

Tablelands Regional Council



Local Disaster Management Plan

Financial Management Sub-Plan

V9 October 2023





Acknowledgement of Country

We acknowledge the Native Title parties across the Tablelands Regional Council area and other family groups who are the traditional custodians of this land. We recognise your continuing connection to Country and pay respect to Aboriginal and Torres Strait Islander Elders past, present and emerging including:

- Bar Barrum of the area around the Walsh River and to the west of the Wild River
- Dulabed and Malanbarra Yidinji of the Gillies Range area
- Girramay of the Kirrama area
- Gugu Badhun of the Wairuna/Lamonds Lagoon area
- Jirrbal of the Koombooloomba, Ravenshoe and Herberton areas
- Mamu of the Millaa Millaa area
- Ngadjon-Jii of the Malanda and Topaz areas
- Tableland Yidinji of the Kairi, Tolga, Tinaroo and Lake Barrine areas
- Warrungu of the Gunnawarra/Goshen area.



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Version Control & Record of Amendments

Issue Date	Version	Outline of Revisions	Prepared by	Approved
February 27 2013	V1.0	Presented to LDMG for approval.	SD	RL
December 11 2013	V2.0	Reviewed for de-amalgamation. V2 presented to LDMG as live operational document from January 1 2014.	SD	RL
November 5 2014	V3.0	Annual review – minor updates.	SD	RL
November 4 2015	V4.0	Annual review – minor updates.	SD	RL
November 14 2016	V4.1	Minor changes - LDMG Chairperson, new DDMG arrangements and revised NDRRA thresholds.	SD	JP
November 10 2017	V4.2	Annual review – amendments to SDRA / NDRRA information as per current guidelines.	SD	JP
December 18 2018	V5	Annual review – amendments to incorporate changes to DRFA (formerly NDRRA)	SD	JP
January 20 2021	V6	Annual review – changes to LDMG Chairperson and minor updates throughout.	SD	BW
December 15 2021	V7	Plan modernisation - comprehensive rewrite	SD	BW
October 19 2022	V8	Annual review – minor changes	SD	BW
October 18 2023	V9	Annual review – minor changes	SD	BW



Section 1: Overview of Plan

1.1 Context & Assumptions

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

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

The inherent nature of disasters 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 TRC, and all Local Disaster Management Group (LDMG) agencies must ensure they adhere to relevant legislation, policies and procedures.

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

Assistance for Queenslanders under the SDRA and DRFA is not intended to supplant nor operate as a disincentive for self-help from insurance or disaster mitigation strategies. All levels of government encourage Queenslanders to build disaster resilience through awareness and preparedness for potential disasters.

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 Tablelands 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
- financial arrangements to submit claims and maximise opportunities for eligible expenditure reimbursement.

1.3 Functional Responsibility & Support Agencies

The Local Disaster Coordinator (LDC) is responsible for ensuring all members of the LDMG are aware of these financial arrangements.

The Sub Plan directly applies to all member organisations of the LDMG. 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
- submitting claims under SDRA/DRFA.



1.4 Ownership

This Sub Plan is owned by the LDC on behalf of the LDMG. All significant amendments to this sub-plan must be approved by the LDMG.

The LDC will ensure the:

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

Links with Other Documents

This sub-plan is interdependent on, and should be read in conjunction with, the Local Disaster Management Plan (LDMP). It links directly to all other sub-plans developed to respond to disasters in the TRC area, including the LDMG Emergency Contact Lists.

This sub-plan also links to the:

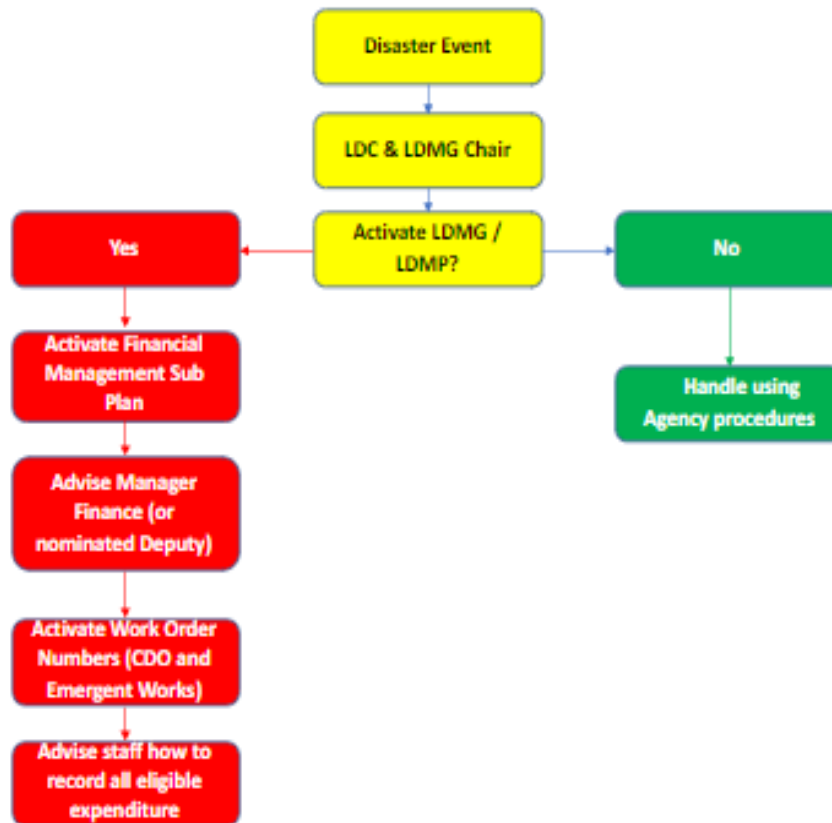
- [Disaster Recovery Funding Arrangements 2018](#)
- [Queensland Disaster Relief and Recovery Guidelines 2018](#) (events between 1 November 2018 and 30 June 2021 inclusive)
- [Queensland Disaster Funding Guidelines 2021](#) (events from 1 July 2021 onwards)
- [DRFA Disaster Recovery Funding Arrangements & SDRA State Disaster Relief Arrangements Information Sheet](#)

Section 2: Activation & Notification Procedures

2.1 Activation of the sub-Plan

This Sub Plan will be activated by the Local Disaster Coordinator (LDC) of the LDMG whenever the LDMP is invoked. Where possible, these decisions are made in consultation with the LDMG Chair.

2.2 Notification Flowchart



2.3 Notification Process

When this sub-plan is activated, the TRC Manager Finance (or nominated deputy) will be notified to ensure workorders are established for counter disaster operations and emergent works / restoration of essential public assets. Workorder numbers will need to be circulated to all staff and a copy of the memo at [Appendix A](#) sent to the TRC Leadership Team.

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



Section 3: Operational Procedures

3.1 Authority/Delegation to Expend Funds

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

The TRC Chief Executive Officer (CEO) approves other officers who require additional or enhanced financial authorisation as a result of the disaster.

3.2 Authorised Expenditure

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

Clarification can be obtained from Infrastructure and Planning, Finance and/or the LDC if required.

3.3 Expenditure Records

Works orders are created by the Finance Team to capture costs for deployment of resources and response and recovery activities. While innovative and expeditious means of procurement are called for during times of disaster, good accounting principles and practices are mandatory in order to safeguard the use of public funds.

Separate recording of disaster-related expenditure should be in accordance with TRC's or agency's financial procedures and supported by logs, formal records and file copies of expenditures to provide clear and reasonable accountability.

TRC establishes a financial project for each financial year and a project code 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.

Expenses are recorded in these categories:

- labour
- plant hire
- materials and services.

When an incident occurs, TRC and participating departments and agencies should immediately begin accounting for personnel, equipment and other costs.

TechOne, TRC's financial management system, will be used for monitoring costs by sites/activities and is linked to the GL Cost Centre. Guardian may be used to track disaster costs if TechOne is unavailable.

[TRC's Procurement Policy](#) encourages a panel of providers list in areas where TRC typically engages contractors on a frequent basis, and this should provide functional information in the event of a disaster. The list is maintained by the Procurement Team and is available in [Guardian IMS](#) references.

3.4 Disaster Recovery Funding Arrangements (DRFA)

DRFA alleviate the financial burden on states and territories and provides urgent financial assistance to disaster-affected communities. The Australian Government may fund up to 75% of the assistance through a number of assistance measures including:



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

Refer to [Appendix B](#).

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 DRFA relief measures, which are appropriate based on demonstrated need.

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 a state or local government by [emailing](#) an Activation Request Form to the QRA. The QRA is responsible for coordinating the delivery of relief measures in conjunction with other state agencies.

Local government [trigger points](#) apply to DRFA funding and are calculated on the prior year's financials. Damage to eligible assets must exceed the trigger point to be claimable.

Where the small disaster criterion will not be reached, the Minister may consider the activation of SDRA for community response or personal hardship needs. [Refer to 3.5](#).



Counter disaster operations (CDO) are included in DRFA arrangements, 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. 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.

Claims must be prepared in accordance with the [Queensland Disaster Relief and Recovery Guidelines 2018 and / or the Queensland Disaster Funding Guidelines 2021](#) (events from 1 July 2021 onwards).

TRC will use its networks and resources to actively promote DRFA assistance to the community.

3.5 State Disaster Relief Arrangements (SDRA)

The SDRA is a state-funded all-hazards relief program for 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 addresses a wider range of disasters and circumstances of personal hardship. The two relief measures under the SDRA are the same as the DRFA (refer [Appendix B](#)):

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

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

The SDRA can be activated when the 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 the disaster event, or that there are no local service providers.

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

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 that provides extraordinary operational powers to the Queensland Police Service and emergency services prior to, during and in the immediate wake of a disaster.


The activation of the DRFA by the Minister ([Section 3.2](#)) provides jointly funded State/Commonwealth government financial assistance to communities affected by eligible disasters.

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 to maintain logs, records and file copies of expenditure (including personnel timesheets and diary notes) in order to provide clear and reasonable accountability and justification for reimbursement requests. Photographs, daily diaries and other documentary evidence should also be maintained.



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 for eligible costs under the DRFA/SDRA counter disaster operations, emergency works and reconstruction of essential public assets are on the [Managing and Reporting System \(MARS\) Portal](#).

Counter disaster operations claims will be prepared and submitted by the LDC. Emergent works and restoration of essential public asset claims will be prepared and submitted by the Infrastructure and Planning Team.

The Finance Team will provide support as required.

TRC 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: Leadership Team

DATE: (ENTER DATE)

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

We **have / have not** received advice that this event has been activated under the Disaster Recovery Funding Arrangements. It is important to document costs and use work orders associated with this disaster as we may be able to seek reimbursement relating to [eligible activities](#) under these categories:

Category A

- Counter disaster operations — covers reimbursement of extraordinary costs for eligible activities to alleviate personal hardship and distress.

Category B

- Counter disaster operations — covers reimbursement of extraordinary costs for eligible activities that protect the community and ensure public health and safety in public areas.
- Reconstruction of essential public assets (including emergency works and immediate reconstruction works) — covers reconstruction of eligible and uninsured essential public assets damaged as a direct result of an eligible disaster to pre-disaster function.

Emergency Works

Emergency works are works deemed necessary during 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, and repairs to an eligible asset.

Activities must be completed within sixty days from date of the disaster and data must be collected using Confirm.

Reconstruction Works

Restoration of essential public assets is applied as per 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 without approval from Manager Finance. If public safety is compromised or substantial additional repair costs will be caused by a delay in repairs, approval can be obtained from the GM Infrastructure & Planning. Work orders will be issued at the time of approval.

Ensure you charge to the correct work order as this will assist with the expeditious reimbursement of funds and remember that reimbursement is not an automatic process, it requires evidence of disaster-related expenditure linked to an eligible activity. It is crucial that you maintain accurate records of work performed e.g. timesheets, photos and/or diary notes

Thank you for your cooperation.

Regards

Manager Finance



July 2023

DRFA Disaster Recovery Funding Arrangements & SDRA State Disaster Relief Arrangements Information Sheet

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 2021-22.

DRFA eligible disasters include:



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 recovery.qldra.org.au

Note: Activation Requests can still be made via email to DRFA@qra.qld.gov.au

In Queensland, the Minister for the Queensland Reconstruction Authority 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 Funding Guidelines (QDFG) 2021.

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 QDFG, then the Australian Government DRFA will take precedence.

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 **MARS** or email DRFA@qra.qld.gov.au detailing the disaster situation and requesting activation of this relief measure.

Administering Authority once activated: QRA.

Email: 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 Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts (DTATSIPCA) 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, DTATSIPCA will contact QRA to request activation. If local government identifies a need for activation, they are to contact DTATSIPCA directly.

DRFA activation requested and administered by: DTATSIPCA.

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 **MARS** or email DRFA@qra.qld.gov.au detailing the disaster situation and requesting activation of this relief measure.

Administering Authority once activated: QRA.

Email: 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 DTATSIPCA 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, DTATSIPCA will contact QRA to request activation. If local government identifies a need for activation, they are to contact DTATSIPCA directly.

DRFA activation requested and administered by: DTATSIPCA.

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 **MARS** or email DRFA@qra.qld.gov.au detailing the disaster situation and estimated expenditure.

Administering Authority once activated: QRA.

Email: 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.

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

DRFA activation requested by: DTATSIPCA.
Administering Authority once activated: Queensland Rural and Industry Development Authority (QRIDA).

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.
Administering Authority once activated: QRIDA.

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.
Administering Authority once activated: QRIDA.

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.

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

DRFA activation requested by: DTATSIPCA.
Administering Authority once activated: QRIDA.

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.
Administering Authority once activated: QRIDA.

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: DAF.
Administering Authority once activated: QRIDA.

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.
Administering Authority once activated: DAF.

Category C

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.

DTATSIPCA 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: DTATSIPCA.
Administering Authority once activated: DTATSIPCA.

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: DTATSIPCA.

Small business – DRFA activation requested by: DESBT.
Primary producers – DRFA activation requested by: DAF.

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.

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 DTATSIPCA 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 DPC (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

Further information

Commonwealth DRFA 2018
www.disasterassist.gov.au

Queensland Disaster Funding Guidelines 2021
www.qra.qld.gov.au

Queensland Reconstruction Authority
 Ph: 1800 110 841
 Email: info@qra.qld.gov.au
www.qra.qld.gov.au

MARS disaster funding application portal
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 Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts
 Ph: 1800 173 349
www.dsdsatsip.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

- Freight Subsidies for Primary Producers

Department of Agriculture and Fisheries
 Ph: 132 523
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

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

400 George Street Brisbane PO Box 15428 City East Queensland 4002 Australia
 T 07 3008 7204 E info@qra.qld.gov.au W www.qra.qld.gov.au

GD ref: 0803



Appendix C: Finance Manager Checklist

Key Task	Tick
<ul style="list-style-type: none"> Establish a project code for each event (on activation) in TechOne. 	
<ul style="list-style-type: none"> Establish work order numbers for counter disaster operations and emergent works to expedite the payment of claims. 	
<ul style="list-style-type: none"> Commence operations log in Guardian and regularly review tasks to maintain situational awareness. 	
<ul style="list-style-type: none"> Familiarise yourself with the procedures for counter disaster operations, emergency works and reconstruction of essential public assets. 	
<ul style="list-style-type: none"> Determine the limit of expenditure without approval from senior management and ensure a process to expeditiously authorise other officers. 	
<ul style="list-style-type: none"> Activate a recording system for expenditure to expedite the payment of DRFA claims. 	
<ul style="list-style-type: none"> Provide support to the Manager Roads & Transport in delivering DRFA reconstruction works to ensure guidelines are met. 	
<ul style="list-style-type: none"> Prepare and submit financial claims via the MARS system. 	
<ul style="list-style-type: none"> Contribute to situation reports (SITREPS) as required. 	
<ul style="list-style-type: none"> Participate in debriefs. 	



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Tablelands Regional Council

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