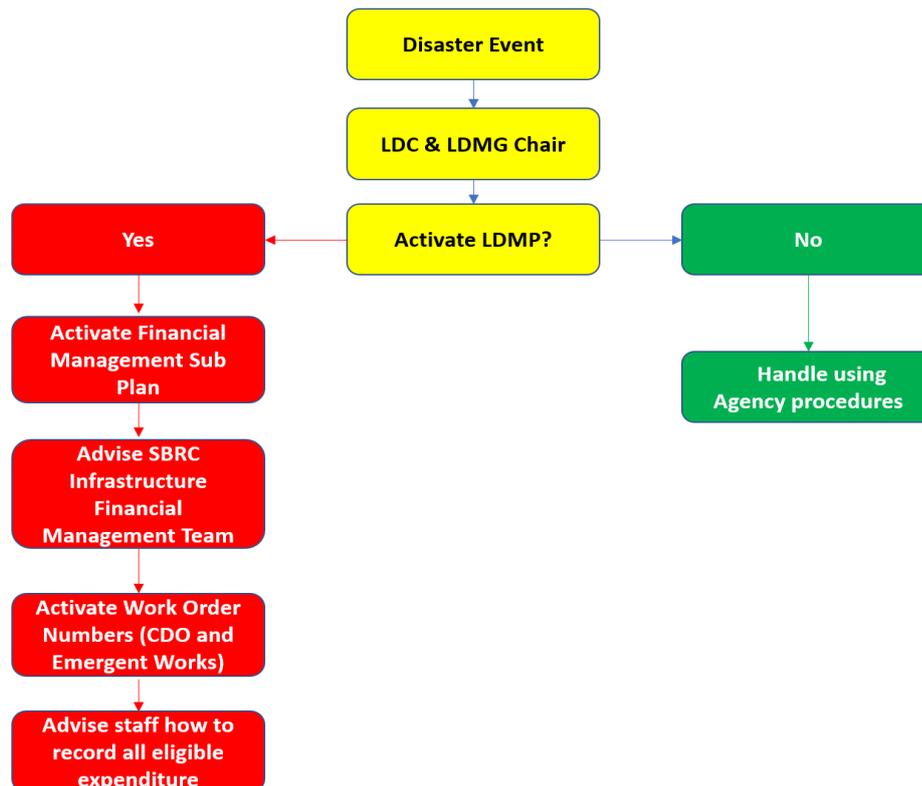
This plan also links directly to the [SBRC 'Infrastructure Recovery Manual' \(IRM\)](#) in Guardian IMS which sets out a comprehensive methodology to facilitate reimbursement in line with the [Disaster Recovery Funding Arrangements 2018](#) and [Queensland Disaster Relief and Recovery Guidelines 2018](#).

## SECTION 2: ACTIVATION & NOTIFICATION PROCEDURES

### 2.1 ACTIVATION OF THE PLAN

This Sub Plan will be activated by the LDC & LDMG Chair whenever the LDMP is invoked.

### 2.2 NOTIFICATION FLOWCHART



### 2.3 NOTIFICATION PROCESS

The LDC will activate the Financial Management Sub Plan whenever the LDMP is invoked.

When the Sub Plan is activated, the SBRC Infrastructure Financial Management Team will be notified to ensure that workorders are established for ‘Counter Disaster Operations’ and ‘Emergent Works’ / ‘Restoration of Essential Public Assets’. Relevant workorder numbers will need to be circulated to all staff with a copy of the memo contained at [Appendix A](#) to outline the process and as a reminder that disaster expenditure must be fully accountable.

If a decision is made to not invoke the plan, then financial management will continue using standard agency procedures.

## SECTION 3: OPERATIONAL PROCEDURES

### 3.1 AUTHORITY / DELEGATION TO EXPEND FUNDS

Generally, the authority to expend funds during disaster events will be as per normal business delegation requirements. The LDC is able to authorise financial expenditure within the limits of their normal financial delegation.

The SBRC Chief Executive Officer (CEO) is to approve any other Officers who require additional or enhanced financial authorisation as a result of the disaster event.

### 3.2 AUTHORISED EXPENDITURE

All costs incurred by SBRC as a result of a disaster event will be captured and recorded to meet the requirements of Queensland's Disaster Relief and Recovery Arrangements.

Clarification can be obtained from the Infrastructure Financial Management Team and / or LDC if required.

### 3.3 EXPENDITURE RECORDS

At the start of each financial year, works orders will be created by Infrastructure Services to capture costs for deployment of resources and response and recovery activities.

Expenses should be recorded in the following three (3) categories:

- Labour
- Plant hire
- Materials and services.

When an incident occurs, council and each participating department or agency should immediately begin accounting for personnel, equipment and other costs relating to the disaster response and recovery operation.

Separate recording of disaster-related expenditure shall be in accordance with the council's or relevant agency's financial procedures and supported by logs, formal records and file copies of expenditures to provide clear and reasonable accountability to ensure justification for reimbursement is maintained.

While innovative and expeditious means of procurement are called for during times of disaster events, it is still mandatory that good accounting principles and

practices be employed in order to safeguard the use of public funds from the potential of fraud, waste or abuse.

SBRC establishes a Financial Project for each financial year and a Project Code will be established for each event. Separate work order numbers will need to be issued at the time of activation for 'Counter Disaster Operations' and 'Emergent Works' to expedite the payment of appropriate claims post-event.

SBRC's financial management system, TechOne will be used for monitoring costs by sites / activities and are linked to the GL Cost Centre. If for some reason this system is not available, then as an alternative Guardian may also be used to track disaster costs.

Council's Procurement Policy encourages a Panel of Providers list in areas where Council typically engages contractors on a frequent basis, and this should provide functional information in the event of a disaster. The Panel of Provider lists are maintained by the Procurement Team and are available on request. A copy is held within the Local Disaster Coordination Centre.

### **3.4 DISASTER RECOVERY FUNDING ARRANGEMENTS (DRFA)**

The Disaster Recovery Funding Arrangements (DRFA) applies from 1 November 2018 replacing the previous NDRRA Determination.

Under the joint Australian Government-State Disaster Recovery Funding Arrangements 2018, assistance is provided to alleviate the financial burden on states and territories. It also supports the provision of urgent financial assistance to disaster affected communities.

Under these arrangements, the State Government determines which areas receive assistance and what assistance is available to individuals and communities.

Where the arrangements have been activated, the Australian Government may fund up to 75 per cent of the assistance available to individuals and communities. This contribution is delivered through a number of assistance measures and may include:

#### **Category A**

- Counter Disaster Operation
- Personal Hardship Assistance Scheme

#### **Category B**

- Counter Disaster Operations

- Essential Services Safety and Reconnection Scheme
- Reconstruction of Essential Public Assets (including Emergency Works and Immediate Reconstruction Works)
- Disaster Assistance Loans (Not-For-Profit)
- Disaster Assistance (Small Business) Loans
- Disaster Assistance (Primary Producer) Loans
- Disaster Assistance (Essential Working Capital) Loans Scheme for Not-for-profit organisations
- Disaster Assistance (Essential Working Capital) Loans Scheme for Small Business
- Disaster Assistance (Essential Working Capital) Loans Scheme for Primary Producers
- Freight Subsidies to Primary Producers

### Category C

- Community Recovery Fund
- Special Disaster Assistance Recovery Grants

### Category D

- Extraordinary Special Assistance Relief Measures

For further information refer to [Appendix B](#).

The DRFA can be activated when an event meets the definition of an 'eligible' disaster. Eligible events include *natural disasters* or *terrorist acts* for which:

- A coordinated multi-agency response was required AND
- State expenditure exceeds the small disaster criterion of \$240,000.

The intent of the DRFA is to help communities whose social, financial and economic well-being has been severely affected by an eligible disaster event. Following an eligible disaster event an impact assessment or initial evaluation of damage, loss and personal hardship will be undertaken and the Minister for Queensland Fire and Emergency Services (QFES) will activate those DRFA relief measures, which are appropriate based on demonstrated need. The Queensland Reconstruction Authority (QRA) is responsible for coordinating the delivery of relief measures in conjunction with other state agencies.

Activation of the DRFA relies on the damage, loss and personal hardship information provided by State agencies and Local Governments. DRFA activation can be requested by any state or local government by submitting an Activation Request form to QRA via email to [DRFA@qra.qld.gov.au](mailto:DRFA@qra.qld.gov.au) detailing the disaster situation and requesting activation of relief measures.

Once activated, the DRFA allows for eligible expenditure to be reimbursed by the QRA to activated State and Local Governments and disaster relief and recovery payments and loans to be disbursed to eligible individuals, communities, not-for-profit organisations, primary producers and small businesses – refer [Appendix B](#).

Local Government trigger points apply to DRFA funding. Each local government trigger point or contribution level amount is calculated on Council's prior year financials. Each local government must have eligible damage exceeding their trigger point to be able to claim under Restoration of Essential Public Assets. The trigger point amount is a contribution by Council and applies to each activated event. The trigger point for SBRC can be found here: <https://www.qra.qld.gov.au/funding/drfa/local-government-trigger-points>

Where the small disaster criterion will not be reached, the Minister may consider the activation of the State (funded) Disaster Relief Arrangements (SDRA) for community response or personal hardship needs (refer 3.5 below).

Included in DRFA arrangements are Counter Disaster Operations (CDO), which are activities undertaken by Local and State Government agencies to provide direct assistance to and in the protection of the general public before, during and after a disaster event. DRFA allows for the reimbursement of extraordinary costs associated with eligible CDO activities to alleviate personal hardship and distress. Local governments do NOT have a trigger point for CDO.

All claims must be prepared in accordance with the [Queensland Disaster Relief and Recovery Guidelines 2018](#).

SBRC will use its networks and resources to actively promote available DRFA assistance measures to the affected community.

### **3.5 STATE DISASTER RELIEF ARRANGEMENTS (SDRA)**

The SDRA is an all-hazards relief program that is 100% State funded and covers natural and non-natural disasters. The purpose of the SDRA is to address personal hardship and community response needs for disaster events where the DRFA is unable to be activated. SDRA is able to address a wider range of disaster events and circumstances where personal hardship exists. Two relief measures are available for activation under the SDRA:

1. Personal Hardship Assistance Scheme and
2. Counter Disaster Operations.

These are the same relief measures that are activated under the DRFA (refer Appendix B).

The SDRA is able to be activated when the Department of Communities, Housing and Digital Economy identifies that local service providers have reached their capacity to provide a service to people identified as experiencing personal hardship as a direct result of a disaster event, or that there are no local service providers to assist in the event of a disaster.

The Director-General of the Department of the Premier and Cabinet (supported by QRA) is responsible for activating the SDRA. QRA will coordinate the delivery of the SDRA assistance measures.

For further detail on eligible expenditure, refer to the [Queensland Disaster Relief and Recovery Guidelines 2018](#).

### **3.6 DISASTER DECLARATION V DRFA**

The 'declaration of a disaster situation' is a formal declaration invoked under the *Disaster Management Act 2003*. It is a short-term declaration, which provides extraordinary operational powers to the Queensland Police Service and emergency services prior to, during and in the immediate wake of a disaster event.

The 'activation of the DRFA' by the Minister (see *Section 3.2* above) provides jointly funded State / Commonwealth Government financial assistance to communities affected by eligible disaster events.

The declaration of a disaster situation and the area covered by the declaration is not related to the activation of the DRFA and the area defined for the receipt of financial assistance.

The declaration of a disaster situation and/or the activation of the QDMA and/or the activation of the DRFA are independent and are not interlinked or conditional, although they may occur for the same event.

### **3.7 RECOUPING OF EXPENDITURE**

Extreme care and attention to detail must be taken throughout the disaster response and recovery period to maintain logs, formal records and file copies of all expenditures (including personnel time sheets, diary notes) in order to provide clear and reasonable accountability and justification for future reimbursement requests. Photographs and other documentary evidence should also be maintained. A folder should be created in [G:\DM\Operations\\\*Event Name\\*\Operations\CDO\Supporting Information](#) to upload daily diaries to.

**IMPORTANT:** Reimbursement is not an automatic process and requires formal evidence of disaster-related expenditure linked to an eligible activity.

### **3.8 PREPARATION & SUBMISSION OF CLAIMS**

Claims for reimbursement of funds relating to eligible costs incurred under the DRFA/SDRA 'Counter Disaster Operations', 'Emergency Works' and 'Reconstruction of Essential Public Assets' are uploaded to the [Managing and Reporting System \(MARS\) Portal](#) managed by the Queensland Reconstruction Authority.

All claims will be prepared and submitted by the Infrastructure Financial Management Team.

SBRC may engage external support to assist with the preparation of DRFA claims when appropriate.

## APPENDIX A: MEMO TO STAFF - DOCUMENTATION OF COSTS RELATING TO DISASTER EVENTS

**MEMO TO:** All Staff

**DATE:** (ENTER DATE)

**SUBJECT:** DOCUMENTATION OF COSTS RELATING TO DISASTER EVENTS - (INSERT  
NAME OF EVENT)

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At this point in time Council has / has not received advice that this event has been activated under the Disaster Recovery Funding Arrangements (formerly known as NDRRA).

Regardless, it is important to document costs associated with this disaster event as it is possible that South Burnett Regional Council may be able to seek reimbursement for costs relating to eligible activities under the following categories:

### CATEGORY A

- Counter Disaster Operations (CDO)

OR

### CATEGORY B

- Counter Disaster Operations (CDO)
- Reconstruction of Essential Public Assets (including Emergency Works and Immediate Reconstruction Works)

**Counter Disaster Operations** under **Category A** is designed to cover reimbursement of extraordinary costs associated with eligible activities to alleviate personal hardship and distress.

**Counter Disaster Operations** under **Category B** is designed to cover reimbursement of extraordinary costs associated with eligible activities aimed at protecting the general public and ensuring public health and safety in public areas (e.g. the community as a whole will benefit from the activity being undertaken).

Further detail on eligible activities can be found in the [Infrastructure Recovery Manual – CDO Procedure in Guardian IMS](#) references and / or the [Queensland Disaster Relief and Recovery Guidelines](#) (p.32-37).

Work orders will be provided and must be used for all Counter Disaster Operations expenditure.

### **Reconstruction of Essential Public Assets (including Emergency Works and Immediate Reconstruction Works)**

The Reconstruction of Essential Public Assets (including Emergency Works and Immediate Reconstruction Works) is provided under Category B. It is designed to cover reconstruction of eligible uninsured essential public assets damaged as a direct result of an eligible disaster to pre-disaster function. Local governments must have eligible expenditure exceeding their trigger points to be able to submit for reimbursement

#### **EMERGENCY WORKS**

Emergency works are works deemed necessary during the course of a disaster to protect eligible public assets or to restore essential services and maintain public safety. This could include earthmoving, rock placing, sandbagging, installation of tarpaulins, erection of warning signs/barriers, pothole patching, removal of silt and debris, cleaning and removal of an asset or stores to prevent damage.

Immediate post-disaster repairs to an eligible asset are also eligible to enable it to operate/be operated at a reasonable level of efficiency - this would include clean-up costs, removal of silt, debris and temporary repairs.

Activities must be completed within sixty days from date of impact to the local government area.

Further detail on eligible activities can be found in the [Infrastructure Recovery Manual – Emergency Works Procedure in Guardian IMS](#) references and / or the [Queensland Disaster Relief and Recovery Guidelines](#) (p.38-51).

Work orders will be provided and must be used for all Emergency Works expenditure. Data must be collected using the Asset Edge – Recover database.

#### **RECONSTRUCTION WORKS**

Restoration of Essential Public Assets as per the [Infrastructure Recovery Manual – REPA Delivery and Acquittal Procedure in Guardian IMS](#) references and / or the [Queensland Disaster Relief and Recovery Arrangements Guidelines](#). Restoration works must be completed as soon as possible, noting the Allowable Time Limit to undertake works is two years from end of financial year of when the disaster occurred.

No charges are to be made in this category until approval is received, exception to this is where public safety is compromised by repair works not being undertaken ASAP or where substantial additional repair costs will be caused by delays in repairs – in such cases

approval to proceed will be required from the General Manager Infrastructure Services (NOTE: this will be an exception to the general process).

Work orders will be issued at the time of approval.

For further information on DRFA, please refer to:  
<https://www.qra.qld.gov.au/funding/drfa>

Please ensure you make every effort to charge to the correct work order as this will assist with the expeditious reimbursement of funds following the event.

Please remember that reimbursement is not an automatic process and requires formal evidence of disaster-related expenditure linked to an eligible activity. It is therefore crucial that you ensure you maintain accurate records of work performed e.g. timesheets, photos and / or diary notes.

Thank you for your cooperation.

Regards

Local Disaster Coordinator (LDC)

## APPENDIX B: DRFA & SDRA INFORMATION SHEET



# DRFA & SDRA

Disaster Recovery Funding Arrangements      State Disaster Relief Arrangements

## Information sheet 2020–21

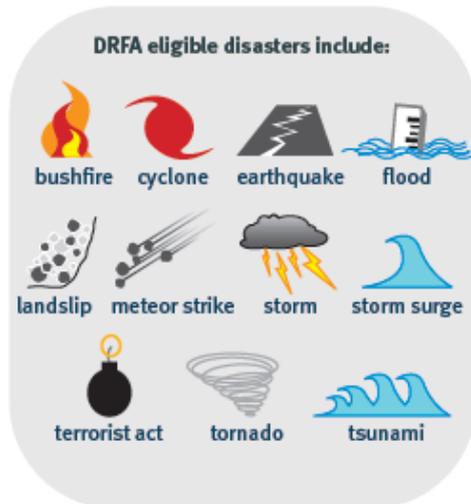
### What is the DRFA?

The DRFA is a joint funding initiative of the Australian and state governments to provide disaster relief and recovery payments and infrastructure restoration to help communities recover from the effects of natural disasters and terrorist acts. In Queensland, this program is managed on a whole-of-government basis by the Queensland Reconstruction Authority (QRA).

### Definition of an eligible disaster

A natural disaster or terrorist act for which:

- a coordinated multi-agency response was required, and
- state expenditure exceeds the Commonwealth's small disaster criterion, which is set at \$240,000 for 2020-21.



### Activation

DRFA Activation Requests can be made by any state agency or local government via QRA's Management and Reporting System (MARS) disaster funding application portal at <https://recovery.qldra.org.au>

Note: Activation Requests can still be made via email to [DRFA@qra.qld.gov.au](mailto:DRFA@qra.qld.gov.au)

In Queensland, the Minister for Fire and Emergency Services is responsible for activating the DRFA. The DRFA activation relies on the damage, loss and personal hardship information provided by state agencies and local governments.

Activation of the DRFA allows for eligible expenditure to be reimbursed by QRA to activated state agencies and local governments, and for loans to be disbursed to eligible individuals, not-for-profit organisations, primary producers and small businesses. This is done in compliance with the:

- Disaster Recovery Funding Arrangements (DRFA) 2018, and
- Queensland Disaster Relief and Recovery Funding Guidelines (QDRRFG).

The DRFA can be activated when the event meets the definition of an eligible disaster.

Note: The activation of the DRFA is not dependent upon the declaration of a disaster situation. A declaration of a disaster situation is a separate action and provides extraordinary powers for the protection of the public during a disaster situation under the *Disaster Management Act 2003*.

The declaration of a disaster situation and/or the activation of the Queensland Disaster Management Arrangements and/or the activation of the DRFA are independent and are not interlinked or conditional, although they may occur for the same event.

### Australian Government – State funding of DRFA

For simplicity, the publicly acknowledged DRFA funding split is:

- **Categories A and B** – up to 75% Commonwealth and 25% State
- **Category C** – 50% Commonwealth and 50% State funding
- **Category D** – funding split is agreed to when the measure is approved.

*Should there be any (unintended) inconsistencies between this information sheet, the Australian Government DRFA and the QDRRFG, then the Australian Government DRFA will take precedence.*

Level 11, 400 George Street Brisbane PO Box 15428 City East Queensland 4002 Australia  
T 07 3008 7204 F 07 3008 7299 E [info@qra.qld.gov.au](mailto:info@qra.qld.gov.au) W [www.qra.qld.gov.au](http://www.qra.qld.gov.au)



## Relief and recovery assistance measures under the DRFA Category A

### Counter Disaster Operations

Reimbursement of extraordinary costs associated with eligible activities to alleviate personal hardship and distress.

Note: local governments do not have a trigger point for this relief measure.

DRFA activation can be requested by any state agency or local government by submitting an Activation Request form to QRA via [MAIRS](mailto:MAIRS) or email [DRFA@qra.qld.gov.au](mailto:DRFA@qra.qld.gov.au) detailing the disaster situation and requesting activation of this relief measure.

Administering Authority once activated: QRA. Ph: 1800 110 841  
Email: [Submissions@qra.qld.gov.au](mailto:Submissions@qra.qld.gov.au)

### Personal Hardship Assistance Scheme

One-off payments to alleviate personal hardship and distress:

- Emergency Hardship Assistance – a grant to address the immediate needs (e.g. food, clothing, emergency accommodation or medical supplies) of individuals and families who are unable to support/fund their own relief and recovery
- Essential Services Hardship Assistance – a grant to individuals or families who are suffering hardship due to loss of essential services for more than five days, and are unable to support/fund their own relief and recovery
- Essential Household Contents Grant – a financial contribution towards the repair or replacement of uninsured essential household contents (income tested)
- Structural Assistance Grant – a financial contribution towards the repair of damage to an uninsured dwelling (including caravans and residential vessels) to return it to a safe, habitable and secure condition (income tested).

If Department of Communities, Housing and Digital Economy (DCHDE) identifies that local service providers have reached their capacity to provide a service to people identified as experiencing personal hardship as a direct result of a disaster event, or that there are no local service providers to assist in the event of a disaster, DCHDE will contact QRA to request activation. If local government identifies a need for activation, they are to contact DCHDE directly.

DRFA activation requested and administered by: DCHDE.  
Ph: 13 QGOV (13 74 68)

## Category B

### Counter Disaster Operations

Reimbursement of extraordinary costs associated with eligible activities aimed at protecting the general public and ensuring public health and safety in public areas (e.g. the community as a whole will benefit from the activity being undertaken).

Note: local governments do not have a trigger point for this relief measure.

DRFA activation can be requested by any state agency or local government by submitting an Activation Request form to QRA via [MAIRS](mailto:MAIRS) or email [DRFA@qra.qld.gov.au](mailto:DRFA@qra.qld.gov.au) detailing the disaster situation and requesting activation of this relief measure.

Administering Authority once activated: QRA. Ph: 1800 110 841  
Email: [Submissions@qra.qld.gov.au](mailto:Submissions@qra.qld.gov.au)

### Essential Services Safety and Reconnection Scheme

To assist homeowners to inspect and/or repair damaged essential services (electricity, gas, water, sewerage/septic systems) that are uninsured. (Income tested).

If DCHDE identifies that local service providers have reached their capacity to provide a service to people identified as experiencing personal hardship as a direct result of a disaster event, or that there are no local service providers to assist in the event of a disaster, DCHDE will contact QRA to request activation. If local government identifies a need for activation, they are to contact DCHDE directly.

DRFA activation requested and administered by: DCHDE.  
Ph: 13 QGOV (13 74 68)

### Reconstruction of Essential Public Assets (including Emergency Works and Immediate Reconstruction Works)

Reconstruction to pre-disaster function of eligible, uninsured, essential public assets damaged as a direct result of an eligible disaster.

Note: local governments must have eligible expenditure exceeding their trigger points to be able to submit for reimbursement.

DRFA activation can be requested by any state agency or local government by submitting an Activation Request form to QRA via [MAIRS](mailto:MAIRS) or email [DRFA@qra.qld.gov.au](mailto:DRFA@qra.qld.gov.au) detailing the disaster situation and estimated damage expenditure of assets.

Administering Authority once activated: QRA. Ph: 1800 110 841  
Email: [Submissions@qra.qld.gov.au](mailto:Submissions@qra.qld.gov.au)

### Disaster Assistance (Not-for-profit organisations) Loans

Concessional loans up to \$100,000 to not-for-profit organisations to repair or replace damaged plant and equipment, and/or repair essential premises.

DCHDE regional officers source information from state agencies and local governments, industry bodies, non-government organisations and "on the ground" observations from staff visiting affected area.

If DCHDE identifies a need for the activation of this relief measure, DCHDE will contact QRA to request activation. If local government identifies a need for activation, they are to contact DCHDE directly.

DRFA activation requested by: DCHDE. Ph: 13 QGOV (13 74 68)

Administering Authority once activated: Queensland Rural and Industry Development Authority (QRIDA). Ph: 1800 623 946

### Disaster Assistance (Small Business) Loans

Concessional loans up to \$250,000 to small business operators to repair or replace damaged buildings, plant and equipment, or stock.

Department of Tourism, Innovation and Sport (DTIS) in conjunction with Department of Employment, Small Business and Training (DESBT) will provide regional support to source information from state agencies and local governments, industry bodies, small businesses and "on the ground" observations from staff visiting affected area.

If DESBT identifies a need for the activation of this relief measure, DESBT will contact QRA to request activation. If local government identifies a need for activation, they are to contact DESBT directly.

DRFA activation requested by: DESBT. Ph: 13 QGOV (13 74 68)

Administering Authority once activated: QRIDA. Ph: 1800 623 946

### Disaster Assistance (Primary Producers) Loans

Concessional loans up to \$250,000 to primary producers to repair or replace damaged buildings, plant and equipment or livestock.

Department of Agriculture and Fisheries (DAF) regional officers source information from state agencies and local governments, industry bodies, primary producers and "on the ground" observations from staff visiting affected area.

If DAF identifies a need for the activation of this relief measure, DAF will contact QRA to request activation. If local government identifies a need for activation, they are to contact DAF directly.

DRFA activation requested by: DAF. Ph: 13 QGOV (13 74 68)

Administering Authority once activated: QRIDA. Ph: 1800 623 946

## Category C

### Disaster Assistance (Essential Working Capital) Loans Scheme for Not-for-profit organisations

Concessional loans up to \$100,000 to not-for-profit organisations that have suffered a significant loss of income for essential working capital required to continue operations.

DCHDE regional officers source information from state government agencies and local governments, industry bodies, non-government organisations and "on the ground" observations from staff visiting affected area.

If DCHDE identifies a need for the activation of this relief measure, DCHDE will contact QRA to request activation. If local government identifies a need for activation, they are to contact DCHDE directly.

DRFA activation requested by: DCHDE. Ph: 13 QGOV (03 74 68)

Administering Authority once activated: QRIDA. Ph: 1800 623 946

### Disaster Assistance (Essential Working Capital) Loans Scheme for Small Business

Concessional loans up to \$100,000 to small businesses that have suffered a significant loss of income for essential working capital required to continue business operations.

DTIS in conjunction with DESBT will provide regional support to source information from state government agencies and local governments, industry bodies, small businesses and "on the ground" observations from staff visiting affected area.

If DESBT identifies a need for the activation of this relief measure, DESBT will contact QRA to request activation. If local government identifies a need for activation, they are to contact DESBT directly.

DRFA activation requested by: DESBT. Ph: 13 QGOV (13 74 68)

Administering Authority once activated: QRIDA. Ph: 1800 623 946

### Disaster Assistance (Essential Working Capital) Loans Scheme for Primary Producers

Concessional loans up to \$100,000 to primary producers that have suffered a significant loss of income for essential working capital required to continue operations.

DAF regional officers source information from state agencies and local governments, industry bodies, primary producers and "on the ground" observations from staff visiting affected area.

If DAF identifies a need for the activation of this relief measure, DAF will contact QRA to request activation. If local government identifies a need for activation, they are to contact DAF directly.

DRFA activation requested by: DAE Ph: 13 QGOV (13 74 68)

Administering Authority once activated: QRIDA. Ph: 1800 623 946

### Freight Subsidies to Primary Producers

Assistance up to \$5000 for movement of stock, feed, machinery, fuel, water and building/ fencing materials.

DAF regional officers source information from state agencies and local governments, industry bodies, primary producers and "on the ground" observations from staff visiting affected area.

If DAF identifies a need for the activation of this relief measure, DAF will contact QRA to request activation. If local government identifies a need for activation, they are to contact DAF directly.

DRFA activation requested by: DAF Ph: 13 QGOV (13 74 68)

Administering Authority once activated: DAE Ph: 13 25 23

Category C relief measures may be made available where the community is severely affected by an eligible disaster and existing standard DRFA relief measures are insufficient to support community recovery. Category C is only available in exceptional circumstances.

Approval is by the Prime Minister and the Premier.

### Community Recovery Fund

Aimed at community recovery, community development and community capacity building for the future.

DCHDE will collate and review Impact Information, and if required, a request will be forwarded to QRA for review, then on-forwarded to the Department of the Premier and Cabinet (DPC). If endorsed by the Premier, it will be forwarded to the Commonwealth for approval by the Prime Minister.

DRFA activation requested by: DCHDE. Ph: 13 QGOV (13 74 68)

Administering Authority once activated: DCHDE.

Ph: 13 QGOV (03 74 68)

### Special Disaster Assistance Recovery Grants

Up to \$25,000 may be made available for small businesses, primary producers and not-for-profit organisations that have suffered direct impact from the eligible disaster. Grants can be used for clean-up and reinstatement, but not for providing compensation for losses (i.e. loss of income/ trade).

Not-for-profit organisations – DRFA activation requested by: DCHDE

Small business – DRFA activation requested by: DESBT

Primary producers – DRFA activation requested by: DAE

The requesting agency will source information from state agencies and local governments, industry bodies, Chambers of Commerce, primary producers, small businesses and "on the ground" observations from staff visiting the affected areas for each sector. The requesting agency will then review the information collated, and if it meets the requirements as set by the Commonwealth, a request will be forwarded to QRA for review, then on-forwarded to DPC. If endorsed by the Premier, it will be forwarded to the Commonwealth for approval by the Prime Minister.

Administering Authority once activated: QRIDA. Ph: 1800 623 946

## Category D

Category D relief measures may be made available when the community is so severely affected by an eligible disaster that additional funding is required to meet the particular circumstances of the event; and where a gap or need for special assistance arises that is above and beyond the standard suite (Category A and B) of the DRFA assistance.

Approval is by the Prime Minister and the Premier.

If local governments identify a need for a Category D Extraordinary Special Assistance relief measure, they are encouraged to contact the relevant state agency. The state agency will collate and review the information and, if necessary, prepare a request for QRA to review and on-forward to DPC. If endorsed by the Premier, it will be forwarded to the Commonwealth for approval by the Prime Minister.

Administering Authority: Dependent upon the type of assistance made available.

### State Disaster Relief Arrangements (SDRA)

The SDRA is an all hazards relief program that is 100% State funded and covers natural and non-natural disasters. The purpose of the SDRA is to address personal hardship and community needs for disaster events where the DRFA is unable to be activated. SDRA relief measures for the Personal Hardship Assistance Scheme and Counter Disaster Operations are the same relief measures that are activated under the DRFA.

The SDRA is able to be activated when DCHDE identifies that local service providers have reached their capacity to provide a service to people experiencing personal hardship as a direct result of a disaster event, or that there are no local service providers to assist in the event of a disaster.

The Director-General of DFC (supported by QRA) is responsible for activating the SDRA. QRA will coordinate the delivery of the SDRA assistance measures.

*Additional funding outside the DRFA & SDRA could be made available by the Commonwealth to assist communities to recover, such as the Australian Government Disaster Recovery Payment (AGDRP) and the Australian Government Disaster Recovery Allowance (AGDRA). Information on funding available from the Commonwealth is located on:*

[www.disasterassist.gov.au](http://www.disasterassist.gov.au)

#### Further information

Commonwealth DRFA 2018  
[www.disasterassist.gov.au](http://www.disasterassist.gov.au)

Queensland Disaster Relief and Recovery Funding Guidelines  
[www.qra.qld.gov.au](http://www.qra.qld.gov.au)

Queensland Reconstruction Authority  
Ph: 1800 110 841  
Email: [info@qra.qld.gov.au](mailto:info@qra.qld.gov.au)  
[www.qra.qld.gov.au](http://www.qra.qld.gov.au)

MARS disaster funding application portal  
<https://recovery.qldra.org.au>

#### Key contacts quick guide

##### ASSISTANCE FOR INDIVIDUALS

Emergency Hardship Assistance Grant

Essential Services Hardship Assistance Grant

Essential Household Contents Grant

Structural Assistance Grant

Essential Services Safety and Reconnection Scheme

Department of Communities, Housing and Digital Economy  
Ph: 1800 173 389  
[www.communities.qld.gov.au](http://www.communities.qld.gov.au)

##### ASSISTANCE FOR SMALL BUSINESSES, PRIMARY PRODUCERS AND NON-PROFIT ORGANISATIONS

Disaster Assistance Loans

Disaster Assistance Essential Working Capital Loans

Queensland Rural and Industry Development Authority  
Ph: 1800 623 946  
[www.qrida.qld.gov.au](http://www.qrida.qld.gov.au)

Freight Subsidies for Primary Producers

Department of Agriculture and Fisheries  
Ph: 132 523  
[www.daf.qld.gov.au](http://www.daf.qld.gov.au)

##### ASSISTANCE FOR STATE AGENCIES AND LOCAL GOVERNMENTS

Counter Disaster Operations

Reconstruction of Essential Public Assets - including Emergency Works and Immediate Reconstruction Works

Queensland Reconstruction Authority  
Ph: 1800 110 841  
[www.qra.qld.gov.au](http://www.qra.qld.gov.au)

*Should there be any (unintended) inconsistencies between this Information Sheet, the Australian Government DRFA and the QDRFG, then the Australian Government DRFA will take precedence.*

## APPENDIX C: INFRASTRUCTURE FINANCIAL MANAGEMENT TEAM CHECKLIST

<b>Key Task</b>	<b>Tick</b>
<ul style="list-style-type: none"> <li>• Ensure a Financial Project has been established for the current financial year in TechOne.</li> </ul>	
<ul style="list-style-type: none"> <li>• Establish a Project Code for each event (on activation).</li> </ul>	
<ul style="list-style-type: none"> <li>• Establish work order numbers for 'Counter Disaster Operations' and 'Emergent Works' to expedite the payment of appropriate claims post-event.</li> </ul>	
<ul style="list-style-type: none"> <li>• Commence operations log in Guardian IMS. Regularly review Guardian IMS for tasks and to maintain situational awareness.</li> </ul>	
<ul style="list-style-type: none"> <li>• Locate the <a href="#">Infrastructure Recovery Manual</a> in Guardian IMS references and familiarise with the procedure for Counter Disaster Operations, Emergency Works and Reconstruction of Essential Public Assets.</li> </ul>	
<ul style="list-style-type: none"> <li>• Determine the limit of expenditure permitted without further reference to senior management and ensure a process exists to expeditiously authorise other officers as required.</li> </ul>	
Activate a recording system for disaster or emergency event related expenditure, to expedite the payment of appropriate DRFA claims post event.	
Ensure DRFA reconstruction works are appropriately project managed to ensure requirements of relevant guidelines are met.	
<ul style="list-style-type: none"> <li>• Prepare and submit financial claims via the MARS system to the QRA.</li> </ul>	
<ul style="list-style-type: none"> <li>• Contribute to Situation Reports (SITREPS) as required.</li> </ul>	
<ul style="list-style-type: none"> <li>• Participate in debriefs as required.</li> </ul>	