

NATURAL DISASTER RELIEF RECOVERY ARRANGEMENTS (NDRRA) – CRITERIA AND APPLICATION

Preamble

Under the NT Treasury guidelines dated August 2004 the Department of Local Government and Housing administers grants to local government bodies and other organisations which carry out local government type functions, for the restoration of public assets.

Before any financial assistance is considered, NDRRA must be activated. The NT Counter Disaster Council is responsible for assessing potential disasters and providing advice to the Minister for Police Fire and Emergency Services. When the Minister acts on this advice and declares a 'State of Emergency' or it is upgraded to a 'State of Disaster' NDRRA is automatically activated.

State of Emergency – is declared when the NT has the capability of dealing with the problem within its own resources.

State of Disaster – is declared when the problem is of a scale considered outside the ability of NT resources to manage it.

In all other instances the Treasurer is responsible for activating NDRRA.

Financial assistance is subject to funding availability and is made in accordance with the NDRRA principles and an, assessment criteria which is applied to each application.

Aim

To provide financial disaster recovery assistance to Local Government Bodies and other organisations which carry out local government type functions for repairs to internal community roads and other essential public assets. Assistance may be in the form of a Special Purpose Grant or a direct reimbursement to council for expenditure already incurred.

Objectives

Financial assistance must be in accordance with the NDRRA principles and be eligible for reimbursement through the Commonwealth.

Eligibility

To be eligible for financial disaster recovery assistance, the applicant must;

1. Ensure that NDRRA has been activated for a specific event.
2. Be a Local Governing body or an Incorporated Organisation eligible for funding under the Local Government Grants Program.
3. Forward to the Department within two months of the disaster being activated a completed financial disaster recovery application with all documentary evidence in relation to damage, including any rectification work that has already been carried out or intended.
4. Demonstrate that all other avenues of financial assistance have been examined and exhausted. This is not just limited to own council sourced funds and insurance.
5. Be capable of demonstrating that it can complete restoration work within three months of receiving assistance.

Minimum Grant and Limits

The minimum level of financial assistance available under this program as a grant is normally \$5,000 however reimbursement for expenditure already incurred has no minimum.

Financial assistance is subject to the total allocation available and will depend on the extent and value of applications that are received for disasters.

Assessment

All applications will be assessed in accordance with the NDRRA guidelines. Accurate record keeping by the applicant is absolutely essential and all documentation must be tied to a specific disaster. The Assessment process should take 4 weeks from receipt of the application and if approved payment would be arranged once the applicant returns a signed letter of acceptance.

Detailed are the major considerations the assessment process will cover.

- Financial assistance **is not** available for the restoration or replacement of an essential public asset above the pre-disaster standard.
- Financial assistance **is not** available for salaries and wages or other administrative type expenses, which would have been incurred irrespective of the disaster.
- All Applicants expending funds on eligible measures under the NDRRA are to maintain separate financial records in respect of that expenditure for the purposes of accountability.
- Applicants that have expended their funds on repair work need to ensure all supporting financial records, sufficiently annotated and referring to the disaster, are maintained and copies are provide to the department for accountability purposes.
Correct financial records include:
 - Separate financial records specific to NDRRA;
 - Tax invoices;
 - Contract documents;
 - Before and after photos;
 - Overtime Documents; and
 - Quotations and costing for planned repair work.
- Assessment by the Local Government Division and if required by NT Treasury can fall into one of three categories:
 1. supported
 2. further consideration required
 3. not supported
- The Assessment process should take 4 weeks from receipt of the application.
- Letters of offer/decline are sent to all applicants. Letters of offer include acceptance and acquittal requirements.
- On receipt of the signed acceptance payment will be made.

APPLICATION FOR DISASTER RELIEF ASSISTANCE

NAME OF ORGANISATION:.....

CONTACT PERSON:.....

PROPOSED VALUE OF GRANT (minimum grant is normally \$5,000): \$.....
OR

TOTAL EXPENDITURE FOR REIMBURSEMENT: \$.....

ELIGIBLE DISASTER NAME:

DETAILS OF REQUEST FOR NDRRA ASSISTANCE: (give details - attach separate papers):

- Tax invoices;
- Tender documents;
- Before and after photos;
- Contract labour documents;
- Overtime Documents; and
- Quotations and costings for planned repair work.

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HAVE ALL PREVIOUS NDRA ASSISTANCE BEEN ACQUITTED? YES/NO
(If no please provide details of the grants and reason for non acquittal)

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LIST ALL OTHER NDRA ASSISTANCE PROVIDED BY THIS DEPARTMENT OVER THE LAST FIVE YEARS.

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IS THIS APPLICATION SIMILAR OR IN RELATION TO PREVIOUS ASSISTANCE PROVIDED?
YES/NO (If yes provide details)

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WHAT OTHER SOURCES OF FINANCE INCLUDING INSURANCE TO FUND THIS REPAIR WORK HAS BEEN EXAMINED?

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IF NO OTHER SOURCES HAVE BEEN CONSIDERED PLEASE EXPLAIN WHY.

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DETAIL THE PROPOSED METHOD OF EXPENDING THE NDRA FUNDS INCLUDING TIME FRAMES.

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WHAT PROCEDURES HAVE BEEN PUT IN PLACE FOR FUTURE YEARS TO ASSIST WITH MITIGATION FOR DISASTERS?

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SIGNATURE OF APPLICANT:

...../...../20.....

ACCEPTANCE OF NATURAL DISASTER RELIEF RECOVERY ASSISTANCE

Should this application be accepted by the Department of Local Government and Housing, on behalf of theCouncil (or Association), we accept the offer and agree:

- (a) expend the NDRRA in accordance with the *Local Government Act* and Local Government (Accounting) Regulations;
- (b) place the NDRRA in a trust account, details of which are BSB:_____ - _____, Account No: _____ until such time it is to be expended;
- (c) only use the NDRRA for the purpose of «Purpose»
- (d) that each per capital item purchased becomes the property of the council and will be added to the council's asset register.
- (e) absorb any costs above «Amount»;
- (f) to acquit all, partial or nil expenditure of the NDRRA on or before 30 June next using a statement titled "Acquittal of Natural Disaster Relief Recovery Assistance" as issued (copy attached), or by 30 June each year thereafter until completion of expenditure of the full NDRRA allocation.

THIS PROPOSAL AND ACCEPTANCE WAS PASSED BY A RESOLUTION AT A MEETING

OF THECOUNCIL/ASSOCIATION

HELD ON/...../20..... (Copy of minutes Attached)

.....
President
/ /200_

.....
Chief Executive Officer
/ /200_

«Title»

200_/200_ ACQUITTAL OF NATURAL DISASTER RELIEF RECOVERY ASSISTANCE

Department of Local Government and Housing

file number: «File_No»

Purpose of Grant: «Purpose»

Eligible Disaster Event: <<name of disaster>>

INCOME AND EXPENDITURE STATEMENT FOR THE PERIOD ENDING 30 June 200__

Natural Disaster Relief Assistance

«Amount»

Other income

Total income

Expenditure (Specify accounts and attach copies of invoices or ledger entries)

Total Expenditure

Surplus/ (Deficit)

\$ _____

-----We certify,
in accordance with the conditions under which this grant was accepted, that the expenditure shown in this
acquittal has been actually incurred and reports required to be submitted are in accordance with the stated
purpose of this grant.

Statement prepared by..... /...../200_

Laid before the Council at a meeting held on/...../200_. Copy of minutes attached.

Authorised Person /...../200_

-----DEPARTMENTAL USE ONLY-----

NDRRA. Amount correct? YES/NO

Expenditure conforms with purpose YES/NO

Minutes checked YES/NO

Balance of funds to be acquitted\$

Date next statement due / /

Prepared by

Comments

Regional Manager/Manager Local Government Finance / /
