



Government
of South Australia

2019-20

South Australian Bushfires

**Category D - Recovery Exceptional Assistance
Immediate Support Package Guidelines**

March 2020

Bushfire Recovery Exceptional Assistance Immediate Support Package

DRFA Category	D
Administered by	South Australian State Recovery
More Information	Email State Recovery: DHS.StateRecoveryOffice@sa.gov.au

1. Background

In recognition of the severity, scale, and duration of the 2019-2020 bushfire season, the Commonwealth Government has provided Category D funding to severely affected Councils under Disaster Recovery Funding Arrangements (DRFA). This funding is intended to facilitate the recovery effort for councils and their communities.

State Recovery will be responsible for working closely with bushfire-impacted communities, Local Recovery Coordinators, Community Recovery Officers and Local Recovery Committees in the development and delivery of local recovery programs and projects.

Councils will be responsible for working with the State Government to ensure funding complements (rather than duplicates) other forms of recovery assistance being delivered.

2. Eligible scope

Councils may spend the funds on programs and activities that contribute to the recovery and resilience building of their communities including, but not limited to:

- Rebuilding damaged or destroyed council assets such as key local roads, bridges and community facilities and infrastructure.
- Employing additional local staff to take on specialist recovery or planning roles to help coordinate and plan the rebuilding effort.
- Hosting new public activities and events to bring communities together and attract visitors back to affected regions.
- Activities and measures to support local economic and social recovery and community resilience.

3. Timeframes

Program of works

Councils will need to develop and provide a Program of Works for any Category D funds received by no later than 30 April 2020. Where councils have received two packages of funding these can be combined to one program of work for ease of management. The allowable time limit for expenditure of the support payment is by 30 June 2022.

The program of works should be provided to Department of Treasury and Finance (DTF) within State Government and DTF will then provide this program of works to the Commonwealth Government for visibility. Councils should seek advice from DTF or State Recovery should they wish to obtain clarity around whether an activity is in scope.

Progress reporting

Progress reporting is mandatory.

Progress reports are prepared in the DRFA Progress Report Form and lodged through State Recovery, including:

- Actual expenditure reported against the approved capped amount;
- Project milestones, start and finish dates;
- Any variances in scope, cost or time; and
- Details of complementary programs.

Financial Year Acquittal Report

At the end of the financial year an acquittal report is to be prepared by 31 July 2020, which provides:

- A detailed general ledger evidencing the final actual expenditure claimed;
- A progress Report detailing progress on the scope/programs /activities; and
- Details and evidence of the completed activities.

The report should follow the acquittal processes within the [Local Government Disaster Recovery Assistance Arrangements \(Guidelines December 2019\)](#), using the appropriate forms.

Completion Acquittal Report

Following the completion of the program/activity, a final acquittal report is to be submitted that includes:

- Final progress report detailing the completed scope/programs/activities;
- Final cumulative actual expenditure claimed;
- Details and evidence of the completed activities; and
- Following the Local Government Disaster Recovery Assistance Arrangements (Guidelines December 2019) and complete the appropriate forms.

4. Governance

Acknowledgment of Australian Government assistance

Public acknowledgement of Commonwealth DRFA assistance is required under Section 5.2 of the Commonwealth Guidelines available at:

<https://www.disasterassist.gov.au/Documents/Natural-Disaster-Relief-and-Recovery-Arrangements/disaster-recovery-funding-arrangements-2018.pdf>

The announcement of an eligible measure/s will occur as a joint media statement unless otherwise agreed by the Commonwealth Government. In addition, prior agreement with the Commonwealth Government must be reached on the nature and content of any subsequent events, announcements, promotional material or publicity relating to an eligible measure under the arrangements.

This includes but is not limited to media releases, events, social media, signage and advertising.

Assurance Activities

Applicants may be required to provide documentation to support assurance activities. These assurance activities may include, but are not limited to:

- Audit;
- Research and data against selected messaging, channels and platforms; and
- Obtaining relevant evidence to support expenditure.

Where expenditure does not meet requirements or is not spent within the eligible program of works, funds may be required to be returned to the Commonwealth Government.

Certification

All submissions and progress reports must be certified by the applicant in line with its delegations.

Goods and Services Tax (GST)

When claiming reimbursement of expenditure, the amount to be lodged must be the GST exclusive actual cost incurred.

The Project Funding Schedule will detail the terms and conditions specific to the approved funding, including reference to the relevant funding guidelines that govern the program, funding type and amount, key date and milestone schedules, payment claim and reporting requirements.

Procurement

The procurement of goods or services will be in accordance with the South Australian State Procurement Policy.

Record Keeping

DRFA records must be available for seven years from the end of the financial year the claim is acquitted by the Commonwealth Government.

For assurance purposes, the Commonwealth Government may request evidence from applicants to assess the State's compliance with any aspect of the DRFA expenditure.