

Disaster Recovery Funding Arrangements (DRFA) Recoupable Costs Guide – Non-Government Organisations

Purpose

The purpose of the guide is to provide clarity to non-government organisations (NGOs) participating in human and social recovery activities within Queensland to identify costs that are recoupable under the Commonwealth/State funded Disaster Recovery Funding Arrangements (DRFA) and to provide a process for recouping those costs.

Recoupment Requirement

Department of Communities, Housing and Digital Economy (DCHDE) Business Rules:

1. For expenditure identified outside these guidelines, seek prior approval from the Director, Community Recovery Operations before engaging the goods/services.
2. Invoices for community recovery activities must be presented to DCHDE each month for the preceding month.
3. Agencies must submit invoices to DCHDE no later than 13 August 2022 for goods/services received up to and including 30 June 2022.

Should there be extenuating circumstances in submitting invoices within the above deadlines, please contact the Senior Business Officer on 3086 3508 or by email to crbbusinessservices@communityrecovery.qld.gov.au.

When identifying eligible and recoupable expenses, non-government organisations must be able to validate that all expenditure is linked to an activated disaster event and recovery operation directly associated with that event.

Attachment 1 of the guide summarises the eligibility of costs associated with:

- A. staffing (employment, human resource management, deployment, catering, training and briefing)
- B. supplies, assets and services (supplies and consumables, assets and equipment, vehicles, service deliver)
- C. employee allowances.

Claim process

Non-government organisations should only incur costs as a result of fulfilling services requested by the Department of Communities, Housing and Digital Economy (DCHDE) through a formal request for service or as requested under the Purchasing Framework.

The process for recouping eligible costs involves the following steps:

1. **Timeframe:** Invoices relating to activities associated with community recovery must be presented on a monthly basis to your point of contact within the DCHDE regional office. Should there be extenuating circumstances in submitting invoices for payment, please contact the Senior Business Officer on 3086 3508 or by email crbbusinessservices@communityrecovery.qld.gov.au.
2. Non-government organisations are to record costs incurred as a result of undertaking requested services, as identified in this guide and retain proof of expenditure and other supporting documentation (e.g. transaction and salary reports, receipts, tax invoices).
3. Non-government organisations are to raise a properly rendered tax invoice on a monthly basis, quoting the relevant community recovery event title, referring to the service delivery request made by the Department and attaching the supporting documentation.

Date of approval: November 2021

Date of operation: November 2021

Date to be reviewed: October 2022

Office: Community Recovery, Communities

Help contact: Senior Business Officer, Community Recovery, (07) 3086 3508
Email address: crbbusinessservices@communityrecovery.qld.gov.au

Attachment

Attachment 1 – NGO Recoupable Costs Guide

Related Documents

Australian Government Disaster Recovery Funding Arrangements (DRFA) 2018

Queensland Disaster Relief and Recovery Arrangements Guidelines (QDRR) 2018

Minister for Education and Industrial Relations (Qld) Directives:

- No. 9/11: Domestic Travelling and Relieving Expenses
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A. STAFFING

1. Employment

COSTS		DESCRIPTION	RECOUPABLE
1.1.	Ordinary salary	Normal agency arrangements apply for rates of payment at the time of undertaking eligible community recovery duties.	YES
1.2.	Temporary staff	Employing temporary staff to work on eligible community recovery activities is recoupable.	YES

2. Human Resources Management

COSTS		DESCRIPTION	RECOUPABLE
2.1.	Overtime	Overtime may be paid as a result of employees working longer hours than contracted whilst undertaking eligible community recovery activities.	YES

3. Deployment

COSTS		DESCRIPTION	RECOUPABLE
3.1.	Allowances and use of personal property	Deployed staff may incur eligible costs to a value not exceeding the respective entitlement detailed in Directive 9/11: Domestic Travelling and Relieving Expenses.	Refer Section C
3.2.	Transport to/from event location	The cost of transporting employees to and from disaster-affected areas (e.g. car hire, bus hire, parking, fuel, necessary excess baggage charges) is recoupable. <u>Transporting employees to their usual place of work is not recoupable.</u>	YES
3.3.	Accommodation	The cost of accommodating staff in disaster-affected areas while engaged in community recovery activities will be reimbursed to a value not exceeding the respective entitlement detailed in Directive 9/11: Domestic Travelling and Relieving Expenses. Accommodation for employees in their usual place of work (eg. accommodation for a Cairns based worker in Cairns) is <u>not</u> recoupable.	YES

4. Catering Costs

COSTS		DESCRIPTION	RECOUPABLE
4.1.	Staff	For staff who are working extended shifts or do not have access to meal facilities normally available at their usual place of work. Reimbursement is either the cost of catering or a meal allowance when travelling or working extended hours.	YES

5. Training, Briefings and Staff Counselling

COSTS		DESCRIPTION	RECOUPABLE
5.1.	Introduction to community recovery NGO agency role	Attendance at event related information/training sessions is treated as core agency business training.	NO
5.2.	Orientation	Orientation briefing is recoupable only when it is directly linked to an activated disaster event and for deployment only.	YES
5.3.	Daily briefing and debriefing	Daily briefing and debriefing to support operations.	YES
5.4.	End of event debriefing	End of event debriefing to determine practice improvements.	NO

B. SUPPLIES, ASSETS AND SERVICES

6. Supplies and Consumables

COSTS		DESCRIPTION	RECOUPABLE
6.1.	Stationery, supplies and consumables	Cost of supplies and consumables purchased at the time of the disaster for use in community recovery activities. Such items could include: tissues; general stationery; soap/hand sanitiser; disposable hand towels; sunscreen etc. <u>Must be purchased and used at time of event only.</u> <u>Items not consumed/used is not recoupable.</u> If items are used from normal stockpiles, claim can be made to replace these items. Items are to be replaced as soon as practical.	YES
6.2.	Printing costs	Cost of printing forms or materials directly associated with an activated disaster event.	YES

COSTS		DESCRIPTION	RECOUPABLE
		<u>The cost of materials printed in preparation for a disaster is not recoupable.</u>	
6.3.	First aid kits	Must be purchased and used at time of the event only. <u>Items not consumed/used is not recoupable.</u> If items are used from normal stockpiles, claim can be made to replace these items.	YES
6.4.	Transport of materials	Cost of transporting materials required for the community recovery operation (e.g. courier charges) Will also pay for return of materials to their home location.	YES
6.5.	Long lasting personal protective items	Purchase of additional personal items for use in the disaster where not issued as part of standard uniform. For example: <ul style="list-style-type: none"> • heavy duty raincoats • NGO agency Tabards • hats. Costs are eligible where not already supplied and are required to undertake role. Please note <u>stockpiling of these items is not eligible.</u> Items that form part of standard agency uniform is ineligible, such as NGO branded t-shirts.	YES

7. Assets and Equipment

COSTS		DESCRIPTION	RECOUPABLE
7.1.	Hire	Cost of hiring additional equipment needed for community recovery centre operations, outreach or coordination centres.	YES

8. Vehicle Costs

COSTS		DESCRIPTION	RECOUPABLE
8.1.	Hire	Cost of hiring vehicles required for community recovery service delivery.	YES
8.2.	Lease	The lease cost of existing NGO vehicles used for community recovery service delivery is <u>not</u> recoupable. If the existing leased vehicle is <u>solely</u> used for the event, then lease costs is recoupable.	NO

COSTS		DESCRIPTION	RECOUPABLE
8.3.	Petrol existing leased or owned vehicles	Not recoupable unless the NGO can demonstrate a significant increase in fuel costs directly attributed to the activated disaster event.	NO
8.4.	Petrol vehicles hired specifically for the event	The cost of petrol for vehicles specifically hired for use undertaking eligible community recovery activities is recoupable.	YES

C. COSTS INCURRED BY STAFF

9. Allowances

COSTS		DESCRIPTION	RECOUPABLE
9.1.	Meal allowances	Will be reimbursed to a value not exceeding the respective entitlement detailed in Directive 9/11: Domestic Travelling and Relieving Expenses.	YES
9.2.	Travel	Travel costs are in line with the NGO internal travel directives.	YES
9.3.	Incidental allowances	Will be reimbursed to a value not exceeding the respective entitlement detailed in Directive 9/11: Domestic Travelling and Relieving Expenses.	YES