

# Disaster Recovery Funding Arrangements (DRFA) Bulletin – October 2023

**Welcome** to the first ‘DRFA Bulletin’ prepared by the Natural Disaster Financial Assistance (NDFA) Team within the Department of Justice and Community Safety (DJCS).

The Bulletin will be sent out on a regular basis and will include updates and reminders around the DRFA and the CMS (Claims Management System) and will be emailed to all Council users listed on the CMS portal.

## User Reference Group (URG)

- A new URG has been developed with representatives from local councils who had expressed interest in participating in the URG, representatives from the Department of Transport and Planning Assessors and representatives from Local Government Victoria.
- The URG is an advisory group with representation from various local councils. They will provide advice and insight into the user experience for the Victorian DRFA process including sharing of information and understanding the requirements of the Victorian DRFA.
- Areas for the URG to advise on will include, but not be limited to:
  - functional requirements and specifications for future enhancements of the Claims Management System (CMS),
  - DRFA Website layout and design,
  - DRFA Guidelines (Note policy decisions including expenditure eligibility and required supporting documentation are out of scope for this group), and
  - Change management, training, and stakeholder impacts.
- The first DRFA URG was held on 14 September 2023.

## Updated claim forms

- The Claim forms have recently been updated to auto-populate the Claim amount on the Declaration form (19 July 2023)

Table A provides links to the updated claim forms

<b>Relief and Recovery</b>	<a href="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-a-dec2-relief-and-recovery-expenditure">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-a-dec2-relief-and-recovery-expenditure</a>
<b>Counter Disaster Operations</b>	<a href="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-a2-dec2-counter-disaster-operations">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-a2-dec2-counter-disaster-operations</a>
<b>Emergency Works</b>	<a href="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-b-dec-emergency-works">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-b-dec-emergency-works</a>
<b>Immediate Reconstruction</b>	<a href="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-c-dec-immediate-reconstruction-works">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-c-dec-immediate-reconstruction-works</a>
<b>REPA – Certified Estimate</b>	<a href="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-c-dec-reconstruction-works-claims">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-c-dec-reconstruction-works-claims</a>

### Audits currently underway

- The NDFA Team is currently gathering supporting documentation for the claims selected as part of the audit for the 2020-21 and 2021-22 financial years, and may need to contact relevant Council’s for additional information.
- Thank you to the Council staff involved with this process for the prompt response providing the required information.

### 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>

### CMS update

#### New Users to the CMS

- Council wishing to add a New User to the CMS portal – please email [NDFA@justice.vic.gov.au](mailto: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.

#### 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. Each video is approximately 2 minutes in duration.
- To view the user guide, log into the CMS and click on the user guide tile or select from the banner menu.

