

Natural Disaster Financial Assistance

Bulletin – 14 August 2025

NDFA Bulletin 13

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.

Resource sharing between councils– supporting documentation required

Following the completion of the recent DRFA acquittal audits, the Commonwealth has clarified that where resources (staff) are shared amongst councils following an eligible disaster event, that along with the invoice, the supporting documentation required to be provided by the 'providing council' to the 'receiving council' is:

- a breakdown of the staff;
- functions/activities undertaken, details of the hours worked; and
- staff payroll costs (relevant extracts from the payroll system) and the Council Enterprise Bargaining Agreement (EBA) for the salary hourly rate being claimed.

The audit objective of this is to ensure that 'no profit margin' or 'indirect overheads' has been claimed as part of the reimbursement process and that the 'providing council' has only been reimbursed for actual costs incurred.

Resource sharing within councils – supporting documentation required

When claiming extraordinary costs associated with the backfilling of a person undertaken an eligible activity such as working in a Recovery Centre, councils also required to confirm whether the role has been backfilled within Council. Councils should refer to the **Tip Sheet 12: Day Labour under Category A & B CDO** on the ERV website for further information.

<https://www.vic.gov.au/relief-and-recovery-centres-and-temporary-accommodation>

EoFY Claim lodgement dates for 2024-25 FY expenditure

Claims to be lodged on the CMS Portal by:	Eligible expenditure period	Claim type
31 August 2025	1 July 2024 - 30 June 2025	All claims <u>excluding</u> claims associated with approved certified estimates. Limited extensions will be considered on a case-by-case basis and are to be discussed with your DTP Assessor at a minimum two (2) weeks prior to the lodgement deadline. Additional flexibility is provided for claims relating to approved certified estimates. Claims relating to approved certified estimates are to be submitted by key project milestone stages or at 50% and 100% of project completion and can cross financial years.



Quarterly Report template for the Reconstruction of Essential Public Assets (REPA)

As detailed in the previous Bulletin, the Commonwealth has increased the reporting requirements for the DRFA across the jurisdictions, including quarterly reporting on certified estimates. The Commonwealth has distributed a reporting template for jurisdictions to submit. Victoria has adopted the template, with additional fields, to also capture data from a Victorian perspective. The majority of data will be pre-filled and the data that councils need to populate for each quarter includes:

- Expenditure to date
- Estimated cost to complete
- Predominant project phase
- Estimated or actual start and end dates
- Provide comments on any risks/ issues:
 - Scope changes
 - Timeframe changes
 - Budget changes
 - Any other project risk.

The template has been distributed via email to Councils who have active Certified Estimates, and Councils are asked to upload it to the CMS in the Qtr Reporting module by 5 September 2025. In the CMS module, please select '30 Sept' as the Quarter End Date and '2025-26' as the Financial Year and then upload the completed spreadsheet into the file section of the CMS. A presentation of the template and requirements will also be provided at the August 2025 Victorian DRFA User Reference Group, scheduled 19 August 2025.

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 including those from the following Council Teams: 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

Once logged into the CMS, this information is available under the User Guide tile from the Home screen.

User Guides and Videos

User guides and videos are available on the CMS covering how to complete an event notification, claims of various 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

Councils 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.

Previous versions of the Bulletin

Previous versions of the Bulletin are now available on the website at the following link:

<https://www.vic.gov.au/ndfa-bulletin-library-councils>