

Natural Disaster Financial Assistance Bulletin – November 2023

NDA Bulletin 2.

The Bulletin will be sent out on a regular basis and will include updates and reminders around Disaster Recovery Funding Arrangements and the CMS (Claims Management System) and will be emailed to all Council users who have access to the CMS portal.

Guideline and website updates

Disaster Recovery Funding Arrangements -Expansion of Day Labour to Reconstruction of Essential Public Assets (REPA)

In December 2022, the Victorian Government approved the Day Labour to Disaster Recovery Funding Arrangements (DRFA) Category B Emergency Works and Immediate Reconstruction Works.

Day labour captures the costs associated with local government employees and the costs associated with council using its internal plant and equipment when undertaking disaster reconstruction works on damaged essential public assets undertaken as Immediate Reconstruction Works, including emergent works.

The day labour policy has now been expanded to DRFA category B Reconstruction of Essential Public Asset (REPA) works that require an approved certified estimate under **certain** circumstances.

Please refer to updated Guideline 1 for the full details, available on the EMV website.

<https://www.emv.vic.gov.au/how-we-help/disaster-recovery-funding-arrangements-drfa/disaster-recovery-funding-arrangements-drfa-claims/gl-1-victorian-drfa-guideline-1-claims-and-eligibility-for-essential-public-assets>

EMV website

The EMV website has recently been updated to include the DRFA Toolbox. This new web link provides DRFA user with a simple access list of all DRFA related guidelines, factsheets and claim forms.

Claims Management System news

CMS: Update to sub-clause estimates and claims

- Claims and estimates in the CMS are to a specific sub-clause and financial year. There are five different claim types that can be selected when completing a claim. For more information refer to the user guides in the CMS.
- As part of the data transition from the ACMS to the CMS, a number of sub-clause estimates were transitioned with \$1. These sub clauses need to be updated by councils, where there isn't any planned expenditure, please revise the sub clause to \$0.
- The recent CMS deployment has aligned the REPA sub clause estimate to be managed in the same way as all other sub clause estimates. This will support councils to split the REPA sub clause (4.3.2 (d)) into financial years. Please update the estimates as required. A reminder email will soon be sent out.
- Both the 'how to video' and the 'User Guide' (available on the CMS, Home, User Guide tile) have been updated to reflect this change.

CMS: Drop-In Sessions for Councils

- Two more drop-in sessions are being arranged for Tuesday, 14 and Thursday, 15 November.
- An invite will be sent to all CMS users and contacts for both sessions.
- All Council staff are welcome to join one or both sessions, by clicking the link within the invite at the commencement of the session.

CMS: Help and New Users

User Guides and Videos

- User guides and 23 videos are available in the CMS covering how to complete an event notification, all claim types, requests for advances etc. Each video is approximately 2 minutes in duration.
- To view the user guide, log into the CMS and click on the user guide tile from the Home screen.

New Users to the CMS

- Council's wishing to add a New User to the CMS portal – please email NDFa@justice.vic.gov.au and the form will be emailed. Please note the form needs to be signed by Council CEO before access can be arranged.
- Access to the CMS has been limited to three (3) users per council, noting that this will be capped at five (5) users per council.

Quarterly Reports

- Quarterly Reports for the Reconstruction of Essential Public Assets (REPA) works currently underway are to be submitted through the CMS.
- A Quarterly Report needs to be provided for each event for approved estimate REPA packages, where REPA works are or have been scheduled.
- Please refer any queries in relation to the Quarterly Report to your DRFA Assessor.

The link to the Quarterly Reporting form on the EMV Website is provided below:

<https://www.emv.vic.gov.au/how-we-help/disaster-recovery-funding-arrangements-drfa/disaster-recovery-funding-arrangements-drfa-claims/fd-victorian-drfa-claim-forms-quarterly-report-template>

External audits

Update on ongoing DRFA audits

The NDFA Team are working with the Commonwealth auditors gathering the supporting information for the claims selected as part of the audit for the 2020-21 and 2021-22 financial years. Council's may be contacted for additional information.