



# **+** Disaster Assistance Recovery **Grants**

Application tips for primary production  
businesses



# Overview

This document provides detailed guidance on the correct documentation required to submit your Disaster Assistance Recovery Grant application.

It is recommended that you read through this guide prior to completing your application to ensure you submit all relevant documents required. If you require additional assistance with your application please call QRIDA on **1800 623 946** or email [contact\\_us@qrda.qld.gov.au](mailto:contact_us@qrda.qld.gov.au).

## 1. Include photographs of the damage with your application

You will need to include 5 - 10 photographs showing direct damage to the affected property.

Please ensure your photos are:

- high quality and clear (blurry/poor quality images are not acceptable)
- uniquely named with no more than 100 characters in the file name
- in JPEG format with [embedded metadata](#) (DO NOT submit images as PDFs or any other formats)
- a variety of close-up and distant images as well as horizontal and portrait images.

Examples of photographs that can be included in your application:

- erosion of roads, driveways, culverts, drains and crossings
- lost or damaged crops
- dead livestock
- inundation of paddocks and sheds
- damaged tools, machinery or infrastructure.

Examples:



## 2. Include copies of your financial statements with your application

To be eligible for disaster recovery assistance, you must be able to demonstrate that you currently, or potentially could, derive a majority of your income from the primary production enterprise.

Full detailed financial statements (individual/company/trust tax returns) showing your primary production and non-primary production income can be used to demonstrate this. Proof of taxable income and notice of assessments **ARE NOT** acceptable documents.

### Examples:



### ACCEPTABLE Full financial statement with details.

OFFICIAL

A Citizen Farming Pty Ltd  
ABN: 12 345 678

**FINANCIAL REPORT  
FOR THE PERIOD ENDED  
30 June 2024**

XYZ Accounting  
11 ABC Street, Brisbane, QLD 4000  
Ph: (07) 1234 5678  
Email: accounting@XYZ.Accounting.com

Prepared by XYZ Accounting. The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

OFFICIAL

A Citizen Farming Pty Ltd  
ABN: 12 345 678

**CONTENTS**

- Balance Sheet
- Capital Statement
- Profit and Loss Statement
- Notes to Financial Reports
- Partners' Declaration
- Compilation Report
- Attachments
- Livestock Trading Schedule
- Profit and Loss Statement - Primary Pro
- Profit and Loss Statement - Non-Primary
- Depreciation Schedule

Prepared by XYZ Accounting. The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.



### UNACCEPTABLE Notice of assessment

Australian Government  
Australian Taxation Office

Tax period ending 30 June 2023  
Tax file number [REDACTED]  
Date of issue 01 September 2023  
Our reference [REDACTED]  
Internet: www.ato.gov.au Phone enquiries: 13 28 61

**Notice of assessment - year ended 30 June 2023**  
Income Tax Assessment Act 1936 and Income Tax Assessment Act 1997

Description	Debits \$	Credits \$
<b>Your taxable income is \$28,298</b>		
Tax on your taxable or net income	1,918.62	
<b>Less non-refundable tax offsets</b>		
Government allowance beneficiary tax offset		448.00
Low income offset calculated by us		700.00
<b>Assessed tax payable \$770.62 DR</b>		
Less tax offset refunds	0.00	
<b>Less Pay as you go (PAYG) credits and other entitlements</b>		
PAYG withholding (eg tax deducted by your employer or bank)		2,787.00
<b>Result of this notice</b>		<b>2,016.38 CR</b>
		<b>Outcome of this notice \$2,016.38 CR</b>

**!** Your refund of 2,016.38 CR [REDACTED] has been forwarded to your nominated financial institution.

David Allen  
Deputy Commissioner of Taxation

Please keep this notice for future reference  
Please see over for important information about your assessment

**Other information relevant to your assessment:**  
The Commissioner rounds down certain small amounts that may be owed by you or may be refunded to you. You may have transactions on your account where this has occurred.

### 3. Demonstrate the cost of your recovery and reinstatement activities with quotes and /or invoices

**Initial applications** up to the total amount of \$5,000 require evidence of costs for recovery in the form of quotations, tax invoices or official receipts.

**Subsequent applications** up to the maximum grant amount under the scheme.

Please ensure the following information is included in the quotations, tax invoices, and official receipts:

- the supplier's name, address and ABN details
- the date of the transaction
- the purchase has been paid for in full
- details specific to the reinstatement activities.

#### Examples:

## ACCEPTABLE

Quote demonstrates the recovery work required, costs and suppliers' details.

**ABC Tree Services Pty Ltd**  
Shifting Stumps & Branches  
ABN: 89 123 456 789

43 Lopp Drive, INGMAN Qld  
0412 123 456  
tlopp@abcctrees.com.au

To:  
J Citizen Farming Pty Ltd  
"Hillview"  
45 Rural Road  
Atherton QLD 4883

**QUOTE**

Quote # 512  
Date: 28/10/2024

Valid: 30 Days

Qty	Description	Unit price	Total GST (incl)
5	DAILY RATE Multiple Avocado Trees throughout property have failed and been damaged in recent TC Jasper - Perform storm cleanup - Perform removal of fallen and damaged trees throughout property - Provide 3man arborist crew, tipper truck, large chipper, and loader and grapple - 8u days on site - 7.5 hours on site + travel	3,922.00	19,610.00
1	1 day EWP cherry picker included for difficult access tree etc. No charge.	0.00	0.00
<b>Subtotal (ex GST)</b>			\$17,827.27
<b>GST</b>			\$1,782.73
<b>Total</b>			\$19,610.00

Additional Notes:

Quotation prepared by: T Lopper

This is a quotation on the goods named, subject to the conditions noted below: All sales final, payment due upon receipt.

To accept this quotation, sign here and return: \_\_\_\_\_

Thank you for your business!

## UNACCEPTABLE

Quote lacks details of the recovery work and suppliers' details.

**ABC Earthmoving Pty Ltd**  
Shifting Dirt

43 Earthmoving Drive, INGMAN Qld  
0412 123 456

To:  
J Citizen

**QUOTE**

Quote # 72  
Date: 28/10/2024

Valid: 30 Days

Qty	Description	Unit price	Total GST (incl)
	Fix road - \$150hr	\$150	\$7,500
		0.00	0.00
<b>Subtotal (ex GST)</b>			\$7,500
<b>GST</b>			0
<b>Total</b>			\$7,500

Additional Notes:

Quotation prepared by: Doug

Thank you for your business!

## ACCEPTABLE

Invoice demonstrates recovery work required, costs and suppliers' details.

**ABC Tree Services Pty Ltd**  
Shifting Stumps & Branches  
ABN: 89 123 456 789

43 Lopp Drive, INGMAN Qld  
0412 123 456  
tlopp@abcctrees.com.au

To:  
J Citizen Farming Pty Ltd  
"Hillview"  
45 Rural Road  
Atherton QLD 4883

**TAX INVOICE**

Invoice number # 112  
Date: 28/10/2024

Due: 14 Days

Qty	Description	Unit price	Total GST (incl)
5	DAILY RATE Multiple Avocado Trees throughout property have failed and been damaged in recent TC Jasper - Perform storm cleanup - Perform removal of fallen and damaged trees throughout property - 3man arborist crew, tipper truck, large chipper, and loader and grapple - 8u days on site - 7.5 hours on site + travel	3,922.00	19,610.00
1	1 day EWP cherry picker included for difficult access tree etc. No charge.	0.00	0.00
<b>Subtotal (ex GST)</b>			\$17,827.27
<b>GST</b>			\$1,782.73
<b>Total</b>			\$19,610.00

Additional Notes:

Tax Invoice Prepared by: T Lopper

Payment by direct deposit

Account Name: ABC Tree Services Pty Ltd  
BSB: 012 345  
Account No: 123456789  
When depositing funds please use reference 112

Thank you for your business!

## UNACCEPTABLE

Invoice lacks details of recovery work and suppliers' details.

**ABC Earthmoving Pty Ltd**  
Shifting Dirt

43 Earthmoving Drive, INGMAN Qld  
0412 123 456

To:  
J Citizen

**Invoice**

Invoice # 72  
Date: 28/10/2024

Due: 14 Days

Qty	Description	Unit price	Total GST (incl)
	Fix road - \$150hr	\$150	\$7,500
		0.00	0.00
<b>Subtotal (ex GST)</b>			\$7,500
<b>GST</b>			0
<b>Total</b>			\$7,500

Additional Notes:

Prepared By: Doug

By direct deposit  
Account Name: ABC Earthmoving  
BSB: 012 345  
Account No: 123 456 789


Thank you for your business!

#### 4. Provide evidence of payment with your application

When submitting proof of your bank account details, please ensure you include a **screenshot or bank statement clearly showing your bank account number and BSB**. You may redact any other details that are not relevant.


EFT receipts or tax invoices showing nil owing are acceptable.

Examples:



### ACCEPTABLE

**Proof of bank account details**




Account Number 123456 9876543  
Page 1 of 4

The Secretary  
J Citizen Farming Pty Ltd  
"Hillyview"  
45 Rural Road  
ATHERTON QLD Australia 4883

**MONTHLY STATEMENT**

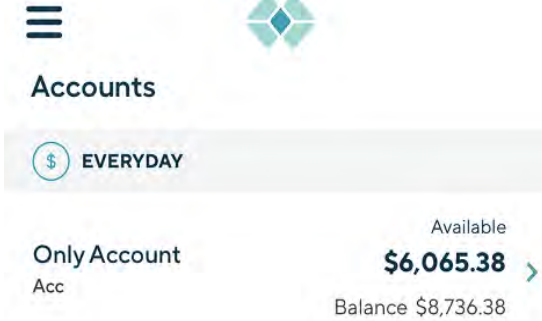
Account name J Citizen Farming Pty Ltd  
BSB 123456  
Account number 9876543  
Account type Farm Business Trans Acct  
Date opened 05/04/2013

Date	Transaction details	Amount	Balance
10 Aug 2024	GOONDI FUELS PTY LTD GOONDI BEND QLD AU	-\$76.62	\$28,581.47
11 Aug 2024	COLES 4441 INNISFAIL AU	-\$81.50	\$28,499.97
12 Aug 2024	VISY BOARD PTY LTD INNISFAIL AU	-\$344.63	\$28,155.34
12 Aug 2024	COLES 4441 INNISFAIL AU	-\$32.00	\$28,123.34
12 Aug 2024	Transfer To Sinxay Vang CommBank App Pay sinxay week 2	-\$1,054.00	\$27,069.34
12 Aug 2024	Transfer To Sinxay Vang CommBank App Pay sinxay week 3	-\$1,054.00	\$26,015.34
12 Aug 2024	Transfer to xx2575 CommBank app Pay sinxay week 3	-\$1,054.00	\$24,961.34
13 Aug 2024	ANZ Smart Choice MV NetBank BPAY 169060 012614323405723	-\$150.00	\$24,811.34
13 Aug 2024	ABC Tree Services Pty Ltd	-\$19,610.00	\$24,794.34
13 Aug 2024	Transfer To Yajua Yang CommBank App Pay yajua	-\$2,700.00	\$22,094.34
14 Aug 2024	INNISFAIL STOCK FEE INNISFAIL AU	-\$73.60	\$22,020.74
14 Aug 2024	SQ 'GOONDI FUELS P/L Goondi Bend AU	-\$132.82	\$21,887.92
14 Aug 2024	Transfer To The Brown n Hurley Group CommBank App Pay 886020 the brown n h...	-\$9,000.00	\$12,887.92
15 Aug 2024	JETSTAR AI Z598RX WWW.JETSTAR.C AU Card xx7990 Value Date: 13/08/2024	-\$1,179.64	\$11,708.28
15 Aug 2024	GOONDI FUELS PTY LTD GOONDI BEND QLD AU	-\$474.39	\$11,233.89
16 Aug 2024	GOONDI FUELS PTY LTD GOONDI BEND QLD AU	-\$73.87	\$11,160.02



### UNACCEPTABLE

**Proof of bank account details -  
BSB number is NOT shown on the  
evidence provided**



Accounts

EVERYDAY

Only Account  
Acc

Available  
**\$6,065.38**

Balance \$8,736.38

## 5. Provide proof that your property is within an eligible local government area for the activated disaster

To be eligible for disaster recovery assistance, the property in which you are applying for assistance must be within an eligible Local Government Area (LGA). Please refer to the Guidelines for a list of eligible LGAs.


### Property owner

If you own the property, please attach a copy of your **most recent local government rates notice** for the property affected by the disaster event.

### Lease/agistment

If you lease or agist all or part of the property, please attach a copy of your **current lease or agistment agreement**.

### Examples:



## ACCEPTABLE

**Lease agreement demonstrates property address and details of responsibilities.**

**LONG TERM LEASE OF FARM LAND**

BETWEEN:

A FARMER as Trustee for ABC FARMS TRUST, "ABC Farm Hills", 123 Rural Road, Farmville in the State of Queensland  
(“Lessor”)

AND

XYZ FARMING PTY LTD A.C.N. 987 654 321 "ABC Farm Hills", 123 Rural Road, Farmville in the State of Queensland  
(“Lessee”)

2.

4.2 The Rent will be recovered as from each Month. Due to an increase represented as follows:  
*Rent per annum = \$3.00 per Road of value x 52 weeks (\$156.00 x 52 weeks)*  
Or as otherwise agreed in writing between the Lessor and the Lessee.

4.3 Time is of the essence in respect of the payment of Rent.

**8. OUTFGOINGS**

8.1 The Lessee must pay the whole of the Outgoings as directed by the Lessor.

**9. USE**

9.1 The Lessee must only use the Property for the Permitted Use.

9.2 The Lessee must not:  
a) diminish the enjoyment of adjacent properties;  
b) damage or destroy the Lessor's Property;  
c) do anything unlawful or illegal on the Premises.

9.3 The Lessee shall be responsible for the repairs (if it appears and damage) incurred as a result of using the Property for the Permitted Use.

**10. MAINTENANCE AND REPAIR**

10.1 The Lessee must:  
a) keep the Property in good repair and condition, except for fair wear and tear, inevitable accidents and inherent structural deterioration;  
b) fix any damage or destruction caused by the Lessee or the Lessee's Employees, guests or invitees.

10.2 The Lessee must:  
a) keep the Property clean and tidy; and  
b) keep the Lessor's Property clear and maintained in good order and condition.

10.3 The Lessee may enter the Property for inspection or to carry out maintenance, repairs or building work at any reasonable time after giving notice to the Lessor. In an emergency, the Lessor may enter at any time without giving the Lessee notice.

10.4 The Lessee may carry out any of the Lessor's obligations on the Lessor's behalf if the Lessee does not carry them out in a timely manner. If the Lessor does so, the Lessee must immediately reimburse the Lessor or pay the Lessor's costs.

**11. ASSIGNMENT AND SUBLETTING**


11.1 The Lessee must obtain the Lessor's prior written consent (unless the Lessee assigns, sublets or deals with its interest in the Premises).

11.2 The Lessor's consent will be given to the Lessor's absolute discretion.

**12. LESSEE'S RELEASE AND INDEMNITY**

12.1 The Lessee occupies and uses the Property at its own risk.

12.2 The Lessee hereby releases the Lessor from and indemnifies it against all Claims for damages.



## UNACCEPTABLE

**Is not a formal lease agreement that outlines responsibilities.**

Lease / Sharefarming / Agistment Agreement

J Citizen Farming Pty Ltd (Lessee)  
"Hillview"  
45 Rural Road  
Atherton QLD 4883

And

H Ford a/t/f Henry Farms Trust  
"Mountainview"  
49 Rural Road  
Atherton QLD 4883

28/10/2024

The property located at 45 Rural Road Atherton Qld is currently leased from Henry Ford to John Citizen for two years.

J Citizen	Henry Ford
Lessee	Leasor

## 6. Provide proof of identification with your application

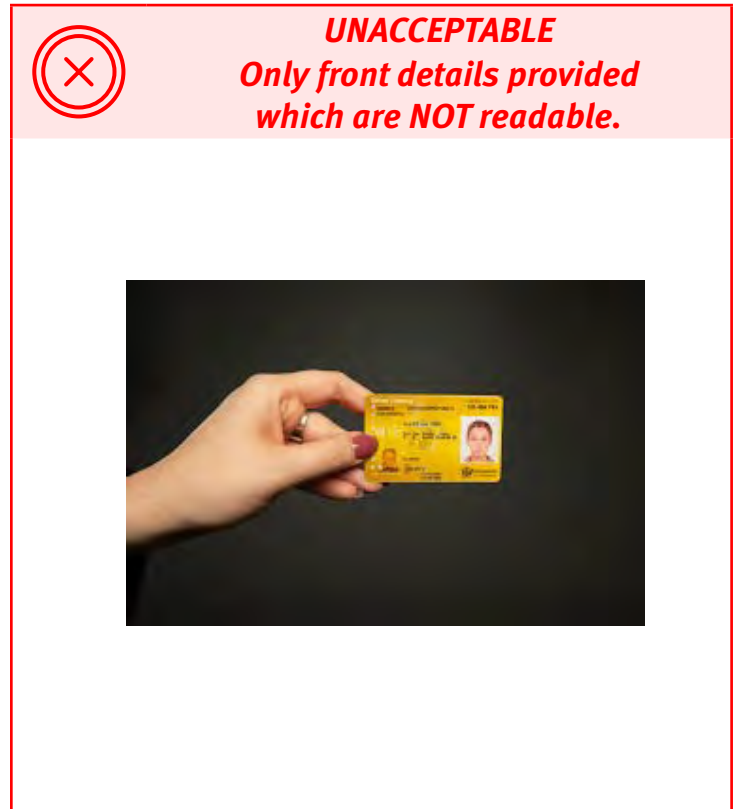
Please provide proof of identification for at least one owner of the business. Acceptable documents include any two of the following:

- Driver licence
- Medicare card
- Passport.

When submitting copies of your documents, please ensure images are clear and all card details are readable.

**NOTE:** If submitting a driver's licence, you must provide both the front and back of the card.

### Examples:



## Contact us



For more information about the assistance available and how to apply, contact us on **1800 623 946** or visit our website at [qrida.qld.gov.au](http://qrida.qld.gov.au)