

Natural Disaster Financial Assistance

Bulletin – 3 September 2024

NDFA Bulletin 9

The Bulletin is sent out on a regular basis and includes updates and reminders around the Victorian Disaster Recovery Funding Arrangements (DRFA) and the CMS (Claims Management System). It is emailed to all Council CMS registered users, Council contacts and Council's general email.

New Event: Victorian Storms commencing 25 August 2024, AGRN 1147

A new DRFA event has been registered with the Commonwealth for the Victorian Storms commencing 25 August 2024 AGRN 1147. If your Council has been impacted by this storm event, please lodge a 'DISASTER EVENT NOTIFICATION' via the CMS portal as soon as practicable, so your local government area can be captured within the AGRN.

Taking into consideration the likely impacts arising from the event, Tip Sheets on debris removal on residential properties and an extract from Guideline 1 on Emergency Works have also been included with the Bulletin. These documents and further information are available on the ERV website: <https://www.vic.gov.au/drfa-resources-guidelines-and-forms>

DRFA User Reference Group (URG) Expression of Interest

Following the introduction of the new Claim Management System (CMS) in July 2023, the terms of reference for the URG was updated to reflect the completion of the CMS phase and the continuation of improvements across other areas.

The URG coverage included, but not limited to:

- Ongoing functional requirements of the CMS;
- DRFA Website layout and design;
- DRFA Guidelines (note policy decisions are out of scope for this group); and
- Change management, training, and stakeholder impacts.

The URG currently consists of members from 22 Councils, as well as members from our Assessor Team and Local Government Victoria. Existing members have provided valuable feedback across the coverage areas and facilitates networking.

It is estimated the amount of time required by URG members is 1 hour per month. If you are not part of the URG and are interested in participating, please send an email to NDFA@justice.vic.gov.au.

Updates to the Guidelines, Templates, Tip Sheets and How To documents

The following documents have been developed and uploaded to the DRFA Resources Toolbox (<https://www.vic.gov.au/drfa-resources-guidelines-and-forms>):

- **Tip Sheet 11:** Category B excluding CDO – Day Labour .
- **Tip Sheet 12:** Category A and B CDO – Day Labour (this includes position descriptions and secondments).
- **Revised versions of Guideline 1 and Guideline 3:** removing the content now included in the new Tip Sheets 11 and 12.
- New '**How To 2: Photographic Evidence' instructions:** a Photo.zip folder to be used for photo evidence, a new QGIS compatible photo report template, and;
- New '**How To 3: How the Assessing Authority uses QGIS to validate photo information'**.

The new 'How To 2 and 3' documents relate to both Category A and B and have been placed against each category on the DRFA resources toolbox – this is also the case for the new Day Labour and Plant and Equipment templates.

CMS Reports

As mentioned in the June 2024 Bulletin 7, there are four reports available on the CMS (screenshot below). These reports are located under 'ALL REPORTS' on the CMS which can be exported into excel.

If your Council would find further reports helpful, please let the NDFA Team know at NDFA@justice.vic.gov.au, we will check whether the CMS is able to do so.

One report which is currently being prepared is the estimates for each sub-clause by event.

REPORTS	Report Name	Description	Folder	Created By	Created On	St
Recent	Claim Item Details by Financial Year		Delivery Agency Rept	MavOrlik Admin	14/06/2023, 12:55 pm	
Created by Me	Claims by Disaster Event		Delivery Agency Rept	MavOrlik Admin	14/06/2023, 12:55 pm	
Private Reports	Claims by Disaster Event v2		Delivery Agency Rept	Madison Wright	30/04/2024, 2:15 pm	
All Reports	Council Claim Report	Claim report for councils	Delivery Agency Rept	Madison Wright	06/12/2023, 11:34 am	

CMS and Google Chrome

The CMS works best with Google Chrome. The CMS does provide an option to reset your password, which may not work if using other browsers. If you do require your password to be reset you are also welcome to contact the NDFA Team at NDFA@justice.vic.gov.au.

Training on DRFA Guidelines and Eligibility

- A reminder that [Disaster Recovery Funding Arrangements Training](#) is available in groups for all Council staff who are involved with the DRFA process and is extended beyond the registered CMS User/s.
- The group should include a cross section of staff involved with the DRFA activities such as emergency management, asset management, engineering/infrastructure, parks, depot and finance.
- Training sessions are approximately 2 hours in length.
- To arrange group training, please contact Lyndee Peters at: Lyndee.Peters@transport.vic.gov.au

User Guides and Videos

User guides and videos are available in the CMS covering how to complete an event notification, all claim types, requests for advances etc. The 23 videos, each approximately 2 minutes in duration, should be the first point of reference for questions on the CMS.

Once logged into the CMS, this information is available under 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 should email NDFA@justice.vic.gov.au and the form will be emailed. Please note the form will need to be signed by Council's CEO before access can be arranged. Access to the CMS has been capped at five (5) users per Council.