

# Schedule A – Category A measures

This schedule outlines the principles of Category A measures, the types of activities which can be undertaken as part of an *eligible measure*, as well as the delivery methods which may be used to provide assistance and includes the eligible costs associated with the delivery of Category A measures.

Disasters can cause significant personal hardship and distress for those affected, including through dislocation, loss of personal belongings and damage to homes. While individuals are responsible for their own safety and making decisions about appropriate natural disaster mitigation strategies (such as insurance), government assistance may be required to support the immediate emergency needs of affected individuals. Such assistance, aimed at alleviating personal hardship and distress, may be provided in the form of a Category A measure under these *arrangements*.

## 1. Category A principles

- a) Category A measures are intended to alleviate personal hardship and distress which is a direct result of an *eligible disaster*.
- b) Category A measures are intended to help address the immediate emergency needs of disaster affected individuals.
- c) Category A measures are intended to be in the nature of an emergency helping hand— assistance should be targeted to individuals who have a genuine need, rather than those who can support/fund their own relief and recovery. As such, *states* may wish to apply appropriate eligibility criteria (including means and/or asset testing) to certain Category A measures.
- d) Category A measures can be automatically made available by the *state*, without requiring prior approval from the *Commonwealth*.
- e) *States* determine which Category A measures to make available following an *eligible disaster*.
- f) *States* determine the amount/level of Category A assistance which should be provided.
- g) *States* are encouraged to provide the same type and level of assistance to individuals who are affected by the same or similar *eligible disasters*.
- h) *States* are responsible for administering Category A measures, including setting the applicable claiming periods, assessing applications and providing assistance to eligible individuals.
- i) Funding for Category A is available in relation to the assistance measures (and associated costs) specified in this schedule, noting that this schedule is not exhaustive.
- j) Category A measures are generally only available for 12 months following an *eligible disaster*. However, they may be available for a longer period depending on the nature and severity of the *eligible disaster*.
- k) If a *state* wants to claim Category A assistance, Category A measures *must* be jointly announced as outlined under clause 5.2, unless otherwise agreed by the *Commonwealth*.

## 2. Clause 4.2.2 a) – Emergency food, clothing or temporary accommodation

- a) Intent of the measure: This measure is intended to help individuals who have been directly affected by an *eligible disaster* and are unable to meet their immediate emergency needs.
- b) Types of eligible assistance: Under this measure, the *state* can claim costs associated with providing the following basic emergency assistance:
- water—for example, providing bottled water and beverages at an evacuation centre
  - food—for example, food drops to isolated individuals and food provided at an evacuation centre
  - clothing—for example, providing basic emergency clothing
  - emergency accommodation/shelter—for example, providing short-term accommodation at an evacuation centre or through a service provider, such as a hotel
  - transportation for individuals who need to travel to emergency accommodation—for example, providing travel vouchers or arranging in-kind transportation for individuals
  - personal items—for example, providing basic medical supplies and medication.
- c) Delivery methods: The above assistance measures may be provided through the following delivery methods:
- cash payments—for example, payments provided by the state directly to an individual, either in the form of cash or as a direct deposit into a bank account
  - vouchers—for example, vouchers for food, accommodation and travel, or
  - in-kind—for example, providing water, food and blankets to displaced individuals at an evacuation centre or to isolated individuals via food drops.
- d) Associated costs: The *state* can claim costs that are directly associated with delivering the above assistance measures, including:
- engaging additional temporary personnel—for example, short-term contractors to assist with providing cash payments (grants) or communications and engagement activities
  - engaging service providers—for example, a private accommodation provider (such as a hotel) to provide emergency accommodation
  - transportation costs—for example, bus hire and fuel costs associated with transporting displaced individuals to temporary accommodation or charter flight costs to supply emergency food to isolated communities
  - operational costs—for example, establishing and operating evacuation and recovery centres, including rental charges and power costs for the period a building is operating as an evacuation centre. This also includes establishing facilities for companion animals. It could also include establishing a temporary ‘tent city’ to accommodate displaced individuals and certain staffing costs.

NOTE: See definition of *state expenditure* for further information in regard to eligible staffing costs.

### 3. **Clause 4.2.2 b) – Repair or replacement of essential items of furniture and personal effects**

- a) Intent of the measure: This measure is intended to help individuals, whose homes have been directly affected by an *eligible disaster*, to maintain a basic standard of living by assisting with the replacement of essential household items.

This measure is only intended for individuals who have no means of funding the replacement of basic essential household items themselves. As such, *states* may wish to apply appropriate eligibility criteria (including means and/or asset testing) to determine whether this assistance should be provided.

In order to claim reimbursement of the costs associated with this measure, the *state must* be able to demonstrate the following:

- the applicant's home has been affected by the *eligible disaster* (i.e. the applicant's principal place of residence is located within the disaster affected area)
- costs relate to the repair or replacement of eligible essential household items (i.e. that the household items being claimed were damaged by the *eligible disaster*), and
- the applicant has utilised any available insurance arrangements prior to seeking assistance.

Refer to clause 10.4 for further information in relation to minimum evidentiary requirements.

- b) Types of eligible assistance: Under this measure, the *state* can claim the costs associated with repairing or replacing the following basic household items:

- cooking utensils—for example, cutlery, pots, pans and microwave oven
- bedding—for example, mattresses, sheets, blankets and pillows
- furniture—for example, beds, chairs and tables
- whitegoods—for example, kettle, refrigerator, freezer, washing machine, stove and vacuum cleaner.

- c) Delivery methods: The assistance available under this measure may be provided through the following delivery methods:

- cash payments—for example, payments provided by the state directly to an individual, either in the form of cash or as a direct deposit into a bank account
- vouchers—for example, vouchers for repairs or the replacement of the above household items, or
- in-kind—for example, by providing the above household items directly to eligible applicants.

- d) Associated costs: The *state* can claim costs which are directly associated with delivering the above assistance, including:

- engaging additional temporary personnel—for example, short-term contractors to assist with assessing applicants and providing payments (grants) or vouchers
- transportation costs—for example, delivery van hire and fuel costs associated with transporting essential household items to eligible applicants
- operational costs—for example, shopfront hire and power costs for the period which in-kind essential household items are being made available to affected individuals.

NOTE: See definition of *state expenditure* for further information in regard to eligible staffing costs.

#### 4. **Clause 4.2.2 c) – Essential repairs to housing, including temporary repairs and repairs necessary to restore housing to a habitable condition**

- a) Intent of the measure: This measure is intended to help individuals, whose homes have been directly damaged by an *eligible disaster*, to undertake essential repairs to their homes to make them safe, *habitable* and secure.

This measure is only intended for individuals who have no means of funding essential housing repairs themselves. As such, *states* may wish to apply appropriate eligibility criteria (including means and/or asset testing) to determine whether this assistance should be provided.

In order to claim reimbursement of the costs associated with this measure, the *state must* be able to demonstrate the following:

- the damage to the applicant's home was as a direct result of the *eligible disaster*
- costs relate to eligible repairs (i.e. that the repairs are associated with direct damage from the *eligible disaster* and are necessary to make the home safe, *habitable* and secure), and
- the applicant has utilised any available insurance arrangements prior to seeking assistance.

Refer to clause 10.4 for further information in relation to minimum evidentiary requirements.

- b) Types of eligible assistance: Under this measure, the *state* can claim the costs associated with the following essential repairs to make housing safe, *habitable* and secure:

- safety inspections—for example, structural integrity and essential services safety checks
- temporary repairs—for example, tarping damaged roofs and covering broken windows
- permanent structural repairs—for example, roof repairs, repairing structural supports and replacing broken windows
- reconnecting essential household services—for example, repairs to water, gas, electricity and sewerage connections.

- c) Delivery methods: The above assistance measures may be provided through the following delivery methods:

- cash payments—for example, payments provided by the state directly to an individual, either in the form of cash or as a direct deposit into a bank account
- vouchers—for example, vouchers provided by the state directly to an individual for essential repairs to housing, or
- in-kind—for example, temporary repairs undertaken by the state or by a private contractor engaged by the state.

- d) Associated costs: The *state* can claim costs which are directly associated with delivering the above assistance, including:
- engaging additional temporary personnel—for example, short-term contractors to assist with assessing applicants and providing payments (grants)
  - engaging service providers—for example, a private company to undertake safety checks and repair works
  - operational costs—for example, consumable costs (such as tarps, ropes, chains and fuel), transportation costs, vehicle and equipment repairs and servicing and certain staffing costs.

NOTE: See definition of *state expenditure* for further information in regard to eligible staffing costs.

## 5. **Clause 4.2.2 d) – Demolition or rebuilding to restore housing to a habitable condition**

- a) Intent of the measure: This measure is intended to help individuals, whose homes have been destroyed or significantly damaged by an *eligible disaster*, with demolition and rebuilding activities so that they can restore their homes to a safe, *habitable* and secure condition.

This measure is only intended for individuals who have no means of funding the demolition and rebuilding activities themselves. As such, *states* may wish to apply appropriate eligibility criteria (including means and/or asset testing) to determine whether this assistance should be provided.

In order to claim reimbursement of the costs associated with this measure, the *state must* be able to demonstrate the following:

- the applicant is the owner of the home and it is their principal place of residence
- the damage to the applicant's home was directly from the impacts of the *eligible disaster*
- the applicant is intending to rebuild their home in the same location
- costs relate to eligible demolition or rebuilding activities (i.e. that the demolition or rebuilding activities are associated with damage from the *eligible disaster* and are necessary to restore housing to a safe, *habitable* and secure condition), and
- the applicant has utilised any available insurance arrangements prior to seeking assistance.

Please refer to clause 10.4 for further information in relation to minimum evidentiary requirements.

- b) Types of eligible assistance: Under this measure, the *state* can claim the costs associated with undertaking the following activities:
- demolition of the residential property
  - removal of disaster damaged related building materials and debris
  - preparing the residential block for the purpose of rebuilding
  - rebuilding of the residential home, that is beyond repair and has been demolished, to a condition equivalent to the pre-disaster standard of the damaged home (i.e. to the same size and utility).

- c) Delivery methods: The above assistance measures may be provided through the following delivery methods:
- cash payments—for example, payments provided by the state directly to an individual, either in the form of cash or as a direct deposit into a bank account
  - vouchers—for example, vouchers provided by the state or a local government to households so that households can undertake demolition (where they are beyond repair) and rebuilding (where damage is not beyond repair) activities, or
  - in-kind—for example, if the state engages a private contractor to undertake demolition or rebuilding activities.
- d) Associated costs: The *state* can claim costs which are directly associated with delivering the above assistance, including:
- engaging additional temporary personnel—for example, short-term contractors to assist with assessing applicants and providing payments (grants)
  - engaging service providers—for example, a private company to undertake demolition and rebuilding activities
  - demolition or rebuilding related debris removal costs—for example:
    - transportation and disposal costs
    - operations to remove hazardous waste (such as asbestos)
    - establishment of temporary dump sites to accommodate debris removal from homes (including establishment, operation and decommissioning costs).

NOTE: See definition of *state expenditure* for further information in regard to eligible staffing costs.

## **6. Clause 4.2.2 e) – Removal of debris from residential properties to make them safe and habitable**

- a) Intent of the measure: This measure is intended to help individuals with the removal of disaster related debris from their home to make it safe and *habitable*, and therefore preventing displacement. This measure is not intended to cover non-essential debris removal activities occurring beyond the immediate vicinity of a residential property (i.e. the residential block).

- b) Types of eligible assistance: Under this measure, the *state* can claim the costs associated with the following debris removal activities from residential properties:
- clean-up activities inside and immediately outside a home
  - removal of fallen trees and green waste
  - removal of flood related debris (such as mud, damaged furniture and whitegoods)
  - removal of trees which have become dangerous as a direct result of the *eligible disaster*
  - removal and disposal of spoiled perishable food
  - removal of hazardous material (such as asbestos) which has been exposed as a direct result of the *eligible disaster*.  
[If, as a direct result of the *eligible disaster*, hazardous material that is located immediately beyond the residential block is causing potential health and safety risks for the resident(s) it is also eligible to be removed]
  - removal of disaster damaged related building material debris (such as tiles, bricks and broken glass)
  - removal of septic waste
  - clearing blocked drains, guttering and downpipes.
- c) Delivery methods: The assistance available under this measure may be provided through the following delivery methods:
- cash payments—for example, payments provided by the state directly to an individual, either in the form of cash or as a direct deposit into a bank account
  - vouchers—for example, vouchers provided by the state or a local government to households so that households can dispose of disaster related debris at a dumpsite, or
  - in-kind—for example, debris removal activities being undertaken by a local government or by a private contractor engaged by the *state*.
- d) Associated costs: The *state* can claim costs which are directly associated with delivering the above assistance, including:
- engaging service providers—for example, a private company to undertake debris removal activities
  - debris removal costs—for example:
    - transportation and disposal costs
    - operations to remove hazardous waste (such as asbestos)
    - establishment of temporary dump sites to accommodate debris removal from the home (including establishment, operation and decommissioning costs)
  - hiring additional specialised cleaning machinery (including hire, transport and operation/running costs)—for example, pressure hoses
  - replacement of consumable items—for example, chainsaw chains and fuel
  - certain staffing costs—for example, overtime and allowances waived (foregone) revenue—for example, if a local council allows households to dispose of disaster related debris free of cost as a council owned dumpsite.

NOTE: See definition of *state expenditure* for further information in regard to eligible staffing costs.

## 7. Clause 4.2.2 f) – Extraordinary counter disaster operations for the benefit of an affected individual

- a) Intent of the measure: This measure is intended to provide assistance to individuals who are under threat from, or who have been directly affected by, an *eligible disaster*.

In order to claim reimbursement of the costs associated with this measure, the *state must* be able to demonstrate that the costs are ‘extraordinary’ in accordance with the following advice:

### ‘Extraordinary’ CDO costs

The method in which a *state* determines normal funding allocations for counter disaster operations (CDO) activities is a matter for the *state*. However, to claim costs associated with Category A CDO, a *state must* be able to demonstrate that the costs:

- exceed the costs which a state could reasonably have expected to incur for these purposes (for example, ‘extraordinary’ CDO costs may be demonstrated by a *state* disaster response agency seeking supplementary funding, over and above normal funding allocations, through *state* budget processes or if a local government is required to engage additional personnel to undertake eligible CDO activities), and
- relate to eligible CDO activities.

- b) Types of eligible assistance: Under this measure, the *state* can claim the ‘extraordinary’ costs associated with the following CDO assistance directly to an individual:

- search and rescue operations
- evacuation of threatened/affected people (including companion animals)
- sandbagging and/or the construction of portable temporary levees/flood barriers to prevent inundation of residential properties
- bushfire response activities to directly assist an individual
- tree bracing to protect damage to residential properties
- rapid damage assessments on residential properties
- residential water safety testing
- cleaning and refilling residential potable water systems
- cleaning and refilling residential septic tanks to make them operational
- establishment of temporary access routes to allow individuals to return home, and
- establishment of temporary access routes required to undertake the above activities.

- c) Delivery methods: The assistance available under this measure may be provided through the following delivery methods:

- cash payments—for example, payments provided by the state directly to an individual, either in the form of cash or as a direct deposit into a bank account
- vouchers—for example, vouchers provided by the state or a local government to individuals so that they can have their water tested, or
- in-kind—for example, CDO activities being undertaken by a *state* agency, a local government or a private contractor engaged by the *state*.

- d) Associated costs: The *state* can claim costs which are directly associated with delivering the above assistance, including:
- engaging service providers—for example, a private company to undertake tree bracing activities
  - non-capital expenses incurred while undertaking eligible CDO activities including tarpaulins, ropes, chainsaw chains, fuel and fire retardant
  - transportation of labour, equipment and materials to perform eligible CDO activities
  - hire of additional plant and equipment, other than aerial firefighting aircraft
  - vehicle or equipment repairs and additional servicing required as a direct consequence of an eligible CDO activity
  - staffing costs, including for volunteers and interstate personnel
  - restoring assets directly damaged during eligible CDO activities—for example, repairing fencing that was damaged when establishing bushfire containment lines
  - resupply of water on residential properties that have been used for eligible firefighting activities, and
  - cleaning up debris which resulted from an eligible CDO activity.

NOTE: See definition of *state expenditure* for further information in regard to eligible staffing costs.

[See Guideline 2 – Counter disaster operations for further information.]

## 8. **Clause 4.2.2 g) – Personal and financial counselling**

- a) Intent of measure: This measure is intended to help individuals who are suffering personal hardship and distress as a direct result of an *eligible disaster* by providing them with personal and financial counselling in the immediate aftermath of the *eligible disaster*.
- b) Types of eligible assistance: Under this measure, the *state* can claim the costs associated with the following activities:
- assessing the financial, personal, emotional and psychological needs of disaster affected individuals and families
  - offering specialised individual or group counselling services to those suffering the effects of the *eligible disaster*
  - providing information about the range of assistance measures available to disaster affected individuals and liaising with disaster assistance delivery agencies
  - undertaking outreach strategies to provide *eligible measures* in remote and regional disaster affected communities
  - assisting with disaster related claims to insurance companies
  - providing referrals to specialist financial, legal and psychological services regarding disaster and non-disaster related matters.

NOTE: Personal and financial counselling assistance *must* have a direct disaster recovery focus to be considered eligible under these *arrangements*.

- c) Delivery methods: The above assistance measures may be provided through the following delivery methods:
- cash payments—for example, payments provided by the state directly to an individual, either in the form of cash or as a direct deposit into a bank account
  - vouchers—for example, vouchers to attend counselling services, or
  - in-kind—for example, counselling services provided by the *state agency* (such as through the state department of human services or an equivalent agency) or by a private service provider engaged by the *state*.
- d) Associated eligible costs: The *state* can claim costs which are directly associated with delivering the above assistance, including:
- engaging additional temporary personnel—for example:
    - short-term contractors to assist with assessing applicants and providing payments (grants) or vouchers
    - contract counsellors to provide counselling to affected individuals
  - engaging service providers—for example, a specialist counselling organisation
  - transportation costs—for example, car hire, fuel and accommodation for counsellors undertaking outreach
  - publication/printing costs associated with providing disaster specific counselling information to affected individuals
  - certain staffing costs—for example, overtime and allowances for *state* employed counsellors.

NOTE: See definition of *state expenditure* for further information in regard to eligible staffing costs.

[See [Guideline 2 – Counter disaster operations](#) for further information.]

## 9. **Clause 4.2.2 h) – The employment of a Community Recovery Officer**

- a) Intent of measure: This measure is intended to assist and improve the *state's* recovery effort when the impacts and circumstances of an *eligible disaster* are of such a nature and scale that they warrant the administration of emergency assistance for individuals and families under clause 4.2.2 a), b) and c).

The role of a *Community Recovery Officer* will include the identification of the specific recovery needs of affected individuals and families, and to assist the *state* in seeking additional assistance that may be required under these *arrangements* to support impacted communities.

The *state* can employ one twelve month full-time equivalent *Community Recovery Officer* per *eligible disaster* within the time limit to claim Category A expenditure of 24 months after the end of the financial year in which the relevant *eligible disaster* occurred.

The state is responsible for managing the twelve month full-time equivalent engagement—for example, the *state* can decide to employ two 1.0 FTE *Community Recovery Officers* for six months each, or three 1.0 FTE *Community Recovery Officers* for four months each, or one 0.5 FTE *Community Recovery Officer* for two years—provided the expenditure claimed for this measure equals one twelve month full-time equivalent engagement.

- b) Types of eligible costs: Under this measure, eligible costs for the engagement of a *Community Recovery Officer* include:
- employment costs for contractors or temporary (fixed-term) employees engaged as a *Community Recovery Officer*, and
  - other temporary costs for contractors or temporary (fixed-term) employees engaged as a *Community Recovery Officer*, such as setting up a temporary office (for example, short-term leasing costs for the temporary office); vehicle hire; travel expenses, allowances and accommodation.
- c) Types of ineligible costs: Under this measure, ineligible costs would include those associated with *Community Recovery Officer/s* utilising existing state and/or local government assets such as accommodation, vehicles, and other administrative costs for which the state and/or local government would have been liable for had the *eligible disaster* not occurred.