

## Queensland Category C/D activation process

### Request form

A *Category C/D Assistance Request form* for each Category C/D recovery measure being requested, to be submitted to the Queensland Reconstruction Authority (QRA), which satisfies the requirements of the Disaster Recovery Funding Arrangements (DRFA) - clause 4.4.5 for Category C and clause 4.5.4 of the DRFA, including:

- details of relevant disaster impacts
- a description of the requested measure
- the identified recovery needs and how they will be addressed
- a justification for the cost, including supporting assumptions and reference to similar legacy measure costs where relevant
- the evaluative activities and requirements of the measure
- the administrative arrangements
- the consultation process that has taken place
- additional supporting information.

The information requirements in the *Category C/D Assistance Request form* are intended to provide decision makers with sufficient information to appropriately consider the request in a timely manner.

### State Government endorsement

QRA will work with the Department of Premier and Cabinet to seek endorsement of each Category C/D request form through the appropriate process, e.g. Cabinet Budget Review Committee.

If approved, the Premier will formally request endorsement from the Prime Minister through a letter which:

- identifies the name of the disaster and its DRFA Australian Government Reference Number (AGRN)
- provides a general overview of the broad impacts of the disaster
- references and outlines the Category C/D recovery measure(s) being requested
- proposes specific funding reallocations to fully fund the requested measures where the letter is sent more than one year after the financial year of the disaster event
- sets out why a Category D measure is required in advance of Category C for this disaster event if relevant
- includes a completed *DRFA Category C and Category D Measure Proposal* attachment.

## Commonwealth consideration and approval

The Prime Minister's response letter will advise whether the Category C/D request is approved (either in full or partially), confirm the cost-sharing arrangements between the Australian Government and the state; and detail any conditions/requirements that must be met.

## Announcement of Category C/D measures

The relevant state Minister's office makes arrangements with the office of the Commonwealth minister with responsibility for the DRFA to jointly announce the approved Category C/D recovery measure(s), unless otherwise agreed.

**NOTE:** Requests for assistance will not be agreed if a state publicly announces a measure prior to the Prime Minister's agreement.

## Key points for State Agencies

- Where a state has incurred expenditure for a measure prior to the Prime Minister's agreement, that expenditure will be ineligible for cost-sharing.
- It is mandatory that all requests for Category C/D funding include supporting sub-program costs, assumptions, milestones, and reference to similar legacy measure costs (where relevant), to support the estimated expenditure profile and the total funding request. NEMA may also request more detailed supporting information to be provided.
- Requests for Category C and D assistance to the Prime Minister must include expenditure forecasting in the new approved Commonwealth template (Appendix A of the request form). The expenditure forecasting may be the state's best estimate at the time of requesting assistance. Requests for Category C or D assistance that do not provide expenditure forecasting will not be agreed.
- Jurisdictions are expected to request Category C measures in this first instance prior to requesting assistance under Category D.
- For any Category D measure requested in advance of a Category C measure for a given disaster event, the form must include a strong justification including confirmation the assistance is not available under Category A, B or C and that no other Category C assistance is more urgent.
- For any Category C/D measure requested more than one year after the financial year in which the eligible disaster occurred, the form must provide detail on options to reallocate the jurisdiction's existing Category C/D funding to support proposals in the Premier letter.
- The Minister for Emergency Management may amend or withdraw Commonwealth funding where a state fails to administer programs in line with the DRFA, or in line with the conditions prescribed by the Prime Minister. These conditions will be set out in the New Measure Request Template and provided to the state at the time of the Prime Minister's agreement.