

Natural Disaster Financial Assistance Bulletin – 18 January 2024

NDA Bulletin 4

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

New Events occurring in December 2023 and January 2024

The following two events have been registered under the DRFA. These events are now available on the CMS and ready for each of the sub-clause estimates to be updated:

- **North-East Victorian Storm event which commenced 13 December 2023 (AGRN 1095)** has been activated for the two Council's: Wangaratta and Wodonga.
- **Flood and Storm event which commenced 24 December 2023 (AGRN 1096)**. To date, the NDA Team have received notifications from 28 Councils. Please note if your Council has already completed a notification for this event and were continued to be impacted by the ongoing flooding in early January, these damages can be claimed under this event. There is no need to provide a further notification of event. Please review and update the estimates for each sub-clause including the financial year in which your Council anticipates the expenditure to be incurred.

Upcoming key dates

- **31 March 2024:** Certified Estimates for the Restoration of Essential Public Assets (REPA) works need to be lodged via the CMS portal for the events which occurred during 2022-23. Councils requiring further time to complete their estimate packages will need to discuss this with their DRFA Assessor prior to this deadline.

Updates to DRFA documentation

- Links have been updated in Guidelines 1 and 3, to reflect the new CMS portal. These documents are located under the ['DRFA TOOLBOX'](#) on our website.
- There is also a change to the file structure for the supporting documentation which is provided with claims. It is requested that the supporting documents be grouped/zipped into individual folders: ie. Finance, Photos etc, rather than providing all the documents into the one zipped folder. This change to the file structure will assist with timely assessment of claims.

Claims Management System

Draft claims

- Please review any draft claims in the CMS and if no longer required, please **withdraw** the draft claim. The number of draft claims provides the NDA Team and the DRFA Assessor Team a forward view of claims expected to be coming through the system and assists with resourcing decisions.

Extensions of time requests

- Please review any extension of time requests entered in the CMS and if no longer required, please **withdraw** the request.

NDFFA Team move

- The NDFFA Team has moved and are now part of Emergency Recovery Victoria. There are no changes to the existing role and functions.

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. These should be the first point of reference to questions on the CMS. These should be the first point of reference to questions on the CMS.
- 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 NDFFA@justice.vic.gov.au and the form will be emailed. Please note the form needs to be signed by the 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.