Victorian Disaster Recovery Funding Arrangements

Tip Sheet 1: Emergency food, clothing, or temporary accommodation (Category A - Clause 4.2.2 (a))

## Introduction

Victoria's Natural Disaster Financial Assistance (NDFA) scheme is available to Delivery Agencies including local councils, to relieve some of the financial burden that may be experienced following a disaster in accordance with the [Australian Government’s Disaster Recovery Funding Arrangements (DRFA)](https://www.disasterassist.gov.au/Documents/Natural-Disaster-Relief-and-Recovery-Arrangements/disaster-recovery-funding-arrangements-2018.pdf). The DRFA does not cover all costs resulting from a disaster.

This *Tip Sheet* relates to Clause 4.2.2 (a) under Category A of the DRFA for the provision of **Emergency food, clothing, or temporary accommodation**.

**Examples of Costs associated with the provision of Emergency food, clothing, or temporary accommodation**

Examples of costs which are associated with the provision of emergency food, clothing or temporary accommodation intended to help individuals who have been directly affected by an eligible disaster and who are unable to meet their immediate emergency needs are included in Tables 1 and 2, respectively.

Please note that these costs include:

* The establishment and operation of relief (also referred to as evacuation centres under the DRFA) and/or recovery centres including basic food/beverages/emergency clothing provided;
* Outreach relief including food/basic medical supplies/basic emergency clothing drops to isolated individuals; and
* The provision of emergency accommodation/shelter such as short-term accommodation at an evacuation centre or through a service provider, including a hotel.

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| Table 1: Eligible Costs for Relief and Recovery Centres and/or to impacted individuals in isolated communities |
| The **Establishment and operation** **of a Relief and/or Recovery Centre** including:  *Community Information*   * + Provision of information to the community on the activation and services available from relief and recovery centres or outreach relief services .   Companion animals   * + Evacuation of companion or domestic animals (pets – dogs and cats) including cost of establishing evacuation facilities and of providing basic care, such as food and shelter, where they are at risk of injury, isolation, hardship or distress if they remain at a location (even if the disaster has not reached that locality). Assistance is only provided for the duration for which the owners are receiving assistance such as residing in an evacuation centre or emergency accommodation. Farm animals or larger pets are ineligible for assistance.   *Food and water*   * + The provision of basic catering such as bottled water, beverages, and food for evacuees in the relief centre. This also includes the use of a BBQ associated with the operation of a relief centre.   + Extraordinary (additional) costs of emergency food or essential supply drops to affected communities.   *First aid*   * + The provision of basic first aid supplies.   *Relief in isolated areas/communities*   * + This includes establishment of an evacuation or relief centre (other than a designated relief centre normally established by the local council) by communities impacted by a disaster notified under the DRFA and where, this process has been written into any local Council recovery plans.   + Costs associated with electrical works required to install a generator to allow hot water supply to a toilet block which are providing basic essential amenities to displaced local residents during and immediately after a disaster.   + Costs associated with hiring portable showers positioned to assist a number of residential households which sustained damage to their solar systems and had power supplies interrupted following a disaster. The hiring of the showers allows for the continuation of essential amenities within that particular community. These local communities may be required to make use of the local halls to provide community meals, power (supplied by generators) for impacted residents to charge mobiles and medical devises and showers/toilet facilities, thereby also allowing for the continuation of essential amenities.   *Other Operational Costs*   * + Costs associated with operating a relief or recovery centre including rental charges and power costs for the period a building is operating as a relief and recovery centre and the overtime of council staff. This may also include costs associated with providing additional signage, personal protective equipment (PPE) and cleaning products to ensure centres meet health requirements. Waste management costs associated with the operation of a Relief and/or Recovery Centre are also eligible.   + Costs associated with registration of volunteer emergency workers.   + The costs associated with engaging additional temporary personnel to carry out communications activities, would need to be considered on a case-by-case basis only.   + Repairs following damage to a building/facility used as a relief and recovery centre.   + Establishment of a ‘tent city’ to accommodate displaced individuals and certain staffing costs i.e. overtime of existing staff or new temporary roles to provide this service. |

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| Table 2: Eligible Costs for the provision of temporary accommodation/shelter |
| Emergency accommodation/shelter including short term accommodation for individuals at an evacuation centre or through a service provider such as a hotel (note that rooms must be occupied by these individuals for reimbursement to occur).. This also include overtime associated with the a**ssessment of temporary housing needs** for people whose primary places of residence have been affected during a disaster i.e. where an impacted individual or household required to be placed in a hotel as a result of being evacuated. |
| Extraordinary costs associated with the **establishment and decommissioning of temporary relocatable accommodation** for disaster displaced people including transportation and manning of the accommodation (i.e. overtime costs). |
| The transportation of individuals needing to travel to emergency accommodation including travel vouchers or in-kind transportation for individuals). |
| Extraordinary costs associated with fuel supplies required to run essential power to impacted residential homes i.e. through an emergency generator, to allow those residents to remain in their dwellings, and thereby reducing the need for other forms of assistance. |

Examples of costs ineligiblewith the provision of emergency food, clothing or temporary accommodation are provided in Table 3 below:

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| Table 3: Ineligible Costs |
| **Animal welfare assistance** such as fodder dropping operations. |
| **Advertising** where not associated with an eligible activity i.e. community events. |
| **Catering including food trucks and BBQs –** cost associated with community debriefs/events which are not associated with the operation of a relief centre. |
| **Capital purchases** including for computers, phones, and software. |
| **Donations to Disaster Appeals** |
| **Day labour – normal salaries and wages** |
| **Evacuation** of commercial animals or those animals the owner has a business attachment to and/or requires a special licence or permit (such as livestock i.e. cows and sheep, racehorses, animals kept for commercial purposes). |
| **Evacuation** of companion or domestic animals (pets) where owners have made their own emergency accommodation arrangements or are not required to relocate. |
| **Unoccupied accommodation provided by a service provider** (where evacuees did not end up requiring accommodation after initial assessment) |
| **Internal hire rates** for hire of council facilities and equipment. |
| **Regional meetings –** costs associated with attendance at regional meetings to discuss a disaster event such as catering and travel. |
| **Restoration** of community assets not damaged whilst used as a relief or recovery centre (i.e. damaged prior to the relief or recovery centre being established). |

## Key time limits

The following table presents the time limits for works completion and claims lodgement for eligible works under the DRFA.

Table 4: Key time limits

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| Claim type | Works completed | Claims lodgement |
| Emergency food, clothing, or temporary accommodation | **Within 3 months** from the eligible disaster occurring.  Subject to the severity and nature of a disaster, further time may be required for Recovery Centres and will be considered on a case-by-case basis. Requests for an Extension of time (EOT) is required to be lodged in the CMS two weeks prior to the end of the allowable time limit. | Regular claims are to be submitted. All claims including supporting documentation are to be submitted as expenditure is incurred throughout the financial year and no later than the 31 July (one month after the end of the financial year) |

## Claims requirements

Delivery Agencies are required to provide the following supporting documentation in the format and separate zip files, no more than 2 GB per zip file associated with the provision of Emergency food, clothing, or temporary accommodation, as specified in Table 5 below in order to support their claims, **in the Administering Authority’s Claims Management System (CMS).** The required documents outlined in Table 4 are to be uploaded in the Claims module of the CMS when lodging a claim. **All supporting documentation lodged are to be structured and cross referenced to allow third party verification.** **This will facilitate the timely processing of claims and the State and Commonwealth audit review process.**

Table 5: Documents to be lodged into the CMS

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| **Supporting documentation required** | **File type and name** |
| Claim Lodgement Declaration Form - **Form ID V Form D-DEC** | V Form D-Dec.pdf or V Form D-Dec.xlsx |
| Claim form - **Form ID V Form A-Relief Recovery**  Claim form provided must reconcile to the final amount in the claim lodgement declaration form. | V Form A-RR.xlsx |
| **Proof of expenditure/General Ledger** (providedfrom the Council’s financial system) including a detailed general ledger/transaction report displaying all expenditure incurred for eligible activities, being claimed within a specific financial year. General ledger provided must reconcile to the final amount in the claim lodgement declaration form.  In the case where works on an invoice is only being partially claimed, the General Ledger should reflect the full invoice amount. The invoice should show the works which are being claimed, with the claimed amount entered on the claim form. Delivery Agencies should refer to How To Sheet 1: Examples of Best Practice Claim Forms for Category A & B Counter Disaster Operations for examples of a Delivery Agency can provide best practice examples of claim forms, general ledger and invoices relating to Category A or Category B CDO expenditure. | Zipped folder: **Financials.zip** |
| **Invoices to include:**   * Reference to the disaster event (including the eligible event name (AGRN) if that is available, descriptions of works/activities and dates when undertaken. * Source documents (e.g. contracts, purchase orders, emails or other supporting information) supporting the invoice to be available for sampling upon request. * Where invoices do not fully outline the link to the event and/or the works/activities undertaken, source documents are to be provided when lodging that claim. |
| **Payroll**  Payroll reports for extraordinary payroll costs (overtime). Timesheets to be available for sampling upon request. | Zipped folder: **Payroll.zip** |
| **Reports and additional supporting paperwork**  Other examples of source documents that may be provided include customer service requests, agendas, minutes of meetings, any reports developed on particular works/activities being undertaken, copies of handout materials etc.  For Relief and Recovery Centres, evidence demonstrating that they have been established to support disaster affected people/communities | Zipped folder: **Reports/additional supporting documents.zip** |

## Funding contributions

Funding assistance provided to Delivery Agencies for early relief and recovery activities and counter disaster operations undertaken as a direct result of an eligible disaster event are outlined in the table below.

**Table 6: Funding contributions**

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| Assistance type | Delivery Agencies (with no insurance arrangements in place) |
| Emergency food, clothing, or temporary accommodation | 100% of approved works  For these amounts to apply the total state expenditure for the eligible event must be more than $240,000.  Where the event has not been notified to the Commonwealth, Delivery Agencies are required to incur the first $100,000 in eligible expenditure prior to receiving assistance under the NDFA. |

## Further information

For further information, refer to the:

* [*How To Sheet 1: Best Practice Examples – Category A and B CDO*](https://www.emv.vic.gov.au/how-we-help/disaster-recovery-funding-arrangements-drfa/disaster-recovery-funding-arrangements-drfa-claims/victorian-drfa-how-to-sheet-1-category-a-b-cdo-best-practice-examples)which provides best practice examples on claim forms, general ledger and invoices for Category A and B CDO expenditure; and the
* [*Victorian DRFA Guideline 3: Claims and eligibility for relief and recovery activities (Category A) and counter disaster operations (CDO) – Category A & B*](file://G:\NDFA\NDFA%20Working%20Documents%20for%20DTF%20Website\2024\mockup%20of%20new%20GLs%20tip%20sheets%20etc\Cat%20A%20and%20Cat%20B%20CDO%20-%20February%202024\Victorian%20DRFA%20Guideline%203:%20Claims%20and%20eligibility%20for%20relief%20and%20recovery%20activities%20(Category%20A)%20and%20counter%20disaster%20operations%20(CDO)%20–%20Category%20A%20&%20B.)*.*

Delivery Agencies should also refer to the Frequently Asked Questions for the [June 2021 storm and flood event (AGRN 969)](https://www.emv.vic.gov.au/how-we-help/disaster-recovery-funding-arrangements-drfa/disaster-recovery-funding-arrangements-drfa-claims/frequently-asked-questions-june-2021-storm-and-flood-event-agrn-969), [Victorian Floods commencing 06 October 2022 (AGRN 1037)](https://www.emv.vic.gov.au/how-we-help/disaster-recovery-funding-arrangements-drfa/disaster-recovery-funding-arrangements-drfa-claims/frequently-asked-questions-victorian-floods-commencing-06-october-2022-agrn-1037), [Victorian Bushfires and Storms commencing 13 February 2024 (AGRN 1108)](https://www.emv.vic.gov.au/how-we-help/disaster-recovery-funding-arrangements-drfa/disaster-recovery-funding-arrangements-drfa-claims/frequently-asked-questions-victorian-bushfires-and-storms-commencing-13-february-2024-agrn).

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