



# Special Disaster Assistance Recovery Grants

## North & Far North Queensland Flood Disaster Application Form & Guidelines **Primary Producers**

v3 21/2/2019

This application is for a Special Disaster Assistance Recovery Grant for the North and Far North Queensland Monsoon Trough (25 January - 14 February 2019) disaster event. Applications for assistance must be received by 9 August 2019.

### Eligibility

Please complete the following information:

#### 1. Evidence of direct damage

- Please provide photographs confirming direct damage

Yes

*Other evidence - you can also provide other evidence such as quotes or tax invoices (if available)*

#### 2. Confirmation of direct damage having occurred in the defined disaster area

Please provide either a rates notice, lease or agistment agreement

Yes

Your primary production enterprise must be located in the defined disaster area;

- If you own the property, please attach a copy of your most recent Local Government rates notice for the property impacted by the disaster event.
- If you lease or agist all or part of a property, please attach a copy of your current lease or agistment agreement. Please provide sufficient information confirming you are responsible for the costs being claimed.

#### 3. Confirmation you are an eligible primary producer

- Do you spend the majority of your labour on, and derive the majority of your income from your primary production enterprise? If no, but you can demonstrate the production potential to derive the majority of your income from the primary production enterprise, please attach a copy of your most recent financial statements. QRIDA may request further information to verify your eligibility throughout assessment.
- Were you operating all or part of your primary production enterprise in the defined disaster area prior to, and at the time of, the eligible disaster?
- Do you hold an Australian Business Number (ABN) and held that ABN at the time of the disaster?

Yes

No

Yes

No

Yes

No

### Previous Assistance

If you have received assistance previously, please provide your QRIDA Client ID Number.

Note: Any previous application information supplied is held on file by QRIDA.

QRIDA Client ID (if known):

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### Eligible disaster

North and Far North Queensland Monsoon Trough 25 January - 14 February 2019

If you have any questions regarding your eligibility for the Special Disaster Assistance Recovery Grant, please contact QRIDA on Freecall 1800 623 946 or visit [www.qrida.qld.gov.au](http://www.qrida.qld.gov.au)

### Defined disaster area

- Burdekin Shire Council
- Burke Shire Council
- Carpentaria Shire Council
- Cloncurry Shire Council
- Douglas Shire Council
- Flinders Shire Council
- Hinchinbrook Shire Council
- McKinlay Shire Council
- Richmond Shire Council
- Townsville City Council
- Winton Shire Council



## Section 1 - Applicant business

Please select:	Title	Surname	Given Names	Date of Birth	
	Sole trader				
	Partners				
	Individual trustees				
	Company directors				
Company	Company/ Trustee name:				
Trust	Trust name (if applicable): <i>If the Trustee is a Company, please provide the Company name and the Company Director/s' names in the boxes above</i>				

*Please list Company Director/s' details above*

Trading name

Applicant's ABN:            Industry type  
(e.g. sugar cane)

## Section 2 - Contact details

Nominated contact person (from Section One)		Telephone	
Business telephone	Fax	Mobile	Email address
<b>Road address of disaster affected property:</b>		<b>Postal address of enterprise:</b> <span style="float: right;">Please tick if same as road address</span>	
Town/city	State	Postcode	Postal name
Local Government area		<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	Postal address
	Town/city	State	Postcode
			<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>

## Section 3 - Payment details

Please provide your bank account details for payment of the assistance funds by Electronic Funds Transfer (Note: Bank account must match the applicant entity):

Bank	Branch	BSB
		<input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/>
Account name	Account Number:	

## Section 4 - Details of your primary production enterprise and direct damage incurred

Please provide information about your primary production enterprise, including property size, normal stocking levels / crops grown, annual turnover, employee number, commodity produced and how long you have been in operation. Please also provide a description of the direct damage that occurred to your primary production enterprise.

## Section 5 - Details of the direct damage sustained as a result of the eligible disaster

Please provide an estimate of costs associated with disaster recovery in the table below.

Activity	Estimate cost
Hiring or leasing equipment or materials to clean premises, property or equipment	
Removing and disposing of debris, damaged goods, materials including injured or dead livestock	
Repairing or replacing fencing and/or other essential property infrastructure	
Purchasing and transporting fodder or feed for livestock	
Replacing livestock	
Replacing lost or damaged plants, salvaging crops, repairing or restoring fields	
Repairing, reconditioning or replacing essential plant or equipment	
Maintaining the health of livestock	
Paying additional wages to an employee to assist with clean-up work	
Repairing buildings (except dwellings, unless they are used for staff accommodation)	
<b>Total estimate of clean-up and reinstatement costs</b>	

<b>Requested grant claim for this application</b> ( <i>maximum grant of \$75,000 available across this claim &amp; any previous claims</i> )	
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***Should you operate an eligible separate business as defined in Section 6 (the Guidelines), a separate application will be required detailing the disaster damage associated with that business.***

## Section 6 - Guidelines

### 1. About the program

The objective of this assistance measure made under agreements between the Commonwealth and State Government, is to support the recovery of primary producers impacted by the North and Far North Queensland Monsoon Trough from 25 January 2019 (eligible disaster). The North and Far North Queensland Flood Special Disaster Assistance Recovery Grants provide a grant to primary producers to help pay for the costs of clean-up and reinstatement of primary production enterprises that have suffered direct damage as a result of the eligible disaster.

### 2. Available funding

- 2.1 The maximum grant amount for clean-up and reinstatement activities is \$75,000.
- 2.2 Should an initial application be less than the maximum grant amount, further applications may be submitted if additional expenditure is required to complete clean-up and reinstatement activities.

### 3. Eligibility criteria

- 3.1 To be eligible for the grant, the applicant must:
- be a *primary producer*;
  - hold an Australian Business Number (ABN) and have held that ABN at the time of the disaster;
  - have a primary production enterprise that is located in the defined area for the eligible disaster that has suffered direct damage as a result of the eligible disaster; and
  - have been engaged in carrying on the *primary production enterprise* when affected by the eligible disaster.
- 3.2 An applicant may also be eligible for a grant if both of the following apply:
- the applicant's *primary production enterprise* is located outside the defined disaster area for the eligible disaster but is carried on at least sometimes on a regular basis in the area; and
  - plant or equipment of the *primary production enterprise* situated in the defined disaster area has been damaged or livestock has died as a result of the eligible disaster.

### 4. Evidence of direct damage

Applicants must include evidence of direct damage with their application. This:

- must include photographs of direct damage caused by the eligible disaster; and
- may include other evidence in addition to photographs such as quotes, estimates or tax invoices (if available) that demonstrate the impact of the eligible disaster.

### 5. Eligible separate businesses

- 5.1 Applicants who operate more than one *primary production enterprise*, for example under a single ABN at separate locations, may apply for assistance for each eligible separate business up to the maximum amount of assistance available for the *eligible disaster*.
- 5.2 When determining an eligible separate business QRIDA may consider (but is not limited to):
- the staffing arrangements of the separate property;
  - whether the property has its own plant equipment or stock;
  - the accounting arrangements of the separate property;
  - whether the separate property operates under its own trading name;
  - the commercial scale, viability and autonomy of each property.

## Section 6 - Guidelines (continued...)

### 6. Definitions

*Primary producer* means:

- a) a sole trader who spends the majority of their labour on, and derives the majority of their income from a primary production enterprise (or can demonstrate the production potential to eventually derive the majority of their income); or
- b) in relation to a partnership, company or trust that carries on a primary production enterprise, the partners in the partnership, shareholders in the company or beneficiaries of the trust who spend the majority of their labour on, and derive the majority of their income from, the primary production enterprise (or can demonstrate the production potential to eventually derive the majority of their income).

*Primary production enterprise* means:

- a) a business that is carried on by a primary producer and involves primary production, including the agricultural, apicultural, aqua-cultural, commercial wild-catch fishing, forestry, grazing and horticultural industries; and
- b) for which an entity holds an Australian Business Number (ABN).

### Declaration and authorisation

Please tick (✓) the boxes below to acknowledge that you declare and understand that:

the grant funds are to be applied to assist in paying for the eligible costs (listed Section 5) incurred as a result of direct damage caused by the *eligible disaster*.

the information provided in this application is true and correct.

deliberately giving false or misleading information is a serious offence under the *Rural and Regional Adjustment Act 1994* (Qld) and the *Criminal Code Act* (Qld) and may lead to prosecution.

QRIDA may seek information regarding expenditure on, and outcomes from, clean-up and reinstatement activities. This information may include photographs, quotations, tax invoices, receipts, bank statements or other similar records.

I/We hereby authorise QRIDA and any of its authorised representatives to:

- a) collect information that QRIDA or its authorised representatives consider to be necessary or appropriate in connection with this application, from:
  - i. any accountant, solicitor, business consultant, bank, other financier, processor, supplier or other person named or identified in this application or any supporting documentation provided with, or in support of, this application
  - ii. any Commonwealth, State or Local Government agency or authority that QRIDA or its authorised representatives may consider relevant to this application (each relevant person).
- b) disclose to any relevant person and to any contractor or agent of QRIDA involved in the assessment or processing of this application:
  - i. that I/we have made this application
  - ii. information contained in this application or any supporting documentation provided with, or in support of, this application
  - iii. information collected by QRIDA or its authorised representatives under paragraph (a) above
  - iv. information about any previous application I/we have made to, or financial assistance received from, QRIDA.

I/We authorise any relevant person to disclose to QRIDA and its authorised representatives such information as may be requested about me/us in connection with this application.

**Special Disaster Assistance Recovery Grants may result in financial, taxation, legal or other impacts. Applicants are advised to seek independent financial advice in regards to these impacts.**

**If you make a subsequent application for a Special Disaster Assistance Grant the total assistance cannot exceed the maximum \$75,000 available under the eligible disaster event.**

**Before submitting this application to QRIDA please ensure all relevant questions have been completed and all required documentation attached.**

**All business owners, directors or trustees must sign below.**

Applicant	Signature	Name	Position	Date
One				
Two				
Three				
Four				

### How to apply

Please submit your completed application including all supporting documents to QRIDA by:

**Post:** GPO Box 211, Brisbane QLD 4001      **Email:** [contact\\_us@qrída.qld.gov.au](mailto:contact_us@qrída.qld.gov.au)      **Fax:** (07) 3032 0300

### Enquiries

Further information on the program is available on the QRIDA website at [www.qrída.qld.gov.au](http://www.qrída.qld.gov.au)

If you require assistance with completing your application please contact QRIDA on **Freecall 1800 623 946**.

### Privacy

*We understand and appreciate that our customers are concerned about their privacy and the confidentiality and security of any information that may be provided to us. QRIDA has always prided itself on its standards of confidentiality, and will continue those standards, in line with new privacy legislation. The personal information collected and maintained by QRIDA comprises your name, address, contact details and information specific to the support program. QRIDA may use your personal information in order to provide the services you require, administer and manage those services, and research and develop our services. Your personal information is also collected to advise or offer information on other support programs that may be relevant and of interest to you. If you do not wish to receive these offers or information, please call 1800 623 946 and ask for the Privacy Contact Officer. It should be noted that financial information received by QRIDA for the purposes of assessing eligibility and level of assistance under specific schemes of support, that may enable an individual to be identified, at no stage is divulged to any third party or government department.*