

Disaster Recovery Funding Arrangements (DRFA) Recoupable Costs Guide – Queensland Government

Purpose

The purpose of the guide is to provide clarity to Queensland Government departments on community recovery related costs that are recoupable under the Commonwealth/State funded Disaster Recovery Funding Arrangements (DRFA) in the event of activation of *Directive No. 10/14: Critical Incident Response and Recovery* and *Directive No. 06/16: Critical Incident Entitlements and Conditions*.

Recoupment Requirement

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

1. Invoices and/or journals for all eligible community recovery disaster related expenses must be presented to this Department each month.
2. Agencies must submit final invoices to DCHDE no later than 12 August 2022 for goods/services received up to and including 30 June 2022.

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

Invoice to: Department of Communities, Housing and Digital Economy

ABN: 81 919 425 843

Address: Community Recovery, 111 George Street, Brisbane 4000 or GPO Box 806, Brisbane 4001

When identifying eligible and recoupable expenses, Queensland Government Departments must be able to validate that all expenditure is linked to an eligible disaster event and eligible 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 and service delivery)
- C. employee allowances and use of private property.

Claim process

The process for recouping eligible costs involves the following steps:

Specific to disaster-affected regions and other DCHDE business units:

1. Officers reconciling and organising invoices for payment must ensure that only recoupable costs, as identified in this guide, are charged to the correct unique cost centre (as advised by the Senior Business Officer).
2. Regional DRFA cost centre managers are required to provide a weekly transaction report with supporting documentation to CRB. Please contact the Senior Business Officer for further instructions.
3. Any DCHDE business unit incurring costs related to the disaster event, must seek prior approval from either the region and/or CRB.
4. Business units must forward proof of expenditure and supporting documentation (e.g. tax invoices and receipts, transaction and salary reports) to crbbusinessservices@communityrecovery.qld.gov.au when approved for payment.
5. Business units should forward the journal request and supporting documentation to CRB for approval prior to processing by QSS. Only eligible expenses will be approved for journal transfer.
6. **Timeframe:** Invoices and/or journals must be presented in the preceding monthly. Should there be extenuating circumstances in submitting invoices for payment, please contact the Senior Business Officer as soon as possible.
7. Contact Officer: Senior Business Officer – 3086 3508 or email crbbusinessservices@communityrecovery.qld.gov.au

Corporate Card (DCHDE staff only)

Any use of a corporate card on community recovery must be in accordance with the Whole of Government Agency Guidelines for the use of Queensland Government Corporate Purchasing Card.

The corporate cardholder must keep a record of the team leader or manager who instructed them to make the purchase. They should also provide their corporate card supervisor with a written request from the team leader or manager authorising them to make the purchase.

Corporate cardholders must retain receipts and/or tax invoices for their corporate card reconciliation. Purchases over \$82.50 (including GST) require a tax invoice with an adequate description of the goods or services. If the corporate cardholder does not have this supporting documentation, they will need to complete a statutory declaration.

Corporate cardholders must forward a copy of their approved reconciliation report (including receipts and/or invoices) to the relevant regional Business Manager or the Community Recovery Branch for their financial records.

Corporate cardholders must not purchase the following items with a corporate card:

- meals or incidentals for other officers
- alcohol
- portable and attractive items (eg. mobile phones, urns, toys)
- fuel (unless a fuel card is unavailable)
- additional meals where a suitable meal has already been organised and paid for by the Department.

Specific to Other Queensland Government Agencies:

1. **Timeframe:** Government agencies are to invoice the **Department of Communities, Housing and Digital Economy** on a monthly basis. For all goods/services received up to and including 30 June, invoices are to be submitted no later than 12 August 2022. Departments must raise an itemised tax invoice (excluding GST) and forward it (with supporting documentation) to the Senior Business Officer, CRB, Department of Communities, Housing and Digital Economy (DCHDE). Email address is crbbusinessservices@communityrecovery.qld.gov.au.
2. Supporting documentation should comprise a salary report (excel spreadsheet). Specific spreadsheet headings and information required is listed within Attachment 1, Staffing, 2.1.
3. The use of corporate card is permitted. Reimbursement of these expenses can be invoiced to the Department with copies of all receipts/invoices attached as supporting documentation.
4. Each Queensland Government department that incurs eligible costs and are identified as recoupable under the DRFA (e.g. backfilling of deployed employees) should set up their own internal processes for identifying those costs, including establishing cost centres that are unique to community recovery activity and unique to each activated disaster. This allows all recoupable costs identified in this guide to be charged to the relevant cost centre.
5. The department must retain proof of expenditure and other supporting documentation (e.g. transaction and salary reports, receipts and tax invoices) and be able to promptly produce these upon request.

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 – Recoupable Costs Guide
 - Attachment 2 – Template - Backfilling Supporting Form
 - Attachment 3 – Template - Payroll Transaction Report
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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. 09/11: Domestic Travelling & Relieving Expenses
 - No. 10/14: Critical Response and Recovery
 - No. 06/16: Critical Incident Entitlements and Conditions
 - No. 20/16: Motor Vehicle Allowances
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Recoupable Costs Guide

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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 as soon as possible.

A. STAFFING

1. Employment

Note: Higher duties rates apply for employees of other government departments engaged at a higher classification level at the time of undertaking community recovery duties.

Note: Invoices relating to activities associated with community recovery must be presented on a monthly basis to DCHDE.

COSTS		DESCRIPTION	RECOUPABLE
1.1	ordinary salary Qld Government full-time employee	Community recovery is the business of the Queensland Government and full-time employees undertaking eligible community recovery activities is <u>not</u> recoupable.	NO
1.2	ordinary salary employees appointed to temporary dedicated community recovery positions	DCHDE may implement approved temporary establishment positions (for a defined period of time) to specifically manage the community recovery efforts. The wages and on-costs for: <ul style="list-style-type: none"> temporary employees (new to the Departments payroll) can be recouped Qld Government employees (both permanent and existing temporary) appointed to these temporary positions is <u>not</u> recoupable (excluding overtime). If the position is backfilled, only higher duties of this officer can be recouped. 	NO – only higher duties of backfilling officer can be recouped.
1.3	ordinary salary part-time Qld Govt employee	The wages for the hours a part-time employee deployed for community recovery works in excess of the substantive hours normally worked can be recouped. <i>Example</i> If a part-time employee normally works a 6 day fortnight (43.5hrs fortnight) and is deployed for community recovery and works an 8 day fortnight (58 hours), the extra 14.5 hours of ordinary wages for work performed during that fortnight, hours they do not normally work, would be a recoupable cost.	YES
1.4	ordinary salary casual staff	Ordinary wages, at the agreed hourly rate, for casual staff deployed for community recovery that would not otherwise have been incurred by the agency can be recouped.	YES
1.5	employment agency staff	Existing employment agency staff contracted hours are <u>not</u> recoupable. If a contract is extended to work on eligible community recovery activities, then costs are recoupable. Employing employment agency staff to	YES

COSTS		DESCRIPTION	RECOUPABLE
		<p>work on eligible community recovery activities, including data entry, travel arrangements and administrative assistance, is recoupable.</p> <p>The recruitment costs for employment agency staff fulfilling the above criteria is also recoupable.</p> <p><u>Placement fees if they become permanent into a departmental position is not recoupable.</u></p>	
1.6	Backfilling	<p>Backfilling is recoupable but limited to the cost of backfilling by a temporary employee new to government OR the higher duties component of the Queensland Government officer who is backfilling. Payroll on-costs for recreation leave, long service leave, payroll tax and superannuation are also recoupable where applied to the temporary employee or higher duties.</p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • An AO5 employee is undertaking eligible community recovery activities and their position is backfilled by an AO6, or a temporary AO6 employee. Wages are <u>not</u> eligible for recoupment. • An AO7 employee is undertaking eligible community recovery activities and their position is backfilled by a temporary employee new to government. The cost of the temporary officer is recoupable. • An AO7 employee is undertaking eligible community recovery activities and their position is backfilled by an existing AO5 public servant. If the AO5 officer is paid higher duties up to the pay level of the substantive officer, only the higher duties component of their salary is recoupable. • A part-time employee is undertaking eligible community recovery activities for 20 hours and their position is backfilled. If backfilled by a Government employee, only higher duties component is recoupable, capped at 20 hours. If backfilled by a temporary employee, recoupable costs are capped at 20 hours. 	Case-by-case, refer examples below

COSTS		DESCRIPTION	RECOUPABLE
		<ul style="list-style-type: none"> • An employee from a centre is undertaking eligible community recovery activities and it is critical that the position be backfilled but a suitable employee cannot be identified locally. If an employee from another centre is asked to perform this position, the higher duties component is recoupable. Travel expenses are recoupable, including accommodation, but any costs involved with permanently relocating the backfilling employee is <u>not</u> recoupable. • Any overtime undertaken by the backfilling employee is <u>not</u> recoupable as the backfilling employee is not undertaking an eligible DRFA activity. • An employee takes fatigue leave during an extended period of undertaking community recovery activities while their position is being backfilled. The backfill salary is <u>not</u> recoupable as the employee is not undertaking eligible DRFA activities. <u>Backfill of leave (e.g. fatigue, sick, holidays) taken at the completion of community recovery activities is not recoupable.</u> • Any TOIL and Accrued Time taken during the event or after the event, regardless if it was incurred while undertaking an eligible activity, is <u>not</u> recoupable. • Any overtime undertaken on the return of the officer to their substantive is <u>not</u> recoupable. <p>Required supporting documentation:</p> <ul style="list-style-type: none"> • Complete the template (Attachment 2) with the deployee and backfilling officer's relevant information and provide copies of the following: <ul style="list-style-type: none"> - Community Recovery Timesheet - Payroll Transaction Report, including the following information: <ul style="list-style-type: none"> ○ name of deployee being backfilled ○ deployees classification (level and grade) ○ the deployees deployment location ○ dates worked in community recovery ○ name of the staff member backfilling ○ payroll number of the backfill staff member - if the staff member backfilling was not a government employee, attach copies of the invoices from their employment agency. 	

2. Human Resources Management

Note: Invoices relating to activities associated with community recovery must be presented on a monthly basis to DCHDE.

COSTS		DESCRIPTION	RECOUPABLE
2.1	overtime	Payment of overtime for staff up to AO8.4 participating in eligible community recovery activity is recoupable when <i>Directive No. 06/16 Critical Incident Entitlements and Conditions</i> is approved. Required supporting documentation: <ul style="list-style-type: none"> Community Recovery Timesheet Payroll Transaction Report (MS Excel format) (Attachment 3) 	YES
2.2	Time Off in Lieu (TOIL)	Accumulation of hours and/or expenses associated with TOIL is <u>not</u> recoupable.	NO
2.3	Excess Travel Time	Payment at the rate that would be received at the actual time the travel occurred is recoupable (eg. normal weekday is paid at usual hourly rate or travel on a weekend/public holiday is subject to the relevant penalty rate). Excess travel time does not accrue overtime.	YES
2.4	Special Leave (Fatigue)	Fatigue leave taken by staff at the completion of their community recovery activities is <u>not</u> recoupable for backfilling and costs are <u>not</u> recoupable. Note: After working 5 continuous days in community recovery, employees receive two (2) days of special leave on full-pay without debit to any leave account.	NO
2.5	personal counselling	Counselling provided to operational staff suffering distress from the event is recoupable.	YES
2.6	group counselling	Group counselling provided to operational staff suffering distress from the event is recoupable.	YES

3. Deployment

Note: Invoices relating to activities associated with community recovery must be presented on a monthly basis to DCHDE.

COSTS		DESCRIPTION	RECOUPABLE
3.1	allowances and use of personal property	Deployed Queensland Government staff may incur costs directly that, if not claimed directly from DCHDE using the Community Recovery Travel Allowance	Refer Section C

COSTS		DESCRIPTION	RECOUPABLE
		Form, should be included with invoices sent to the Senior Business Officer, CRB, DCHDE.	
3.2	accommodation	Accommodation for ready reserves is purchased by the Deployment Team, Community Recovery Branch, DCHDE. Accommodation for employees in their usual place of work (eg. accommodation for a Cairns based worker in Cairns) is <u>not</u> recoupable.	PART RECOUPMENT
3.3	transport to/from event location	The cost of transporting community recovery officers to and from disaster-affected areas (e.g. car hire, bus hire, parking, fuel, necessary excess baggage charges) is recoupable. <u>Transporting employees to and from their usual place of work is not recoupable.</u>	YES

4. Catering Costs

Note: Invoices relating to activities associated with community recovery must be presented on a monthly basis to DCHDE.

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. Staff who have meals catered are <u>not</u> eligible to claim a meal allowance.	YES
4.2	meetings in disaster area	For catering meetings required for the direct coordination of disaster activities and de-briefs on issues from the day and what to expect tomorrow.	YES
4.3	planning outside disaster area	Catering costs for meetings in areas outside of the disaster affected area to plan staffing release or provide training.	NO

5. Training and Briefing

Note: Invoices relating to activities associated with community recovery must be presented on a monthly basis to DCHDE.

COSTS		DESCRIPTION	RECOUPABLE
5.1	introduction to community recovery	Undertaking on-line training as a member of the Ready Reserve or attendance at an event related information/ training session is treated as 'ordinary salaried' business of government time.	NO
5.2	training	Undertaking on-line training as a member of the Ready Reserve or attendance at an event related information/ training session is treated as business of government and 'ordinary salary'.	NO
5.3	orientation	Orientation briefing is recoupable only when it is directly associated with an activated disaster event.	YES
5.4	daily briefing and debriefing	Daily briefing and debriefing to support operations.	YES
5.5	end of event debriefing	End of event debriefing to determine practice improvements.	NO
5.6	end of event debriefing	End of event debriefing for the purpose of analysing the recovery effort (i.e. what was successful and what improvements could be made?).	NO

B. SUPPLIES, ASSETS AND SERVICES

1. Supplies and Consumables

Note: Invoices relating to activities associated with community recovery must be presented on a monthly basis to DCHDE.

COSTS		DESCRIPTION	RECOUPABLE
1.1	stationery supplies and consumables	<p>Cost of supplies and consumables purchased at the time of the disaster for use in Community Recovery Centres or Coordination Centres and during Outreach (e.g. tissues, general stationery, soap, hand sanitiser, disposable hand towels, and sunscreen).</p> <p>Items must be purchased and used at time of event only. Items not consumed/used is <u>not</u> recoupable.</p> <p>If items are used from normal stockpiles, claims can be made to replace these items. Ensure items are</p>	YES

COSTS		DESCRIPTION	RECOUPABLE
		replaced monthly and justification is provided to advise this is replacement of stores used.	
1.2	long lasting personal issue items	<p>Purchase of additional personal issue items for use in the disaster (e.g. <u>heavy duty</u> raincoats, DCHDE tabards, DCHDE T-Shirts and hats).</p> <p>Costs are eligible where not already supplied and items are required to undertake role.</p> <p><u>Stockpiling of these items is not recoupable.</u></p>	YES
1.3	printing costs	<p>Cost of printing forms or materials directly associated with an activated disaster event.</p> <p><u>The cost of materials printed in preparation for a disaster is not recoupable.</u></p>	YES
1.4	first aid kits	<p>Must be purchased and used at time of the event only.</p> <p><u>Items not consumed/used is not recoupable.</u></p> <p>If items are used from normal stockpiles, claim can be made to replace these items. Ensure items are replaced monthly and justification is provided to advise this is replacement of items used.</p>	YES
1.5	cleaning costs	Cleaning costs associated with venues used for community recovery purposes.	YES
1.6	transport of materials	<p>Cost of transporting materials required for the community recovery operation (e.g. courier charges).</p> <p>The cost of returning materials to their home location is recoupable.</p>	YES
1.7	phone calls	<p>Cost of phone calls for purposes of the community recovery operations e.g. phones used in Outreach, at Coordination Centres, Call Centres etc.</p> <p>Extraordinary costs only. <u>Ordinary monthly rental charges are not recoupable.</u></p>	YES
1.8	signage	<p>Cost of producing signage for use in a Community Recovery Centre.</p> <p>Signage cannot be stockpiled.</p> <p>If signage is used from normal stockpiles (or used from a previous event and not claimed), claim can be made on cost to produce.</p>	YES
1.9	advertising	Cost of placing advertisements when directly associated with an activated disaster event to advise the public of community recovery activities or services available.	YES

COSTS		DESCRIPTION	RECOUPABLE
1.10	electricity bills	Electricity costs for venues used in community recovery operation. Extraordinary costs only.	YES
1.11	gift cards	The purchase of gift cards to be used as a gift of appreciation for services provided is <u>not</u> recoupable.	NO
1.12	taxi services	Direct event related expenses are recoupable. If leaving work suddenly due to illness/injury or for other personal purposes, it is <u>not</u> recoupable.	YES

2. Assets and Equipment

Note: Invoices relating to activities associated with community recovery must be presented on a monthly basis to DCHDE.

COSTS		DESCRIPTION	RECOUPABLE
2.1	hire	<p>Hiring costs of additional equipment needed for community recovery centre operations, outreach or coordination centres.</p> <p>This could include:</p> <ul style="list-style-type: none"> • office space rental • furniture hire/re-location costs, e.g. tables, chairs, desks etc • computers • mobile phones • satellite phones • photocopiers • hire vehicles • satellite navigation instruments - only for staff not familiar with the area they are required to travel in - for the purposes of outreach activities. <p>Note: external hire costs only, any hire costs from other Qld Government agencies is <u>not</u> recoupable. Costs relating to Commercialised Business Units (excluding profit) may be recoupable.</p>	YES
2.2	purchase	<p>See example list of possible items above (2.1).</p> <p>Note: If equipment and assets are purchased, DCHDE can recoup the lesser of the purchase price minus the recoverable value OR the equivalent hire cost.</p>	PART RECOUPMENT

COSTS		DESCRIPTION	RECOUPABLE
		Refer to Guidelines for Counter Disaster Operations for full reimbursement rules around purchase versus hire.	
2.3	Repairs	If additional servicing is required as a direct consequence of undertaking an eligible activity. If an asset is damaged as a direct result of an eligible DRFA activity, the repair costs may be eligible.	YES Case-by-Case

3. Vehicle Costs

Note: Invoices relating to activities associated with community recovery must be presented on a monthly basis to DCHDE.

COSTS		DESCRIPTION	RECOUPABLE
3.1	hire	Costs of hiring additional vehicles required for community recovery service delivery.	YES
3.2	lease	The lease costs of existing departmental fleet vehicles used for community recovery service delivery are not recoupable.	NO
3.3	Petrol existing QFleet leased vehicles	<u>Not</u> recoupable unless region can demonstrate a significant increase in fuel costs directly attributed to the event.	NO
3.4	petrol vehicles hired for the event	The cost of petrol for vehicles specifically hired for use in community recovery service delivery.	YES
3.5	repairs	Not covered by insurance and additional servicing is required as a direct consequence of undertaking an eligible activity. Note insurance excess may be eligible – case-by-case.	YES
3.6	freight	Freight charges associated with moving and returning leased vehicles to a disaster affected area.	YES

4. Service Delivery Costs

Note: Invoices relating to activities associated with community recovery must be presented on a monthly basis to DCHDE.

COSTS		DESCRIPTION	RECOUPABLE
4.1	interpreter/ translation costs	Costs for having printed materials translated for use in a particular area impacted by a disaster.	YES

		Costs for employing interpreters to assist within community recovery service delivery.	
4.2	human and psycho-social service provision (DCHDE only)	Services that are compliant with the Purchasing Framework are recoupable and may be purchased in line with the DCHDE Service Activation and Purchasing Procedure.	YES

5. Single Load Debit Cards (DCHDE only)

Note: Invoices relating to activities associated with community recovery must be presented on a monthly basis to DCHDE.

	COSTS	DESCRIPTION	RECOUPABLE
5.1	Card purchase	<p>Purchase, transport and processing costs are recoupable when it is directly associated to an activated disaster event.</p> <p><u>The cost of cards purchased in preparation for a disaster is not recoupable.</u></p> <p>If cards are used from normal stockpiles, claims can be made to replace these cards. For all cards depleted and/or within the financial year, ensure all cards are replaced and associated expenditure must be presented for payment by 31 August each year. Justification is also provided to advise this is replacement of cards used.</p>	YES

C. COSTS INCURRED BY STAFF

1. Allowances

Note: Invoices relating to activities associated with community recovery must be presented on a monthly basis to DCHDE.

	COSTS	DESCRIPTION	RECOUPABLE
1.1	meal allowance	<p>Wherever possible, the DCHDE pre-pays for breakfast and dinner for deployed recovery workers as part of their accommodation booking. Lunch is normally provided at their place of work in the disaster area.</p> <p>Due to the disaster it may not always be possible to accommodate an individual's special dietary requirements. If a deployed staff member has any special dietary requirements that cannot be met, or if they miss their pre-paid meal due to recovery-related work requirements, DCHDE will accept meal claims.</p>	YES

COSTS		DESCRIPTION	RECOUPABLE
		<p>Note: Alcohol cannot be claimed.</p> <p>Recovery workers should submit meal claims with supporting documentation (e.g. receipt or tax invoice) and a Community Recovery Travel Allowance Claim Form before leaving the disaster-affected area and will be reimbursed in accordance with the relevant meal allowance.</p> <p>The reimbursement of actual expenses normally covered by an allowance (e.g. meals or incidentals) that are in excess of the allowance limit must be approved by the appropriate travel financial delegate.</p> <p>Required supporting documentation:</p> <ul style="list-style-type: none"> • receipt or tax invoice • Community Recovery Travel Allowance Claim Form. 	
1.2	incidental allowances	<p>An incidental allowance¹ is paid to community recovery workers for each night they are away from home to contribute towards expenses such as newspapers or magazines, snacks including coffee, tea or drinks, private telephone calls and personal items necessary for their trip.</p> <p>To receive this allowance, recovery workers must submit a Community Recovery Travel Allowance Claim Form before leaving the disaster-affected area.</p> <p>In addition to submitting a Community Recovery Travel Allowance Claim Form, other Queensland Government community recovery officers must also complete a Community Recovery Vendor Master Data Form.</p> <p>Required supporting documentation:</p> <ul style="list-style-type: none"> • Community Recovery Travel Allowance Claim Form • Community Recovery Vendor Master Data Form. 	YES
1.3	single use disposable items and consumables	<p>When possible, the DCHDE will provide some personal use items for community recovery workers. If these items are not provided, they can be purchased by an individual for their own personal use. The cost of these items is claimable. Items include:</p> <ul style="list-style-type: none"> • personal use hand sanitizer • personal use sunscreen 	YES

¹ Domestic Travelling and Relieving Expenses Directive 9/11

COSTS		DESCRIPTION	RECOUPABLE
		<ul style="list-style-type: none"> • single use rain ponchos • ear plugs. <p>Note: These costs exclude personal items such as toothpaste, perfume, personal soap, etc, that the Incidental Allowance covers.</p> <p>Staff that purchase eligible single use disposable items and consumables should submit their receipts/tax invoices when they complete their Community Recovery Travel Allowance Claim Form. This must be completed before they leave the disaster area.</p> <p>Required supporting documentation:</p> <ul style="list-style-type: none"> • original receipts • Community Recovery Travel Allowance Claim Form. 	
1.4	hardship allowance	<p>In accordance with <i>Directive No. 06/16 Critical Incident Entitlements and Conditions</i>, when an RACQ 3 star rated facility or equivalent is not available, deployed community recovery officers may be eligible for a hardship allowance².</p> <p>DCHDE will determine whether a particular property meets the hardship allowance criteria on a case-by-case basis.</p> <p>To receive this allowance, community recovery officers must complete a Community Recovery Travel Allowance Claim Form before leaving the disaster-affected area.</p> <p>Required supporting documentation:</p> <ul style="list-style-type: none"> • Community Recovery Travel Allowance Claim form. 	YES

2. Use of Personal Property

Note: Invoices relating to activities associated with community recovery must be presented on a monthly basis to DCHDE.

COSTS		DESCRIPTION	RECOUPABLE
2.1	use of private mobile phones	If a DCHDE phone is not available and deployed staff are required to use their personal mobile phone, the cost of necessary community-recovery-related calls from a privately-owned mobile phone is recoupable.	YES

² Critical Incident Entitlements and Conditions Directive 06/16

COSTS		DESCRIPTION	RECOUPABLE
		<p>To be reimbursed for phone costs, staff must provide an itemised phone account that clearly identifies the call costs being claimed.</p> <p>Required supporting documentation:</p> <ul style="list-style-type: none"> • itemised telephone account • General Purpose Expenditure Voucher. <p><i>Example</i></p> <p>If the staff member is on a \$60/month plan with \$600 capped calls and uses personal phone during event, only costs over and above the \$60/monthly fee is eligible provided they are community-recovery-related calls. If calls do not exceed the cap, then a claim is <u>not</u> eligible.</p>	
2.2	<p>use of private motor vehicles</p> <p>motor vehicle allowance</p>	<p>Where Queensland Government vehicles or funded transport options are not available for required community recovery purposes, community recovery officers can apply to use a private motor vehicle using a Private Motor Vehicle Use Form. Approval must be given by the DCHDE disaster event cost centre manager.</p> <p>If staff have been approved to use a private motor vehicle and have provided evidence showing that their insurance policy (comprehensive or third party property damage) has been endorsed to indemnify the Queensland Government, they will receive a Motor Vehicle Allowance, in accordance with the <i>Directive No. 20/16 Motor Vehicle Allowances</i>.</p> <p>Required supporting documentation:</p> <ul style="list-style-type: none"> • receipts • travel log • fuel consumption rate • Community Recovery Travel Allowance Claim Form. 	<p>YES</p>

COSTS		DESCRIPTION	RECOUPABLE
2.3	use of private motor vehicles fuel allowance	<p>Where staff have not been able to provide the required evidence indemnifying the Queensland Government, they can apply for fuel reimbursement when they complete their Community Recovery Travel Allowance Claim Form.</p> <p>They must attach original receipts for fuel (showing amount and litres purchased), travel log details showing the date, destination and odometer reading at the start and finish of their recovery work, and a copy of the fuel consumption rate from the vehicle manual.</p> <p>This form must be completed before leaving the disaster area.</p>	YES
		<p>Required supporting documentation:</p> <ul style="list-style-type: none"> • original receipts • travel log • fuel consumption rate <p>Community Recovery Travel Allowance Claim Form.</p>	

3. Compensation Payments

COSTS		DESCRIPTION	RECOUPABLE
3.1	Cancellation Costs	If a staff member incurs a cancellation fee associated with an event due to their deployment, a compensation payment is <u>not</u> eligible.	NO