

Guideline 1: Claims and eligibility for essential public assets (Category B)

Victorian Disaster Recovery Funding Arrangements

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Glossary of Terms

Terms	Description
Administering Authority	The Administering Authority for the DRFA in Victoria is the Emergency Management (EM) Group, within the Department of Justice and Community Safety (DJCS). DJCS serves as the single point of contact with the Commonwealth Government and oversees the DRFA across state agencies and local councils.
Allowable time limits	Prescribed timeframes under the DRFA including, but not limited to, the following activities: <ul style="list-style-type: none"> • Notification of the Commonwealth Government of a disaster event • Completion of emergency works and non-reconstruction works • Provision of evidence of damage to the State for an eligible disaster event • Approval of cost estimates related to a disaster event • Period to incur reconstruction expenses
ASAE3150	ASAE3150 Assurance Engagements on Controls, issued by the Auditing and Assurance Standards Board.
ASA 800	Auditing Standard ASA 800 Special Considerations-Audits of Financial Reports Prepared in Accordance with Special Purpose Frameworks, issued by the Auditing and Assurance Standards Board.
Assessing Authority	The Assessing Authority assesses claims for the reconstruction of essential public assets on behalf of the Administering Authority. The Department of Transport is the appointed Assessing Authority.
Borrow pit	A borrow pit is an area where material (usually soil, gravel or sand) has been excavated for use at another location
Certified estimate works package	The estimated cost of reconstruction of an essential public asset damaged by an eligible disaster and calculated in accordance with these arrangements, and which has been approved by the ERV.
Claim pack	The financial reporting pack provided by the Commonwealth Government to the State each year.
Contingency	The allowance reflecting the reconstruction project risk profile, complexity, investment lifecycle, benchmarks and past performance for similar projects.
Control agency	The agency who is responsible to undertaking the control activity to mitigate the risk to ensure that the control objective(s) can be met.
Control objectives	The control objectives established within these arrangements, as required under ASAE3150.
Cost estimation	The process of developing the estimated reconstruction cost for the reconstruction of essential public assets by building up the component elements including: <ul style="list-style-type: none"> • scoping and defining the works required for reconstruction of the essential public asset; • applying relevant assumptions and exclusions, and • using available historical data of actual costs (that is, benchmark pricing) and/or supplier quotes to estimate the cost of reconstruction works.
Counter disaster operations	Activities undertaken by the state in response to the occurrence of a disaster event to protect a community from the impacts of the disaster event. Refer to Victorian DRFA Guideline 3 for advice.

Terms	Description
Date of Access	<p>For the purposes of determining when the three-month time frame for completing emergency and immediate works starts and finishes, an essential public asset is considered to be 'accessible' from the time when:</p> <ul style="list-style-type: none"> the disaster is no longer occurring (e.g. flood waters have receded, or a bushfire is out/under control) and the site of the damaged asset can be safely accessed by reconstruction workers; or the Delivery Agency has capacity to undertake the required restoration works. In this situation, the Delivery Agency must be able to demonstrate they have made a reasonable attempt to undertake works as soon as the disaster was no longer occurring (as per the point above) but was not able to complete the works because of: <ul style="list-style-type: none"> competing reconstruction priorities associated with a significant program of works caused by a severe disaster or multiple disasters, or the unavailability of specialised equipment/resources.
Day Labour	The use of a Delivery Agency's own plant, equipment or resources to undertake works. The key components of day labour are plant, labour and materials.
Disaster event activation	<p>Under the DRFA, for an event to be activated, the following conditions must be satisfied:</p> <ul style="list-style-type: none"> Meets the definition of a natural disaster or terrorist event and eligible disaster; and Has impacted an eligible undertaking.
Disaster Recovery Funding Arrangements Management System	The processes and controls implemented by state agency and third-party organisations (where applicable) in relation to an estimated reconstruction cost, as defined under the DRFA.
Delivery Agency	A State or Local Government agency responsible for delivering emergency or reconstruction works to restore an asset post-disaster.
Direct costs	Costs directly associated with the reconstruction of an eligible essential public asset, commonly referred to as construction costs.
Eligible disaster	<p>A natural disaster or terrorist act for which:</p> <ul style="list-style-type: none"> a coordinated multi-agency response was required, and state expenditure exceeds or is expected to exceed the small disaster criterion of \$240,000 for an individual or cluster of bushfires in adjoining local government areas. For all other disasters (including floods and storms), the one small disaster criterion applies across the whole State.
Eligible measure	A relief or recovery assistance measure specified under the DRFA, or a cost to the state under clause 8.1 of these arrangements.
Eligible undertaking	<p>A body that:</p> <ul style="list-style-type: none"> is one of the following: <ul style="list-style-type: none"> a department or other agency of a state government, or established by or under state legislation for public purposes (for example, a local council), and in the operation of the asset provides services free of charge or at a rate that is 50 per cent or less of the cost to provide those services.
Emergency works	<p>Urgent activities necessary following an eligible disaster to temporarily restore an essential public asset to enable it to operate/be operated at an acceptable level of efficiency to support the immediate recovery of a community, and take place:</p> <ul style="list-style-type: none"> prior to the state commencing essential public asset reconstruction works in accordance with these arrangements, or prior to or at the same time as immediate reconstruction works and where no essential public asset reconstruction works are required.

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Terms	Description
Escalation	The allowance for expected changes in capital costs throughout the project lifecycle.
Essential public asset	A transport or public infrastructure asset of an eligible undertaking which, the state considers, and the Commonwealth Government agrees, is a necessary part of a state's infrastructure and is integral to the normal functioning of a community.
Essential public asset function framework	The Essential Public Asset Function Framework as defined under the DRFA (refer to clause 6.3).
Essential public asset reconstruction works	Reconstruction works on an essential public asset directly damaged by an eligible disaster for which an estimated reconstruction cost (known as a certified estimate works package once approved by the ERV), has been developed.
Estimated reconstruction costs	The estimated cost of reconstruction of an essential public asset damaged by an eligible disaster and calculated in accordance with these arrangements (known as a certified estimate works package once approved by the ERV).
Extensions to allowable time limits	Extensions to prescribed timeframes under special/ extenuating circumstances to maintain eligibility of a claim under the DRFA.
First principles estimation	The process of assigning plant, labour and material rates to a given work activity or standard treatment.
Immediate reconstruction works	Immediate reconstruction activities following an eligible disaster within three months post access to the asset, to fully reconstruct an essential public asset, and where no essential public asset reconstruction works are required, .
Ineligible works	Works that are not eligible for claiming under the DRFA.
Indirect costs	Costs indirectly related to the reconstruction of an eligible essential public asset, including overheads, project management, procurement and engineering assessment costs.
Independent Technical Review	A review of estimated reconstruction costs in accordance with the DRFA specified parameters.
Investigative techniques	Investigative techniques (for example, geotechnical testing) are considered eligible for funding, where it is evident that an asset has been directly damaged by an eligible disaster, and the investigative techniques are used as part of the reconstruction works (for example, to determine the extent of that damage and/or identify the reconstruction option). Investigative techniques (such as destructive testing of a road, falling weight deflectometer, pavement roughness testing or road laser survey) used to prove the existence of damage or the cause of damage to an asset are considered to be ineligible.
Market response	The process of developing estimated reconstruction cost for reconstruction of essential public assets by tender or competitive bidding.
Monitoring agency	The agency who is responsible for monitoring that the control activity has been undertaken to successfully meet the control objective(s).
Natural disasters	According to the DRFA, a natural disaster is one, or a combination of the following rapid onset events: Bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike or tornado.
Pre-disaster condition	Condition of an eligible asset prior to the occurrence of the disaster event.
Post-disaster condition	Condition of an eligible asset in the aftermath of a disaster event occurring.
Pre-disaster asset function	Under the DRFA, the Commonwealth Government will provide funding equivalent to reconstruct an essential public asset to its pre-disaster function. Therefore, the pre-disaster function must be determined to establish the proposed treatment and subsequent estimated reconstruction cost. It is important to note that the pre-disaster condition of the asset is still an important factor, and evidence of the

Terms	Description
	assets condition prior to the disaster event is required as part of the funding claims process.
Project	For the purpose of defining a project, a project shall be considered one of the following: <ul style="list-style-type: none"> • a single asset • up to 10 individual assets or appropriate project size. The Delivery Agency should discuss the appropriate size with their assigned assessor.
Public infrastructure	An asset that is an integral part of a state's infrastructure and is associated with health, education, justice or welfare.
Reconstruction	The restoration or replacement of an essential public asset.
Re-damaged essential public asset	An essential public asset is re-damaged if it suffers additional damage from a subsequent eligible disaster which occurs after the development of an estimated reconstruction cost for the preceding eligible disaster.
Reasonable assurance engagement	An assurance engagement in which the assurance practitioner reduces engagement risk to an acceptably low level in the circumstances of the engagement as the basis for the assurance practitioner's conclusion. The assurance practitioner's conclusion is expressed in a form that conveys the assurance practitioner's opinion on the outcome of the measurement or evaluation of the underlying subject matter against criteria
Relief and Recovery activities	Refer to the Victorian DRFA Guideline 3 for advice on claiming expenditure.
Responsible agency	The agency who is responsible for undertaking the activity as prescribed under the DRFA.
Small disaster criterion	For the purposes of these arrangements, the amount of \$240 000 or an amount as published by the National Emergency Management Agency (NEMA)
Special Circumstances	Where the estimated reconstruction cost (for the reconstruction of essential public assets to be completed after the first three months post access to the asset) is lower than the actual cost of a project as a result of special circumstances, and the variance does not meet the criteria for an Independent Technical Review, the Delivery Agency can adjust the estimated reconstruction cost to reflect the variance. The Delivery Agency must provide evidence to the Assessing Authority to demonstrate the special circumstances encountered, including why the special circumstances could not reasonably have been foreseen.
Standard treatment(s)	Common or typical reconstruction/ repair procedures undertaken in response to damage sustained from disasters
Suitably qualified professional	A suitably qualified professional may be defined as a person with relevant tertiary qualification and a minimum of five years' experience in the appropriate field of work for the asset type, or, a person with the appropriate level of expertise and experience within the Delivery Agency at the Director level, for example, Director Infrastructure or its equivalent. A suitably qualified professional may be defined as a person within the Assessing Authority as having the appropriate level of expertise and experience to assess and verify the supporting documentation provided by the Delivery Agency.
The System (Disaster Recovery Funding Arrangements Management System)	The processes and controls implemented by a state agency and third-party organisations (i.e. Delivery Agency where applicable) in relation to an estimated reconstruction cost, as defined by the DRFA.
Terrorist act	An action or a series of actions committed in Australia which the Minister has determined is a terrorist act for the purposes of an eligible disaster under these arrangements.

Terms	Description
	<p>Without limiting the matters to which the Minister may have regard in determining whether the action or series of actions is a terrorist act, the Minister may have regard to:</p> <ul style="list-style-type: none"> the definition of a terrorist act under section 100.1 of the Criminal Code Act 1995, and if available, the advice of other Australian agencies. <p>In the event of one or more acts, the Minister may determine two or more related acts to be a single terrorist act.</p>
Transport infrastructure	An asset that is an integral part of a state's infrastructure and includes essential public assets associated with roads, road infrastructure (including footpaths, bike lanes, and pedestrian bridges), bridges, tunnels and culverts.

Introduction

Victoria's Natural Disaster Financial Assistance (NDFAs) scheme is available to Delivery Agencies including local councils and Catchment Management Authorities (CMAs), to relieve some of the financial burden that may be experienced following a disaster, in accordance with the **Commonwealth Government's Disaster Recovery Funding Arrangements (DRFA)**. The DRFA is a cost sharing arrangement with states and territories. The DRFA does not cover all costs following a disaster.

The Victorian Government provides reimbursements from the scheme as eligible claims are submitted. At the end of the financial year, an acquittal is submitted to the Commonwealth Government seeking a cost sharing contribution reimbursement.

Purpose

The purpose of this guideline is to document the **eligibility framework and claims process** for impacted Delivery Agencies within Victoria, in seeking reimbursement associated with the repair and reconstruction of essential public assets.

This guideline is aligned to the DRFA determination and guidelines issued by the Commonwealth Government and have been developed to enable Delivery Agencies to lodge valid claims.

Scope

This guideline applies to works undertaken on essential public assets following damage from natural disaster and terrorist events activated under **Category B of the DRFA**. These works include:

- counter disaster operations for the protection of the general public;
- emergency works for essential public assets;
- immediate reconstruction works for essential public assets; and
- essential public asset reconstruction works;

This guideline also references tools, forms and templates to be used by Delivery Agencies to ensure provision of appropriate information required by the State and Commonwealth Government to assess the claims.

A high level overview of the process is outlined in the Victorian DRFA claims management process maps, on the website at <https://www.emv.vic.gov.au/natural-disaster-financial-assistance/events-post-1-november-2018>. The process maps document the process to be followed by The Delivery Agency to deliver the works and reimburse eligible costs under the arrangements.

Definition of Essential Public Assets (EPA)

An **EPA** must be a transport or public infrastructure asset of an eligible undertaking which, the State considers, and the Commonwealth Government agrees, is a necessary part of a state's infrastructure and is integral to the normal functioning of a community.

An eligible undertaking (referred to as a 'Delivery Agency' in this guideline) is either one of the following:

- A department or other agency of the State government.

- A body established by or under State legislation for public purposes (for example, a local council or CMA).

In operating the asset, the Delivery Agency provides services free of charge or at a rate that is 50 per cent or less of the cost to provide those services.

Essential public assets – Transport in Victoria, transport assets are local government owned roads and bridges and their associated components, which may include:

- road pavements and surfacing;
- culverts and drainage structures;
- bridges and floodways;
- embankments and batter protection;
- stormwater drains and culverts;
- footpaths (that are considered to be transport infrastructure);
- bike lanes (that are considered to be transport infrastructure);
- pedestrian bridges (that are considered to be transport infrastructure);
- roadside furniture, delineation and intelligent transport systems; or
- tunnels.

Essential public assets – Infrastructure Public infrastructure assets in Victoria may include:

- levees (please refer to [Guideline 3](#) for advice on claiming costs associated with levees used for counter disaster operations);
- river safety monitoring equipment including tide gauges and flood monitoring stations;
- engineered erosion control structures that directly protect an eligible public asset such as a road or bridge, including:
 - river and sea walls (including rock beaching and rip rap, groynes and engineered log jams)
 - pile fields (timber or sheet);
 - grade control structures (including chutes, trickle pipe units and drop structures)

Note that to be eligible, the Delivery Agency must be able to demonstrate that these structures are directly protecting or associated with structural integrity of the essential public asset i.e. within up to 200 metres upstream or downstream of a bridge or concrete structure associated with a bridge. The Delivery Agency are also required to demonstrate that these structures have been appropriately engineered and maintained. Refer to the 'Pre-disaster condition' section in this Guideline;

- stormwater infrastructure;
- police, fire and emergency services' stations;
- prisons/correctional facilities;
- public hospitals;
- public housing;
- public schools;
- regional and/or remote airports/aerodromes which serve communities which are highly dependent on air transportation method to remain connected;

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- state or local council offices (including a public library, maternal and child health centres and early learning centres) excluding contents such as furnishings in buildings and any costs recovered through insurance. The Delivery Agency are required to liaise with the Assessing Authority to seek a determination on eligibility of any costs associated with local council offices, especially where a particular service such as early learning centres may be funded via a revenue stream (such as childcare fees). The determination will also include consideration of the operational costs and whether they are less than 50 per cent of the cost for providing those services; or
- water tanks owned by an eligible undertaking which does not charge users for the water if used to provide emergency services with the appropriate resource to conduct risk reduction burn-offs and to support firefighting operations in times of need. The Delivery Agency are required to liaise with the Assessing Authority on a case by case basis to determine eligibility of the water tank/s.

Examples of assets that are not eligible are:

- community infrastructure such as Town Halls and recreational facilities i.e. football clubs and netball courts;
- privately owned, managed or maintained roads and bridges;
- environmental assets including national and state parks, natural vegetation, waterways, rivers, beaches, forests or undeveloped land;
- fencing, except where related to protection of an essential public asset;
- pedestrian and cycle paths that are not considered to be transport infrastructure
- fire trails or fire access tracks managed by local government;
- engineered erosion control structures that only protect open space or private land; and
- those assets (or part of) damaged due to contributing factors such as poor design, poor construction, inadequate maintenance or pre-existing damage.

Administering and Assessing Authorities

The **Administering Authority** for the DRFA in Victoria is **Emergency Recovery Victoria (ERV)** within the Department of Justice and Community Safety (DJCS). The Administering Authority serves as the single point of contact with the Commonwealth Government for eligibility advice under Categories A and B and oversees the operation of the DRFA in Victoria, across The Delivery Agency including State agencies, local councils and CMAs. The Administering Authority also prepares and submits (on behalf of Victoria), the annual financial year acquittal to the Commonwealth Government seeking a cost sharing contribution for all DRFA eligible expenditure incurred in the financial year.

The **Assessing Authority** assesses claims for the repair and reinstatement of damaged essential public assets (EPAs) on behalf of the Administering Authority. The Assessing Authority is the **Department of Transport and Planning**. The claims journey map provided on the EMV website, outlines the roles and responsibilities between the Administering and Assessing Authority.

Essential Public Asset works or Counter Disaster Operations

Under Category B, the following works can be undertaken to repair and reconstruct damaged essential public assets or undertaken as Counter Disaster Operations, following an eligible disaster:

- counter disaster operations
- emergency works
- immediate reconstruction works
- essential public asset reconstruction works.

Counter Disaster Operations

The DRFA allows for Counter Disaster Operations (CDO) to be undertaken under Categories A and B. Counter Disaster Operations are undertaken immediately before, during and/or within three months, after an eligible disaster occurring:

- **Category A CDO** – extraordinary CDO for assistance directly provided to an individual - this measure is intended to provide assistance to individuals who are under threat from, or who have been directly affected by an eligible disaster. Examples of CDO Category A activities include sandbagging, tree bracing to protect damage to properties or evacuation of threatened people;
- **Category B CDO** – extraordinary CDO activities are aimed at protecting the general public and ensuring public health and safety in public areas, i.e. the community as a whole will benefit from the activity being undertaken. Examples of Category B CDO activities include sandbagging to prevent damage to communities e.g. to protect public schools, protect residential areas and fire suppression activities to protect the general public.

Refer to the Victorian DRFA Guideline 3 for further information on both categories of CDO.

Summary of Eligible Category B Measures for Delivery Agency

Table 1 Summary of eligible measures for Delivery Agency

Eligible measure	DRFA ref	Timeframe for works to be completed	Summary	Approval Process
Emergency works for essential public assets Refer page 58	4.3.2 (b) Cat B	Within 3 months of gaining access to the asset.	Expenses incurred for eligible work to an essential public asset to make it safe or enable other essential activity relating to the wellbeing of the community (i.e. clearing roads to allow public access). Actual expenditure	No pre- approval required
Immediate reconstruction works for essential public assets Refer page 71	4.3.2 (c) Cat B	Within 3 months of gaining access to the asset.	Eligible work to fully restore an essential public asset in the required timeframe and where no essential public asset reconstruction works are required. Actual expenditure	Delivery Agency liaise with Assessing Authority on works proposed
Essential public asset reconstruction costs Refer page 83	4.3.2 (d) Cat B	Cost estimates must be submitted no later than nine months after the end of the financial year in which the eligible disaster event occurred. Works are to be completed within two years after the end of the financial year in which the eligible disaster event occurred.	The estimated costs of reconstruction of damaged eligible essential public assets. Actual Expenditure up to the approved certified cost estimate.	Cost estimate to be certified by the Delivery Agency, checked by the Assessing Authority and approved by the Administering Authority before works can commence

Eligible events and activation process

Under the DRFA, for eligible measures to be activated, the following conditions must be satisfied. Specifically, the event must:

- meet the definition of a natural disaster or terrorist event; and
- have impacted an eligible undertaking.

A natural disaster is one, or a combination of, the following rapid onset events:

- bushfire;
- earthquake;
- flood;
- storm;
- cyclone;
- storm surge;
- landslide;
- tsunami;
- meteorite strike; or
- tornado.

An eligible disaster is one for which:

- a coordinated multi-agency response was required; and
- State expenditure exceeds or is expected to exceed the small disaster criterion of \$240,000 for an individual or cluster of bushfires in adjoining local government areas. For all other disasters (including floods and storms), the one small disaster criterion applies across the whole State.

When an eligible event is declared, specific DRFA assistance measures are activated within affected local government areas.

The high level process steps are to be followed once a disaster occurs

Step 1: A disaster occurs

A **Delivery Agency** is required to advise the **Administering Authority** within **five working days** of being impacted by an eligible disaster event by filling out a Notification of Event form via the following EMV website link:

https://vicndfa.lightning.force.com/lightning/r/PublicSector__EmergencyRequest__c/a0a9g000000LjvHAAS/view?ws=%2Flightning%2Fr%2FDisaster_Event__c%2Fa0n9g000000HSFKAA4%2Fview

Step 2: If the small disaster criterion is met, confirmation of the DRFA event will be provided

The Administering Authority will then issue a notification of event acknowledgement letter.

The Administering Authority coordinates advice for each disaster, including identifying impacted local council areas and eligible measures to be activated. The information is submitted to the Commonwealth Government. Where the event is deemed eligible under the DRFA, details of the

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event and available relief and recovery measures are listed in the into the Administering Authority's online portal the Claims Management System (CMS) via the following EMV website link:

https://vicndfa.lightning.force.com/lightning/r/PublicSector__EmergencyRequest__c/a0a9g000000LjvHAAS/view?ws=%2Flightning%2Fr%2FDisaster_Event__c%2Fa0n9g000000HSFKAA4%2Fview

The Disaster Notification process described in the Victorian DRFA claims management process map presents the activities to be undertaken, and forms to be used by the different agencies to declare an event eligible under the DRFA.

Upon receiving an Australian Government Reference Number (AGRN) for the eligible event, a terms of funding agreement letter will also be issued for emergency works and immediate reconstruction.

For events that do not meet the DRFA small disaster criterion and are therefore not notified to the Commonwealth, Delivery Agencies are required to incur the first \$100,000 in eligible expenditure prior to receiving assistance under Victoria's NDFA Scheme. The Delivery Agency is required to comply fully with the DRFA process and complete all relevant forms and provide supporting documentation to seek reimbursement under the NDFA.

Step 3: Outline of the information required to complete a fully compliant DRFA claim including the Guidelines and Fact Sheets

Following successful activation of the eligible measures, the Delivery Agency enters the event information into the Administering Authority's online portal the Claims Management System (CMS). Information entered includes; details on the event, including initial estimates per expenditure category, by financial year.

A certified estimate works package is required for **essential public asset reconstruction works**. The **certified estimate works package** is reviewed and recommended for approval by the Assessing Authority to the Administering Authority. Following approval by the Administering Authority, a terms of funding agreement letter, detailing the requirements and timelines, will be issued before for the essential public asset reconstruction works can commence. Where reconstruction works have commenced or are completed prior to the certified estimate works package being approved by the Administering Authority, the Delivery Agency should be aware that they are commencing the work at their own financial risk.

Step 4: How a fully compliant DRFA claim is finalised

Information regarding the NDFA and full DRFA process can also be found at the website. The Delivery Agency are required to read the DRFA guidelines before preparing a claim and devote appropriate resources in the preparation of the claim. Please work with the assigned Assessor throughout the claim and claims are to be lodged as the expenditure is incurred throughout the financial year:

<https://www.emv.vic.gov.au/natural-disaster-financial-assistance/events-post-1-november-2018>

Insurance

Where a Delivery Agency has an existing insurance policy in place over an essential public asset or if there are works being undertaken on the essential public asset at the time of the disaster, funding to repair damage resulting from an eligible disaster must be claimed from these insurance policies.

The **Victorian Managed Insurance Authority (VMIA)** provides insurance cover for state-owned and controlled assets including road, rail and health infrastructure assets. The relevant State agency is required to submit an insurance claim to VMIA each time its assets are damaged or destroyed by an insurable event, where the loss is likely to exceed the agency's insurance excess. The DRFA Administering Authority will consult with the VMIA on an annual basis to determine if payments made by the VMIA for eligible essential public infrastructure under the State of Victoria's VMIA excess level (set at \$50 million) are able to be captured by the State in its annual DRFA acquittal to the Commonwealth Government. In the event the agency requires additional financial support (for out-of-pocket expenses incurred which are not covered, or only partially covered, by insurance), it may need to seek financial assistance via the State of Victoria budget process. The DRFA Administering Authority will also review this data to determine if it can be captured for possible cost sharing in the DRFA acquittal.

SECTION A: applicable to all works types (Emergency Works, Immediate Works and Essential Public Assets Reconstruction works)

Eligibility assessments

This section provides guidance to ensure that the treatment being proposed by the Delivery Agency is eligible and complies with the DRFA's Essential Public Asset Function Framework.

Technical standards

The relevant Victorian technical standards for construction, testing and material properties must be used when carrying out reconstruction works on all essential public assets in the State.

Assets are to be restored to the pre-disaster function and usage adopting relevant technical standards.

Funding under the DRFA allows for the **reconstruction of the affected asset to its pre-disaster function**. Assets should be designed and constructed in accordance with the current standards, but any works that are interpreted as enhancements over and above the asset's pre-disaster function, which is also known as **betterment**, will not be eligible under the DRFA.

Eligible works for transport infrastructure

Road pavements and surfacing

Pavements must have sustained damage as a direct result of an eligible disaster. This can include damage that has been sustained as a result of high velocity flows, subsurface movements, inundation, saturation of the road pavement or damage as a result of fallen debris and materials on the road pavement.

Pavements must only be returned to their pre-disaster function type – for example, formed, unsealed gravel, sealed gravel, asphalt, concrete. The width of the pavements must be returned to the width that existed pre-disaster – for example, 8 metres unsealed, or 6 metres sealed plus 2 metres unsealed shoulders.

Where a pavement design is considered necessary to sufficiently reconstruct the road pavement, this design can be based on the standard engineering practice for the design of road pavements (that is, current and future traffic loading).

Where gravel from pavements has been partially displaced (for example, 150 mm thick pavement suffering 50 mm of displaced gravel), the volume of material displaced should be replaced and blended into the remaining material to achieve an appropriate depth of pavement as per the pre-disaster condition.

The geometry and alignment of the road can only be altered from what existed pre-disaster where it can be demonstrated that there are no additional costs incurred or where improvements are funded by the asset owner.

Culverts and drainage structures

The repair of damage to kerb and gutter, and longitudinal and cross drainage systems that are an integral part of the road formation and damaged as a direct result of an event are eligible for reconstruction. Culverts and drainage structures that are destroyed, displaced or damaged beyond economical repair are eligible for reconstruction. The existing, pre-disaster capacity of the culvert or drainage structure is only eligible for reconstruction – for example, a four-cell 1200 mm pipe culvert with an effective area/capacity of 3 m² can only be replaced by a culvert with the same 3 m² capacity.

Bridges

Where a bridge is required to be replaced as a result of damage sustained from an eligible disaster, it must be reconstructed:

- to current engineering standards;
- to maintain dimensions as per its pre-disaster condition;
- using design criteria that would enable the asset to be operated or used as per its pre-disaster function; and
- using appropriate, cost-efficient materials.

Where the bridge is proposed to be reconstructed to either an increased load capacity, improved flood immunity or increased width, the eligible value should be calculated on the basis in which these characteristics existed pre-disaster, adopting the current AUSTROADS standards.

Where a full reconstruction of a bridge structure is to be undertaken, the Assessing Authority will review the plans and specifications and estimate to confirm the eligibility, or part thereof, of the structure before the invitation for tender is issued.

Partial damage to bridge structures, such as scour to bridge abutments, can be reconstructed to ensure that the structural integrity and the pre-disaster function of the structure are sustained.

Scour or damage to the natural watercourse/stream-bed that does not imminently impact on the structural integrity of the bridge structure is ineligible.

Causeways or floodways

Any causeway or floodway that has sustained damage from an eligible disaster must be returned to its same form and dimensions (for example, if it was a gravel causeway this form must be adopted for the reconstruction works).

Where gravel from a causeway has been partially displaced (for example, 150 mm thick pavement suffering 50 mm of displaced gravel), the volume of material displaced should be replaced and blended into the remaining material to achieve an appropriate depth of pavement as per the pre-disaster condition.

The only circumstance where the positioning of the causeway or floodway may be altered is when following the eligible disaster, the watercourse has shifted or re-aligned. The causeway or floodway must be designed to suit this altered natural watercourse providing the same flood immunity that existed in the previous location.

Embankments and batters

Road embankments and batter slopes are considered a part of the essential public asset of the road network. Following an eligible disaster event, common forms of damage include scours, cut failures (shallow or deep) and embankment failures (shallow or deep). Where damage is sustained to road embankments and batters, an assessment is to be undertaken in line with existing practises in place in Victoria. This process may involve categorising the risk, slope instability and prioritising the risk management of the slope.

Investigative techniques (for example, geotechnical testing) are considered eligible for funding, where it is evident that an asset has been directly damaged by an eligible disaster, and the investigative techniques are used as part of the reconstruction works (for example, to determine the extent of that damage and/or identify the reconstruction option).

Road infrastructure, roadside furniture, delineation, and Intelligent Transport Systems

Infrastructure not listed above such as footpaths, bike lanes and pedestrian bridges are also considered to be essential public assets where they form an integral part of the transport network for the normal functioning of a community. To be considered an integral part of the transport network, the pedestrian/cyclist assets must be located entirely within the road reserve, within an urban area and provide connectivity between residences, businesses and commercial areas (etc), or other essential public infrastructure. Assets with a primary function of recreation are not considered essential public assets.

Intelligent Transport Systems (ITS), as defined by Infrastructure Australia, provide innovative solutions to allow for more coordinated and efficient use of transport infrastructure. They use advanced information and communications technologies (ICT) to collect information on road conditions, which can then help traffic system managers and road users to make informed decisions. Outcomes include reduced congestion, improved safety and greater environmental sustainability.

Any road furniture, traffic signalling, delineation and line marking or ITS that are damaged as a direct result of an eligible disaster must only be reconstructed to the same quantity, form and type unless the current relevant design standard stipulates differently. Parking meters associated with ITS are not considered as eligible essential public assets as their operational costs are not less than 50 per cent of providing those services. The Delivery Agency are required to liaise with the Assessing Authority on a case by case basis to determine eligibility of any costs associated with parking sensors i.e. if there is a revenue stream associated with any damaged sensors. For example, parking sensors located in an underground carpark where the user pays will consider if the operational costs are less than 50 per cent of providing those services.

Other

Only fencing that is considered 'controlled access' or 'perimeter' fencing to restrict access to an essential public asset and is damaged as a direct result of the eligible disaster is eligible.

Where an asset may have aspects that are owned by more than one agency (for example, railway level crossing) an assessment is required to determine which components may be considered an essential public asset.

An access track or path (in isolation) would not be generally considered an essential public asset. However, where this access track or path is integral to access an essential public asset (i.e. school, hospital) the damage to this access track or path would be considered eligible.

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Eligibility scenarios

This section outlines some potential scenarios to assist Delivery Agents and the Assessing Authorities with application of the eligibility guidelines. These scenarios are categorised as per the standard treatment listing (refer to Guideline 2: Cost Estimation) as follows:

- unsealed pavements
- sealed pavements;
- clearing and earthworks;
- road furniture and delineation;
- concrete;
- drainage structures;
- other; and
- emergency works

Table 2 Eligibility scenarios against asset type

	Asset Type	Category	Damage	Eligibility assessment and justification of works
1	Unsealed pavements	Unsealed road with 8 m formation width	A section of 1200 m has been damaged by an eligible disaster event. There is no gravel on the road.	<p>Formation grading and gravel re-sheeting is proposed on the existing 8m unsealed road. There is evidence demonstrating re-sheeting of the road within five years before the event.</p> <p>As the existing width is being maintained, all works are eligible for funding if it can be demonstrated that an appropriate thickness of gravel was maintained before the eligible disaster event.</p> <p>If no records of history of gravel works exist, these works are ineligible and only the formation grading is eligible for funding.</p>
2	Unsealed pavements	Gravel loss of unsealed road	Multiple locations have suffered gravel loss during an eligible disaster event. The gravel loss is confined to sections where the pavement was completely inundated by fast-flowing waters.	Locations where photographs support complete inundation during the event and provide evidence of gravel loss are eligible.
3	Unsealed pavements	Rutting of unsealed road	Rutting and scouring on the shoulder, and wheel tracks in the wheel path on an unsealed road which have resulted from an eligible disaster event.	Where the damage can be repaired with a maintenance grade, this is eligible under immediate reconstruction works and no further reconstruction works are required.
4	Sealed pavements	Two-lane sealed road	The 'inner' and 'outer' wheel paths in both traffic lanes of a section of the road have been	The reconstruction of the full pre-event (existing) road width (i.e. using full-width

	Asset Type	Category	Damage	Eligibility assessment and justification of works
			damaged by an eligible disaster event.	pavement rehabilitation) for that section is eligible for funding.
5	Sealed pavements	Two-lane sealed road	There are isolated patches/areas of a road that have been damaged by a recent flood event.	The reconstruction of the part-width and the required seal (initial primer seal and follow-up overlapping seal) for those areas that have been damaged are eligible for funding. Where a higher order treatment is proposed (e.g. half or full-width reconstruction) it must be demonstrated that this higher order treatment is more economical than the part-width pavement rehabilitation solution.
6	Sealed pavements	Single-lane sealed road with formation width of 8 m and seal width of 4 m	The road is damaged to full formation width by a recent flood event.	The reconstruction of the full 8 m formation is eligible for funding. The reconstruction of the 4 m seal width is also eligible.
7	Sealed pavements	Two-lane sealed road	Sections of pavement on a sealed road have been inundated with water, with rutting <80 mm visible three months after the eligible disaster event.	As it would be difficult to ascertain if the rutting was directly caused by the eligible disaster event, the repair of the rutting is ineligible.
8	Sealed pavements	Two-lane sealed road	Sections of pavement on a sealed road have been inundated with water, and the seal has broken away from the pavement and/or wheel rutting is >80 mm.	The area of reconstruction is limited to the direct area, with one or both of these conditions eligible, with minimum construction widths of plant to apply.
9	Sealed or Unsealed pavements	Clearing and earthworks: Table drain adjacent to a road	A section of the V-drain has been scoured as a result of a flood event and is contributing to the saturation and damage of the adjacent pavement.	The cost of constructing the trapezoidal drain in this location is equivalent to the cost of repairing the V-drain. The current engineering standard requires a trapezoidal drain be provided in this instance. The cost of constructing the trapezoidal drain is eligible for funding. A cost breakdown of each reconstruction option (trapezoidal drain vs V-drain) must be submitted to demonstrate that the trapezoidal drain is the same cost as repairing the V-drain. If the cost of constructing the trapezoidal drain is more than repairing the V-drain, the additional cost is ineligible for funding. The eligible funding would be limited to the cost of restoring the V-drain.
10	Sealed or Unsealed pavements	Clearing and earthworks:	A 20m length of the batter slumps, washing away part of the higher roadway.	The Delivery Agency proposes constructing a retaining wall for the full 50m length as it all has potential to fail in the future

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	Asset Type	Category	Damage	Eligibility assessment and justification of works
		Road embankment		Only the treatment of the damaged section (20m) is eligible.
11	Sealed or Unsealed pavements	Clearing and earthworks: Trees within road reserve	A tree which was damaged by eligible disaster event which involved a bushfire, now possesses a significant risk to fall onto the road pavement. Some small branches have already done so.	As the essential public asset is considered the area within the road reserve (between the property boundaries) the removal of this tree that has been damaged by the disaster event (bushfire) would be considered eligible as long as the tree is impacting on the function of the essential public. Refer to Figure 1 in this Guideline.
12	Road furniture and delineation	Line marking	A section of sealed road was destroyed by an activated event and the full pavement width for 1 km. Prior to the disaster only a centreline existed.	The current line marking standard for this road type and width is for a centreline and edge lines. As the edge lines did not exist prior to the event this work is ineligible. The centreline works are eligible.
13	Road furniture and delineation	Regulatory signs	A 2 km section of road was damaged by an eligible disaster event, which required the whole section to be reconstructed, including replacing signage.	<p>Prior to the event there were only three regulatory signs along the 2 km section. Following the completion of the reconstruction works, a road safety audit identified the requirement for five regulatory signs.</p> <p>As the eligible reconstruction works for the road should not have included any change to dimensions or geometry of the road, the requirement for the two additional regulatory signs was not caused by the eligible disaster event and is therefore ineligible.</p>
14	Road furniture and delineation	Guardrail	The 20m guardrail approach to a bridge, was destroyed following high-velocity flows from an eligible disaster event.	<p>The current design standard for the guardrail dictates that the guardrail approach needs to be 30m.</p> <p>As the existing guardrail approach was sub-standard prior to the event, the cost to install the additional 10 m of guardrail is ineligible.</p>
15	Concrete	Reinforced concrete floodway	The concrete floodway remains structurally sound after a recent flood event, but the embankments at the approaches have been severely scoured and washed out, resulting in a large gap between the floodway and the eroded embankment/road.	<p>An assessment finds the floodway could be extended by 10 m to cross the gap left by the erosion.</p> <p>The cost of repairs to the damaged floodway is eligible for funding. Generally, an engineering report will be required to be submitted outlining the recommendations for reconstruction of the floodway.</p> <p>If a new floodway is proposed by the engineer, the cost to reconstruct the floodway to the same level of service is eligible for funding.</p> <p>As the flood event changed the surrounding environment by eroding the embankments and widening the water course, reinstatement</p>

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	Asset Type	Category	Damage	Eligibility assessment and justification of works
				of the embankment is not a suitable reconstruction option. The only option is to extend the floodway to suit the new environment. Therefore, the additional length of the floodway is eligible for funding.
16	Drainage structure	Three cell 600 mm diameter culvert	The entire length of the culvert has been damaged as a result of flood waters.	<p>The culvert was designed to Q20 flood immunity. The current engineering standard for this location stipulates that Q50 flood immunity should be provided. This flood immunity increase results in an additional cell (i.e. four cells in total) to comply with the current engineering standards.</p> <p>The replacement of the three cells of the 600 mm diameter culvert is eligible for funding. As the additional culvert cell (i.e. fourth cell) provides increased capacity, it is ineligible for funding.</p>
17	Drainage structure	Two cell 900 mm diameter culvert with 200 mm cover	As a result of the high velocity flows pipes were separated and fractured and a number displaced downstream.	The current standard for the replacement of this culvert includes 350 mm cover. As the deficient cover that existed prior to the event, this component of the reconstruction works is considered ineligible. The cost of the supply, placement and compaction of the additional 150 mm cover would need to be funded by the Delivery Agency. The remainder of the replacement of the culvert is eligible.
18	Drainage Structure	Stormwater	<p>A stormwater pipe, collecting water from the road, travels under private property and outlets in a local creek.</p> <p>During an eligible disaster event, the creek floods, and the headwall and last pipe length are washed away.</p>	As the pipe collects water only from the essential public asset (the road), the work is eligible.
19	Drainage structure	Single cell 600mm pipe with no end structures	The end section/cell of the culvert was displaced.	<p>The current standard for this type of pipe is for either a cast-in situ or precast headwall.</p> <p>The reconstruction of the end/cell of the culvert is eligible. As the principle of the DRFA is to repair the asset from the event, the inclusion of the headwalls would need to be funded by the Delivery Agency.</p>
20	Other	Fencing	The property fencing was destroyed by a bushfire that was declared an eligible disaster event.	As the type of fence is not considered a 'controlled access' to the road asset, the replacement of this fencing would be ineligible.
21	Other	Guardrail	A creek runs roughly parallel to a local road. During an eligible	The Delivery Agency wants to reinstate the road to its previous width, but also wants to

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	Asset Type	Category	Damage	Eligibility assessment and justification of works
			disaster event, a creek running roughly parallel to a local road scours the road embankment out, narrowing the road.	install a guardrail because the current standards would require it. The reconstruction of the road would be eligible, however installation of the guard fence to meet the current standards would not be eligible.
22	Other	Road embankment	A section of 'cut' batter with natural vegetation has slipped/eroded as a result of a flood event.	Geotechnical investigations were undertaken, and the engineering report recommended soil nailing and a shotcrete protection to the batter. The cost of reinstating the slope is eligible for funding. The engineering report should investigate a range of treatment options and recommend a solution that is effective and provides value for money.
23	Other	'Cut' batter	A mountain side washes out, depositing large amounts of debris and large rocks onto the road and beyond.	A geotechnical assessment recommends the removal of loose rocks from the exposed face, placement of geotextile matting on the face and the installation of a rock catch fence to prevent future rockslides ending on the roadway. Removal of debris, loose rocks and placement of matting and rock catch fence is eligible for funding.
24	Other	Bridge abutment protection	A recent flood event caused serious erosion around the abutments and pier footings of a bridge. The remainder of the bridge is structurally sound.	An engineering investigation and report determined that the required treatment to maintain the structural integrity of the bridge involved further piling to reinforce the footings and rock protection works. The engineering report determined that the piling and the rock protection works were the most cost-effective solution, the cost to perform this work is eligible for funding.
25	Other	Bridge	The one lane 40 m long, 5 m high timber bridge has been made structurally unsound by the recent flood event and needs to be replaced.	Under the DRFA replacement, timber bridges with concrete are allowed due to the shortage of appropriate structural timber materials and the cheaper whole-of-life cost of concrete bridges. Replacing a timber bridge with concrete or steel is eligible under the DRFA. The application of current engineering and building standards for the purposes of the DRFA allows flexibility to employ contemporary construction methods and materials. The cost of the replacement concrete bridge providing the same level of service – 40m long and 5m high. (i.e. same height, width and length) is eligible for funding.

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Betterment

'Betterment' is the restoration or replacement of an essential public asset to a more disaster-resilient standard than its pre-disaster standard. 'Betterment' works are not funded under Category B – Restoration of Essential Public Assets of the DRFA. The DRFA does however provide provision to fund and carry out betterment type works through Category D Measures (upon application by the ERV on behalf of the State of Victoria) and the DRFA Efficiencies Framework requirements (refer to Section 7 of the Commonwealth DRFA Determination). The Efficiencies Framework is to define how any efficiencies (savings) realised are prioritised and expended in accordance with the High-Level Disaster Mitigation Principles, as defined in the DRFA.

An example of 'betterment' is where a damaged asset is restored to a higher standard than that which is required to restore it to its pre-disaster function. Where a higher standard is required, this may be undertaken however the cost to repair to pre-disaster function and relevant technical standard must be the basis of the claim under the DRFA.

Where there has been an increase in functionality, capacity or aesthetics of an asset beyond that which existed prior to the eligible disaster, this will be considered as enhancement rather than betterment (for example, an additional lane on a bridge) as it will not result in increasing the asset to a more disaster resilient standard. Enhancement is not eligible for reimbursement under the DRFA and as such, costs associated with the enhancement component are required to be borne by the Delivery Agency which is responsible for the asset. The Assessing Authority is able to assist with providing further advice on a project by project basis.

Eligible and ineligible expenditure

Eligible expenditure

All eligible expenditure relating to reconstruction works which require the certified estimate works package to be approved, must be included in the V Form C-RW. This includes both direct and indirect costs such as project management. Any costs not included in the certified estimate works package for these works will not be reimbursed.

All eligible claims are exclusive of Goods and Services Tax (GST).

The following expenditure associated with the completion of emergency, immediate reconstruction and the reconstruction of essential public assets is considered to be eligible:

Direct costs

Direct costs (commonly referred to as construction costs) associated with the reconstruction of an essential public asset are eligible, where they are undertaken by a construction contractor who is not associated with the Delivery Agency that owns the essential public asset.

Day labour

For eligible DRFA events occurring from 6 October 2022, in addition to the previously eligible expenditure relating to overtime and external plant hire, a Delivery Agency can now also claim the normal hours salary and wages for staff (known as day labour) and Delivery Agency-owned plant and equipment costs that are directly engaged in the delivery of eligible Emergency Works,

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Immediate Reconstruction Works and the Reconstruction of Essential Public Asset Works.

For specific day labour eligibility associated with the Reconstruction of Essential Public Assets, the following circumstances are required to be met:

- Council is able to demonstrate that external contractors are not available to undertake the works in a timely basis, in particular in remote rural/regional areas and where council in-house crews have the capacity to undertake; or
- Where the Council undertakes the majority of their maintenance and capital program in-house and can demonstrate its normal capital/maintenance program delivery has been significantly reduced as a result of the Flood event and therefore has capacity to undertake the works in-house; or
- Council can demonstrate that the cost of in-house delivery is significantly below the market price obtained and has capacity to undertake the works in-house without impacting on its scheduled in-house capital/maintenance program delivery.

Where Immediate Reconstruction Works have been undertaken by a Delivery Agency's in-house crew have commenced and not able to be completed within the allowable time period, the Delivery Agency can continue to complete these works under the Reconstruction of Essential Public Assets Works.

When seeking to claim day labour, council is to consult the assigned Department of Transport and Planning claim assessor.

Eligible expenditure for all claim types, for day labour includes:

Direct salary and wages (including overtime) for physical work activities undertaken and associated salary on-costs. Eligible physical works activities includes direct labour, supervision and project management of the works, over the period that the eligible works were undertaken.

Plant and equipment costs pro-rated for the period of that the eligible activities were undertaken:

- Plant and equipment depreciation charges;
- Finance cost on interest (where plant and equipment are purchased through a finance lease);
- Insurance/licences/registration of plant and equipment;
- Scheduled maintenance on plant and equipment;
- Plant and equipment repairs and parts resulting from eligible works undertaken (excluding the amount that can be claimed from insurance);
- External plant and equipment hire; and
- Direct plant and equipment consumables (e.g. fuel, oils).

Ineligible expenditure includes:

- Project margins of Delivery Agency plant and equipment (profit margins);
- Down time (e.g works suspended due to weather, setup for operation and repairs) for the above listed eligible costs;
- On-call or standby costs (as only actual work hours are eligible for reimbursement);
- Garaging space for plant and equipment;
- Staff Training; and
- Generic indirect and overhead costs including internal administration costs to the council such as finance, human resources and corporate.

Evidence required to claim day labour eligible expenses:

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In addition to the existing Category B requirements for Emergency Works, Immediate Reconstruction works and works associated with the Reconstruction of Essential Public Assets, listed below is the supporting documentation that will be required. All direct costs must be claimed on a per asset basis;

- Detailed general ledger or transactions reports outlining all expenditure;
- Details of resources claimed for the eligible activities including staff names, position descriptions of roles, internal costing/payroll reports/timesheets for any payroll costs;
- In relation to plant and equipment used for the event, utilisation details (by asset, hours, dates);
- Plant and equipment purchase date, purchase cost, written down value, residual value, asset life, depreciation to-date;
- Detailed calculation of claimable hourly rate for all plant and equipment items including details of costs incurred per year that form the basis of the charge out rates;
- The basis of apportionment of the expenses.

The Delivery Agency is able to claim day labour expenses incurred for Emergency works in the V Form B-EW claim form, for Immediate works in the V Form C-IR claim form and for the Reconstruction of Essential Public Assets in the V Form C-RW.

Delivery Agencies are to engage with their Assigned Assessor when preparing a day labour claim to agree on the methodology and rates before submitting the claim for assessment.

Material costs

Any materials that are supplied by an external contractor and relate specifically to an eligible treatment and scope is considered eligible. Materials that are supplied by a Delivery Agency and incorporated as part of the essential public asset are to be established as follows:

- The establishment or disestablishment of borrow pits are only considered eligible where the material sourced from the pit is used exclusively for the reconstruction of essential public assets.
- Only materials included in the works are eligible. Any excess materials, even though they may be stored on site, are ineligible.
- Where materials (e.g. gravel) are produced by the Delivery Agency (e.g. through the Delivery Agency owning a quarry), the cost of the production of the materials is eligible, excluding any profit that may be charged when these materials are provided to third parties.

Waste management

Costs that arise from the removal, transport, processing and disposal of waste material and other debris that is impeding the normal function of an essential public asset, and which has been deposited or generated as the direct result of the eligible disaster is considered eligible, exclusive of any profit margins paid to council or any other eligible undertaking.

Eligible costs may also include tipping fees, waste processing and disposal costs.

If these works are undertaken by a Delivery Agency's own labour and plant, the provisions as outlined in the 'Day labour' section above shall apply.

Indirect costs

Offsite overhead costs

Offsite overhead costs (that is, Delivery Agency costs) that may be required to support the projects associated with essential public asset reconstruction are only eligible for:

- additional temporary employees engaged;
- overtime costs of standard employees; and
- backfilling of employees.

The Delivery Agency must be able to demonstrate that any employment on-costs that are to be claimed, such as superannuation, payroll tax and workers' compensation insurance premiums, are directly attributable to the employment of temporary fixed-term staff and contractors, overtime and backfilling.

Only the additional costs, such as higher duties of backfilling a person undertaking eligible activities, are eligible, and this is dependent on type of arrangement, not the salary of the incumbent.

Where Delivery Agencies engage external contractors to undertake Reconstruction of Essential Public Assets works, the Delivery Agency are able claim indirect costs for project management and contract administration, that directly supports the contracted out works, if the indirect council costs have been included in the approved certified works estimate package.

Additional temporary employees

Additional temporary employees may be permitted where The Delivery Agency are able to demonstrate that resources from within their organisation have been exhausted, and any costs associated with additional temporary fixed-term employees or contractors to be claimed are in addition to the aggregate level of staffing prior to the eligible disaster.

Position Descriptions

For works requiring additional resources, position descriptions (PDs) for additional temporary/fixed term employees must be approved by the Administering Authority following the recommendation of the Assessing Authority prior to the role commencing.

PDs must include the following information:

- the eligible disaster for which work will be undertaken,
- the start and end dates of the position,
- the salary range of the position,
- a clear description outlining how the position relates to the event, e.g. 'To assist in the planning, procurement and delivery of the necessary projects to repair Council's essential public assets damaged as a result of disaster AGRN XXX',
- a clear description of how the activities or works being undertaken link to the disaster e.g. 'Develop and deliver assigned storm impact related projects for Council essential public assets damaged as a result of storm event AGRN XXX'.

Ineligible items for PDs include:

- positions that already exist in the organisation's structure, including positions for temporary employees working under an existing contract that was in place prior to the disaster.
- positions that will be recruited from an external agency, these costs should be treated the same as any other external contract cost.
- incumbent salaries for any staff who have been seconded to the eligible disaster related positions, only additional disaster related positions should be claimed.

To demonstrate the positions are over and above the current structure, the Assessing Authority may request a letter from an executive in the Delivery Agency confirming that current resources are fully utilised and not able to meet the demand expected to complete the reconstruction works.

The Delivery Agency will need to provide a copy of the payroll reports as evidence of the claims and ensure forecast salary costs are included in certified estimate works packages (for essential public asset reconstruction works).

The Delivery Agency must keep records to demonstrate that appropriate recruitment processes have been followed for temporary fixed-term disaster recovery roles, including clear position descriptions and general ledger expenditure reports for each of the additional employees.

If the Delivery Agency employ additional positions in response to an event and seek to claim salary costs through the DRFA, the DRFA funded position request is to be completed in the CMS and a copy of the PD uploaded for assessment.

The DRFA funded position request via the CMS is not required to be completed for consultants and contractors that are engaged by a Delivery Agency.

Secondments

Delivery Agency considering seconding staff to or from another Delivery Agency and seeking reimbursement under the DRFA, should seek approval from the Assessing Authority in consultation with the Administering Authority, to ensure eligibility of these costs and establish PDs accordingly.

Delivery Agency can include lease costs for office equipment for temporary employees or employees on secondment when a Delivery Agency has exhausted their own supply of equipment. For example, a Delivery Agency can lease a laptop for an additional/fixed term employee, the Delivery Agency must supply supporting documentation for the leased equipment and how this equipment supports the DRFA eligible activities.

Consultant and contractor fees

Consultants and contractors that have been engaged specifically for activities associated with the reconstruction of essential public assets are eligible. These activities may include:

- investigations;
- design;
- procurement;
- contract administration;
- communication and stakeholder management;
- environmental management; and
- project and program management.

For larger scale disaster events it is expected that additional resources would be required to assist in the damage assessment and project management of the reconstruction works. It is recommended that local consulting organisations are approached prior to disaster events to gain an understanding of capability and expertise to assist with this work. The engagement of local consulting organisations ensure that any accommodation and travel costs can be minimised, while also engaging personnel who have local knowledge.

Furthermore, where possible, panel arrangements are encouraged to be established to assist in the damage assessment and project management of reconstruction works. Panel arrangements ensure that suitable organisations and resources are identified, rates for services are established, and a prompt process for engagement is established when disaster events occur.

Travel costs

Travel costs, allowances and accommodation for Delivery Agency employees, consultants and contractors that are directly related to the reconstruction of essential public assets under the DRFA are eligible.

Where a Delivery Agency is seeking reimbursement for costs associated with meals and allowances associated with undertaking an eligible activity i.e. damage assessments on impacted residential properties, the Delivery Agency is required to demonstrate that the person undertaking the activity was not paid a meal/incidental allowance while on that particular deployment.

Asset restoration office

When claiming for establishment of a temporary asset restoration office to coordinate the restoration of significant number of essential public assets, the Delivery Agency is required to demonstrate the following as part of their claims:

- that costs being claimed would not have been incurred if the disaster did not happen i.e. the asset restoration office is being established as a direct result of significant damage to assets following an eligible disaster under the DRFA;
- where there is no available accommodation within existing resources;
- that the costs being claimed accurately represent the level/proportion of DRFA eligible works being undertaken from the additional office space; and
- the costs are incurred within the allowable time period.

Eligible costs associated with the establishment of a temporary asset restoration office, which are essential to the safe operation of the additional office space, include the following:

- Leasing of a building;
- The hire of office furniture and equipment;
- Relocation; and
- Running costs such as water and council rates, utilities (i.e. electricity), internet, cleaning, security, insurance, and other costs such as toilet paper and dish liquid provisions.

Costs associated with non-essential components, such as tea, coffee and catering are not eligible to be reimbursed.

To meet the requirements, a letter from the Chief Executive Officer of the Delivery Agency is required to be submitted to the Assessing Authority as part of the first claim following the establishment of the asset restoration office. This letter needs to clearly articulate the processes

that the Delivery Agency undertook to accommodate their project management and engineering staff within the existing accommodation and the need for additional accommodation.

Delivery Agency interested in establishing a temporary asset restoration office are requested to contact the Assessing Authority prior to the establishment.

Evidence required

Refer to section B of this guideline for further information about how indirect costs are recorded against works types.

Ineligible expenditure

Expenditure that is considered ineligible, which is associated with the completion of emergency works, immediate reconstruction works, and the reconstruction of essential public assets under the DRFA, includes the following:

- capital purchases including for computers, phones and software (including dashcams);
- costs the Delivery Agency could reasonably be expected to incur responding to the eligible disaster event (Delivery Agency are expected to have a reasonable level of human, capital and financial resources to be able to undertake disaster response activities);
- costs that would have been incurred should the eligible disaster event not have occurred, such as maintenance, costs associated with permanent employees or other ongoing administrative costs;
- the costs of delay (prolongation costs) to direct control construction or contract works;
- damage to any project in progress, or separable part, unless a Certificate of Practical Completion was issued before the damage was sustained;
- arborist reports undertaken to identify trees damaged by the disaster in the close vicinity to an essential public asset but not classed as being dangerous i.e. those trees that may pose a risk in the future;
- employment costs for temporary employees, agency staff, contractors and/or consultants when working under an existing contract that was in place prior to the eligible disaster event;
- development of environmental water management plans;
- farm design services;
- generic indirect and overhead costs including internal administration costs to the Delivery Agency such as finance, Human Resources, back-office processing and administration including corporate recovery overheads;
- grading or channelling of stream beds, unless necessary to ensure the structural adequacy of the essential public asset (for example, bridge, road formation);
- kerbside waste picked up as per normal council arrangements i.e. weekly;
- legal fees associated with a breach of contractual arrangements between Delivery Agency and a contractor undertaking eligible works;
- where internal plant is approved for day labour, the following plant-related costs are still considered ineligible (refer to the Day Labour section above for advice regarding this ineligible cost):
 - Project margins of Council plant and equipment (profit margins);
 - Down time (e.g works suspended due to weather, setup for operation and repairs) for the above listed eligible costs;
 - Garaging space for plant and equipment;
 - Staff Training; and
 - Generic indirect and overhead costs including internal administration costs to the council such as finance, human resources and corporate.

- costs that are reimbursable under other external funding sources, including existing insurance policies in place and any projects for which the project or contract insurance provisions are still in effect;
- consequential losses subsequent to the actual eligible disaster event (for example, business interruptions, loss of income, damage not directly caused by the event, additional damage after the event);
- consequential damage caused as a result of removing debris;
- costs associated with the preparation of DRFA claims, reporting and acquittal;
- costs associated with assessing an asset by the Delivery Agency when no damage has been identified;
- cost associated with damage considered to arise from the lack of maintenance or unsatisfactory work is not eligible for assistance where there is evidence that damage occurred wholly or partly as the result of the lack of proper maintenance, or where previous works were not completed satisfactorily;
- damage to pavements and subgrades that is caused by prolonged wet weather. This type of deterioration is considered to be a normal maintenance liability;
- investigative techniques (such as destructive testing of a road, falling weight deflectometer, pavement roughness testing or road laser survey) used to prove the existence of damage or the cause of damage to an asset;
- mitigation works associated with preventing damage;
- off stream watering sites and/or stock watering systems (allowing stock an alternative to drinking from the creek);
- pedestrian facilities other than pedestrian grade separation structures, and facilities that are shared cycleways and within the road corridor;
- The purchase of a new asset, used for the reconstruction of an essential public asset, that has a life that extends beyond the life of the event is generally ineligible (excluding purchase of low-cost items up to \$100). However, where equipment is unable to be hired and must be purchased to meet operational requirements or it is less expensive to purchase, the following cost recovery options may be eligible (with sufficient supporting documentation to demonstrate):
 - equivalent hire cost;
 - purchase price less value at the end of the operational use;
 - depreciated amount calculated over the life of the asset; or
 - lifespan of asset as per the ATO apportionment for life of works.
- removal of debris from ineligible assets including community assets, parks, cemeteries and commercial properties;
- removal of debris impacting on an insured asset and the removal is covered by insurance;
- removal of debris from streams, beyond that directly impacting on the essential public asset (for example, bridge or culvert structure);
- removal of non-disaster related debris from any assets;
- removal of trees and/or tree stumps not directly damaged by the disaster including those on road reserves but not impacting on the functionality of an essential public asset i.e. powerlines;
- replacement of the contents of an essential public asset, such as furnishings in buildings; and
- the restoration of fire trails, recreational paths, access tracks through natural reserves;

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- The restoration of:
 - damage located in caravan parks
 - council-owned vehicles
 - garden beds, shrubs, trees and grasslands near riverbanks;
- the restoration or rehabilitation of natural ecosystems;
- the delivery of revegetation plans;
- riverbank stabilisation or restoration where the creek bank is not near a bridge or road and therefore, is not an integral component of these essential public assets;
- saturation damage where:
 - water fills the table drain and is unable to drain away because of poor construction or a lack of proper maintenance
 - extensive ruts, cracks, potholes and heave were in evidence prior to the disaster;
- staff counselling;
- training;
- tree trimming prior to the disaster occurring and ongoing maintenance of trees;
- watering of plants; and
- weed control.

Additional considerations

Some events are exceptional/unique in nature and above the normal approach undertaken as a Category B response for an essential public asset.

Where an event requires a response or type of activity that is outside of these guidelines an exceptional consideration request can be reviewed by the Administering Authority. To be considered exceptional a Delivery Agency will need to outline:

- How the activity is exceptional and outside of circumstances covered in the DRFA guidelines
- What the proposed approach is, including:
 - the most appropriate way to resolve the exceptional/unique circumstances;
 - cost effective;
 - reduce other potential hazards; and
 - provide a benefit to the community.

Damage Assessments for Essential Public Assets

The following section provide guidance for the collection and assessment of evidence (particularly visual imagery) to demonstrate post-disaster and pre-disaster asset condition for compliance under the DRFA.

Post-disaster damage

Introduction

To establish a basis that the damage sustained was a direct result of an eligible disaster, the Delivery Agency submitting the claim should be able to provide evidence of the exact location, nature and extent of damage to an essential public asset through the following means:

photographic evidence, including details of latitude, longitude and date taken.

It is recommended that this evidence is collected as soon as possible up to six months following the eligible disaster. This evidence may also be supported by other imagery that may include:

- satellite or aerial imagery that depicts the extent of damage sustained.

The Delivery Agency should engage with the Assessing Authority as soon as possible after the occurrence of an eligible disaster event, to establish the link between the damage and the eligible event, and to commence discussions on the scope, development and lodgement of claims associated with the damage.

Inspections to verify damage and restoration works by the Assessing Authority are also recommended to be undertaken on a progressive basis.

If the geospatial metadata cannot be embedded in the photo, the Delivery Agency is to raise this concern with their Assessor from the Department of Transport who can verify the location of the damaged asset during a site visit. Photos will still be required with the location identified. The Assigned Assessor will verify this location during claim assessment and recommendation.

Standard of photographic evidence

The collection of visual imagery (photographic or videographic), which includes geospatial metadata of longitude, latitude and date taken, is considered the strongest form of evidence to demonstrate post-disaster damage. This visual imagery should be captured at a scope and resolution that facilitates visual assessments of the extent (width, length, depth and height – where relevant) of the post-disaster damage. The timely collection of event-related visual imagery is essential to ensure that the post-disaster damage can be identified and directly attributed to the eligible event. The prompt collection of the evidence also facilitates the development of the cost estimate for reconstruction works.

Examples of visual imagery and reporting format are provided in the following appendices:

- Appendix B: Emergency works photo report
- Appendix C Immediate Reconstruction works photo report
- Appendix D: Reconstruction of an Essential Public Asset closeout photo report

When taking post-disaster photos, it is important to consider:

- Photos should be clear, in colour and must contain geospatial metadata of longitude, latitude and date taken.

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- Actual post-disaster damage must be visible in the photos, photos of completed emergency works or completed reconstruction works are not suitable to establish event related damage.
- Close-up photos are encouraged. Close-up photos can be used to demonstrate the disaster damaged components to support the proposed treatment(s). Close-up photos need to be supported with photos of the same damage showing the horizon and the complete asset to provide context and to establish a reference for location.
- The photos should identify the full extent of the damage. For example, where full-width reconstruction works are proposed, the post-disaster damage photos should demonstrate damage across the full width of the pavement to justify this treatment. Similarly, photos of the side view of culverts, structures and floodways' can be used to show the extent of the washout, blocked or collapsed pipe, or end structure damage.
- Immediate and Asset Restoration works repair photos should be taken at similar location as the post disaster photos for easy comparison.
- Take photos of the damage at every location. The photos need to show consistent damage and variances in the degree of damage. For example, for pavement that is deformed (i.e. by rutting), the degree of rutting is recommended to be identified with a 3 metre straight edge and measuring device.
- Where damage is difficult to identify, the asset should be marked to highlight damage and extent.
- Additional photos of the environmental surroundings of the asset may be required to provide evidence of the event and resulting damage (e.g. build-up of washed away pavement gravel, dislodged end wall and culvert components located in creek, scouring and washing away of rock protection seen in drain, grass debris on fence lines).

What to avoid:

- Photos that do not contain geospatial metadata of longitude, latitude and date taken as it is then difficult to ascertain the exact location of the damage.
- Photos taken from inside the car or through the windscreen that obscure the image or don't show the full extent of the damage.
- Any objects that obscure the view of the damage (e.g. structures, vehicles, people).
- Photos with glare or dark shadows on the ground. These can obscure the view of the damage.
- The use of star pickets, sticks, pens, posts and guideposts etc. as straight edges. It is recommended to use a 2-3 metre straight edge.

Requirements by standard treatment category

Table 3: Post disaster photo considerations

Standard treatment category	Post disaster photo considerations
Unsealed pavements	<ul style="list-style-type: none"> • Photos of potholes and isolated depressions or scours should be captured at every location where treatment is proposed. • Where a close-up photo is warranted to clearly identify damage, include an additional photo of the full width of pavement, with the horizon in view, to establish the context of the location. • Photos must show damage at regular intervals appropriate to the terrain. For damage of a continuous nature (e.g. rutting, scouring formation deformation) photos at a maximum spacing of 100 metres are recommended. This spacing between photos or frequency can vary depending on the geometry of the road and nature of the damage being identified. For continuous forms of damage, it is important that the photos illustrate this for the complete extent of the damaged road section. • Where full-width reconstruction works are proposed, the post-disaster damage photos should demonstrate damage across the full width to justify this treatment. • If possible, photos should capture visuals of washed out gravel, (e.g. in table drains to support proposed pavement restoration) if applicable.
Sealed pavements	<ul style="list-style-type: none"> • Photos of pavement damage, potholes and isolated shoving or scours should be captured at every location where a treatment is proposed. Where a close-up photo is warranted to clearly identify damage, include an additional photo of the full width pavement, with horizon in view, to establish context of the location. • Photos must show damage at regular intervals appropriate to the terrain. For damage of a continuous nature (e.g. rutting, cracking or an edge break) photos at a maximum spacing of 50 metres are recommended. This frequency can vary depending on the geometry of the road and nature of the damage being identified. • Where full-width reconstruction works are proposed, the post-disaster damage photos should demonstrate damage across the full width to justify this treatment.
Sealed and Unsealed roads: Clearing and earthworks	<ul style="list-style-type: none"> • Photos must show damage to each damaged component of the asset. For clearing and earthworks-related damage, ensure photos are taken that clearly demonstrate the full extent of the damage. For example, if embankments were scoured, or debris was deposited by the event on the carriageway, provide a photo of each area of debris and scour. • If possible, use a measuring device (measuring tape, level staff, ranging pole) that clearly demonstrates the depth (if appropriate) of the damage and ensure this measurement is clearly visible with a second close-up photograph. • There may be surrounding damage that is not immediately identifiable, look for scour and debris under/around the asset and ensure this damage is captured clearly with photographic evidence. This may include build-up of washed away debris, dislodged concrete structures, scoured table drains and grass debris in fence lines.
Road furniture and delineation	<ul style="list-style-type: none"> • Photos must show damage to each damaged component of the asset. For road furniture and delineation ensure that a photo is taken of each individual asset that is missing/damaged. For example, if multiple road signposts were damaged in the disaster event, provide a photo of each damaged signpost to support the proposed treatments. • If possible, show remaining part of asset (e.g. broken post, bolt holes or deformed guardrail, etc.).

Standard treatment category	Post disaster photo considerations
Concrete	<ul style="list-style-type: none"> • Photos must show damage to each damaged component of the asset. Consider taking photos at various angles and orientations to demonstrate damage and to quantify proposed treatments. • Where the asset is located adjacent to the pavement surface, include a photo of the full width pavement, with horizon in view, to establish context of the location. • There may be surrounding damage that is not immediately identifiable, look for scour and debris under or around the asset and ensure this damage is captured clearly with photographic evidence. This may include build-up of washed away gravel, dislodged end structures, lost rock protection in drains and grass debris in fence lines.
Drainage structures	<ul style="list-style-type: none"> • Photos must show damage to each damaged component of the asset. Consider photos taken at various angles and orientations to demonstrate damage and to quantify proposed treatments. • Where the asset is located adjacent to the sealed surface, include a photo of the full width pavement with horizon in view to establish context of the location. • There may be surrounding damage that is not immediately identifiable, look for scour and debris underneath or around the asset and ensure this damage is captured clearly in a photo. For example, build-up of washed away gravel, dislodged end wall located in creek, lost rock protection seen in drain, grass debris in fence lines.
Other	<ul style="list-style-type: none"> • Photos must show damage to each damaged component of the asset. Consider photos taken at various angles and orientations to demonstrate damage and to quantify proposed treatments.

Supplementary evidence

To establish a basis that the damage sustained was a direct result of an eligible event, the inclusion of post-disaster geospatial data, including satellite images may be used to demonstrate post-disaster damage where the extent of the damage is clearly visible and of an appropriate scale to be identified in the satellite view when compared with pre-disaster imagery.

Specific damage that can be identified and approximately quantified from a 'birds eye view' is likely to benefit from the inclusion of a comparison of post-disaster and pre-disaster satellite imagery with the claim. This may include large scale scour to bridge abutments, large scale geotechnical slips, changes to floodway extents and water courses, and significant structure damage.

Supplementary evidence such as photos obtained from newspaper articles, news websites and other sources where the location and date are able to be confirmed may also be useful to establish the pre-disaster condition and post-disaster damage to the asset.

Pre-disaster condition

Introduction

To establish a basis that the damage sustained was a direct result of an eligible event, the Delivery Agency submitting the immediate reconstruction or essential public asset reconstruction works claim should be able to provide evidence of the pre-disaster condition of an essential public asset. This post-disaster damage evidence can be compared against the pre-disaster condition. The pre-disaster condition of an essential public asset can be demonstrated through one or more of the following means:

Guideline 1: Claims and eligibility for essential public assets (Category B)

- Pre-disaster photographic evidence, including details of latitude, longitude and date taken. **It is recommended that the latest available data be adopted, but no older than four years before the eligible disaster for local government assets and no older than two years before the eligible disaster for all other state assets** including those owned by CMAs (refer to Appendices B, C and D for more information).
- Pre-disaster asset condition assessment report – conducted or verified by a suitably qualified professional (refer to Appendix E).
 - A suitably qualified professional may be defined as a person with relevant tertiary qualification and a minimum of five years' experience in the appropriate field of work for the asset type, or, a person with the appropriate level of expertise and experience within the Delivery Agency at the Director level, for example, Director Infrastructure or its equivalent.
 - A suitably qualified professional may be defined as a person within the Assessing Authority as having the appropriate level of expertise and experience to assess and verify the supporting documentation provided by the Delivery Agency.
 - This evidence can be supported by other supplementary evidence that may include:
 - satellite or aerial imagery that depicts pre-disaster condition of asset prior to being damaged; and
 - maintenance records.

Pre-disaster condition assessment is not required when submitting a claim for emergency works. However, there may be damage that existed on the essential public asset prior to the eligible event occurring and care should be taken to ensure this pre-existing damage is not included in the emergency works claim.

Standard of photographic evidence

The presentation of pre-disaster photographic imagery, which includes geospatial metadata of longitude, latitude, and date taken is considered the strongest form of evidence to demonstrate pre-disaster condition of an essential public asset. The comparison of the pre-disaster photos with the post-disaster photos is used to determine eligibility and confirm that the damage sustained is a direct result of the eligible event. For examples of photographs, refer to Appendices B, C and D.

When presenting pre-disaster photos, it is important to consider that:

- Photos should be clear, in colour, of the same orientation as the post-disaster damage photos (if possible) and contain evidence of geospatial metadata of longitude, latitude and date taken.
- If using Google Street View, ensure the screen capture includes the longitude, latitude in the address bar and the date taken in the header.
- Where full-width reconstruction works are proposed, the pre-disaster damage photos should show the full width of the pavement to justify this treatment.
- Where continuous post-disaster damage photos are used to demonstrate continuous damage, it is recommended a pre-disaster photo be included to compare against each corresponding post-disaster damage photo.
- Ensure that pre-disaster photos provided show the condition of each damaged component of the essential public asset. A pre-disaster photo of the carriageway (Google Street View or other) will not be sufficient evidence to establish pre-disaster condition of a culvert or structure not visible from the pavement surface.
- It is recommended that photos are provided in JPEG, TIFF or similar file format with relevant location, time and metadata information embedded in the files or imprinted on them.

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- It is recommended that a Delivery Agency use systems such as Google Maps or Nearmap, or photographic or video recordings that provide a view of the assets in a chronological sequence.

What to avoid:

- Photos that do not contain geospatial metadata of longitude, latitude and date taken as it is then subjective to the exact location of the damage.
- Pre-disaster photos where the corresponding post-disaster damage area is not visible within the extents of the pre-disaster photo.
- Photos taken from inside the car or through the windscreen that obscure the image or don't show the full extent of the damage.
- Any objects that obscure the view of the damage e.g. structures, vehicles, people.
- Photos with glare or dark shadows on the ground.

Requirements by standard treatment category

The following table provides details of photo considerations specific to each standard treatment category. For details of each standard treatment category, please refer to the Victorian DRFA *Guideline 2 Cost Estimation*.

Table 4: Pre-disaster photo considerations

Standard treatment category	Pre-disaster photo considerations
Unsealed pavements	<ul style="list-style-type: none"> • Pre-disaster photo (Google Street View or other) of carriageway with same longitude, latitude and orientation as corresponding post-disaster photo. Ensure the area where the post-disaster damage has been identified is clearly visible in the pre-disaster photo. • Consider matching features (guideposts, structures, signs, poles, trees, creeks and rivers) present in the post-disaster damage photos with pre-disaster photo features to assist in establishing the location of the pre-disaster photos.
Sealed pavements	<ul style="list-style-type: none"> • Pre-disaster photo (Google Street View or other) of carriageway with same longitude, latitude and orientation as corresponding post-disaster photo. Ensure the area where the post-disaster damage has been identified is clearly visible in the pre-disaster photo. • Consider matching features (line marking, guideposts, structures, signs, poles, trees, creeks and rivers) present in the post-disaster damage photos with pre-disaster photo features to assist in establishing the location of the pre-disaster photos.
Sealed and Unsealed Roads: Clearing and earthworks	<ul style="list-style-type: none"> • Pre-disaster photo (Google Street View or other) of damaged area with same longitude, latitude as corresponding post-disaster photo. Ensure the area where the post-disaster damage has been identified is clearly visible in the pre-disaster photo. • Consider matching features (line marking, guideposts, structures, signs, poles, trees, creeks and rivers) present in the post-disaster damage photos with pre-disaster photo features to assist in establishing the location of the pre-disaster photos.

Standard treatment category	Pre-disaster photo considerations
Road furniture and delineation	<ul style="list-style-type: none"> • Pre-disaster photo (Google Street View or other) of specific road furniture with same longitude, latitude as corresponding post-disaster photo. Ensure the area where the post-disaster damage has been identified is clearly visible in the pre-disaster photo. • Consider matching features (line marking, guideposts, structures, signs, poles, trees) present in the post-disaster damage photos with pre-disaster photo features to assist in establishing the location of the pre-disaster photos.
Concrete	<ul style="list-style-type: none"> • Pre-disaster photos of concrete component with same longitude, latitude as structure depicted in post-disaster photo. Pre-disaster photo (Google Street View or other) of carriageway above structure may support claim, however pre-disaster condition of each component of the concrete structure must be clearly visible. • Consider matching features (scour protection, creeks and river, guideposts, structures, signs, poles, trees) present in the post-disaster damage photos with pre-disaster photo features to assist in establishing the location of the pre-disaster photos.
Drainage structures	<ul style="list-style-type: none"> • Pre-disaster photos of structure with same longitude, latitude as structure depicted in post-disaster photo. Pre-disaster photo (Google Street View or other) of carriageway above structure may support claim, however pre-disaster condition of each component of the drainage structure must be clearly visible. • Consider matching features (scour protection, creeks and river, guideposts, structures, signs, poles, trees) present in the post-disaster damage photos with pre-disaster photo features to assist in establishing the location of the pre-disaster photos.
Other	<ul style="list-style-type: none"> • Pre-disaster photo of component of the asset with same longitude, latitude as structure depicted in post-disaster photo. • Consider matching features (line marking, guideposts, structures, signs, poles, trees, creeks and rivers) present in the post-disaster damage photos with pre-disaster photo features to assist in establishing the location of the pre-disaster photos.

Pre-disaster asset condition assessment report

Where an eligible event has caused damage to an asset and the pre-disaster condition of the asset cannot be sufficiently represented in photographs, the proof of damage can be provided through a pre-disaster asset condition assessment report. This report (undertaken at the time of the damage assessment or as soon as reasonably practicable) must be conducted or verified by a suitably qualified professional, with the appropriate level of expertise and experience. This report is to confirm that the damage was caused by the eligible disaster event.

This only applies to damage that is not clearly identified in a comparison between post-disaster and pre-disaster photos. The cause of the damage and description of the damage should be detailed to provide the Assessing Authority an understanding of how the eligible event directly caused the damage to the essential public asset.

This type of evidence may also be required when restoration works are based on an expert's advice and recommendation. Situations where this may be relevant are intelligent transport systems (ITS) infrastructure, bridge structure damage, geotechnical failures or destabilisation of slopes.

Example of Appendix D: Essential Public Assets Reconstruction works closeout photo report

Appendix D: Essential Public Assets Reconstruction works closeout photo report

- Photos to show pre-disaster condition, post disaster condition and post completion of works for the essential public asset.
- Photos to be provided with the metadata embedded.
- For more information please refer to DRFA Guideline 1: <https://www.emv.vic.gov.au/drfa/guideline-1>

Pre-condition	Post Disaster	Post Completion
		
<p>Asset ID: 001 Asset description: sealed road, Derby Road Photo ID: Photo one Chainage: [Insert chainage, where applicable] Latitude: 37° 49' 14" Longitude: 147° 11' 14" Date taken: 22 February 2021</p>	<p>Asset ID: 001 Asset description: sealed road, Derby Road Photo ID: Photo one Chainage: [Insert chainage, where applicable] Latitude: 37° 49' 14" Longitude: 147° 11' 14" Date taken: 22 June 2021</p>	<p>Asset ID: 001 Asset description: sealed road, Derby Road Photo ID: Photo one Chainage: [Insert chainage, where applicable] Latitude: 37° 49' 14" Longitude: 147° 11' 14" Date taken: 23 February 2022</p>

Please copy and paste the table if more photos are to be provided
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Appendix E: Pre-disaster asset condition assessment report template

DRFA Victoria - Pre-disaster asset condition assessment report		Reference: Guideline 1 Damage Assessment Appendix E	
<p>This form is to be completed where a pre-disaster photo outlining sufficiently the pre-condition of the damaged essential public asset is not available (and dated no more than four years prior to the disaster occurring). The information required to determine the pre-disaster function may be available through the following sources held by the Delivery Agency - asset registers, certification reports, inspection reports, maintenance logs, visual data - photos, videos or geospatial data.</p>			
Form VF-E-CA			
Claim type:	<drop down for options>		
DRFA eligible event name:	<name of event>		
Asset name:	<name of asset>		
Asset geographical location:	<geographical location>		
Assessment start longitude:	<start longitude>	Assessment start latitude:	<start latitude>
Assessment end longitude:	<end longitude>	Assessment end latitude:	<end latitude>
Assessment date (start):	<dd/mm/yyyy>	Assessment date (completion):	<dd/mm/yyyy>
<p>Explain the severity of this declared event (i.e. using closest official rainfall records) and observations on how this asset was damaged by the eligible disaster event.</p> <p><insert description></p>			
<p>On what basis has it been determined that the damage being claimed from the eligible event was not evident prior to the eligible disaster event?</p> <p><insert description></p>			
<p>For each of the asset categories (i.e. road, drainage, structure, road furniture), where damage is being claimed, provide an overview of the frequency and results of any asset condition assessments or surveys that were undertaken prior to the eligible disaster event. Under the DRFA, Delivery Agencies are required to provide evidence of the pre-condition of the damaged asset that is dated no older than four years prior to the eligible disaster occurring.</p> <p><insert description></p>			
<p>For each of the asset categories where damage is being claimed, detail the most recent inspection/defect identification (maintenance log) undertaken prior to the eligible event. (Provide copies of the relevant inspection records or maintenance logs as attachments to this report). Under the DRFA, Delivery Agencies are required to provide evidence of the pre-condition of the damaged asset that is dated no older than four years prior to the eligible disaster occurring.</p> <p><insert description></p>			
<p>Provide details of the type of maintenance activities or upgrade works that have been undertaken on the asset in the 12 months or up to four years prior to the eligible disaster event. Under the DRFA, Delivery Agencies are required to provide evidence of the pre-condition of the damaged asset that is dated no older than four years prior to the eligible disaster occurring.</p> <p><insert description></p>			
Conducted by (Delivery Agency to complete)			
<i>I can confirm that the above-mentioned information is true and accurate.</i>			
Name			
Position			
Qualifications			
Assessment date			
Signature			
Verified by (Delivery Agency to complete)			
<i>I can verify that the above mentioned information is true and accurate and the information substantiates that the damage being claimed is a direct result of the activated disaster event.</i>			
Name			
Position			
Qualifications			
Assessment date			
Signature			
Assessed by (Assessing Authority to complete)			
<i>Based on this report and supporting information I believe there is sufficient evidence to support the substantiation that the damage being claimed is a direct result of the activated disaster event and that evidence of the pre-disaster condition of the damaged asset is dated no older than four years prior to the eligible disaster occurring.</i>			
Name			
Position			
Qualifications			
Assessment date			
Signature			

Asset condition surveys

Asset condition surveys, which provide performance information and overall condition assessment of roads are valuable to demonstrate the condition of an asset prior to an eligible disaster event. Where such a survey demonstrates a deficient aspect of the asset, and records can be provided that this was rectified, this provides a solid basis to demonstrate that the asset was adequately maintained prior the eligible disaster event. Delivery Agencies must ensure that they can evidence the actual date/s when the survey was undertaken.

Maintenance records

Maintenance records that can sufficiently detail the location and type of works undertaken will assist as supporting evidence that the asset has been properly maintained. It is important that such information records the date of activities and locations to be able to verify against damage that may have been sustained by an eligible disaster event.

Defect log

A defect log, that identifies defects that existed on the asset prior to the eligible disaster event, can support the condition of the asset prior to the event. Similar to maintenance records, it is important that log record the date and location of the inspection of the defects to be able to verify damage sustained by an eligible disaster event.

Satellite and aerial images

Satellite or aerial images (latest available data prior to the eligible event occurring, but no older than four years before the eligible disaster for local government assets and no older than two years before the eligible disaster for all other State assets) may be used to demonstrate the condition of the essential public asset where the extent of the damage being compared against is of an appropriate scale to be identified in the satellite/aerial view. This may include large scale scour to bridge abutments, large scale geotechnical slips, changes to floodway extents or water courses and significant structure damage.

File and folder naming conventions

- It is proposed that for all claim types, the damage evidence should be filed in a similar manner to assist in the assessment process and subsequent audits.
- All photo files are to be assigned a unique photo ID that corresponds with the reference to the photo within the relevant claim form.
- All photo files submitted with metadata intact, presented in subfolders and grouped by asset (for example, road ID, structure ID or bridge ID).

SECTION B process to be followed to complete an eligible claim by works type

Emergency works

Emergency works activities are **urgent activities** necessary to **temporarily restore** an essential public asset to **enable it to operate or be operated at an acceptable level of service to support the immediate recovery of a community**. Emergency works are completed before essential public asset reconstruction works take place. No approval is required for the Delivery Agency to undertake emergency works following an eligible disaster, but the Delivery Agency should inform both the Assessing Authority and Administering Authority of the intent to undertake emergency works.

Emergency works example

Typical examples of emergency works include:

- Urgent pothole repair (where this is required to open a road to traffic)
- Removal of eligible disaster related debris, including silt and debris from the asset where failure to do so would create a health or safety hazard. This includes costs associated with arborist reports identifying trees damaged by a disaster
- Removal of disaster related debris impacting on the function/stability of an essential public asset
- Removal of damaged trees associated with an eligible disaster, where a significant portion of the tree is impacting on the function of an essential public asset
- Removal of damaged /dangerous trees impacting on an essential public asset to make them safe and functional
- Clearing of disaster related debris from gutters on the impacted essential public asset
- Transportation and disposal of the above disaster related debris including mulching (excluding any sale costs if sold)
- Establishment of temporary dump sites for disposing of disaster related debris (includes establishment, operation, and decommissioning costs)
- Any temporary repair works to the essential public asset that ensure it can be safely used until reconstruction works are able to be undertaken (for example, pothole repairs, initial grading, temporary gravel re-sheeting, constructing flood flow relief causeways across a road)
- Erection of warning signs or barriers to ensure the asset can be safely used for its intended purpose
- The repair of road signage
- Permanent replacement of road signage and guideposts
- The removal of silt and debris impacting on a drainage structure
- Installation of temporary traffic management
- Placement of protective treatments (for example, rock) to ensure that no further damage is sustained until reconstruction works can be undertaken
- The removal of tree stumps where associated with any of the above typical examples are also eligible.

In application, emergency works are urgent activities necessary during or immediately following an eligible disaster, to protect the health and safety of the public and provide an acceptable level of service.

An acceptable level of service may result in reduction of overall asset function including lane closure, speed, weight, height, or width restrictions; however, will allow asset to be used as intended without undue risk to user's health and safety or property.

Where an acceptable level of service cannot be achieved, detour routes may be established to an acceptable level of service under emergency works.

Individual emergency works items are generally of a singular treatment, 'reactive maintenance' type, small in scale, short in works duration and low in cost. Do not generally require specialist treatments or materials, detailed design or survey, with exception of some geotech stabilisation works. Works are usually completed by inhouse crews (only overtime costs considered eligible) or existing panel arrangements.

Works are generally temporary in nature allowing for an acceptable level of service to be gained. Permanent treatments may be undertaken where it is economical to do so, providing they are small in scale, low in cost and meet the other general criteria of emergency works.

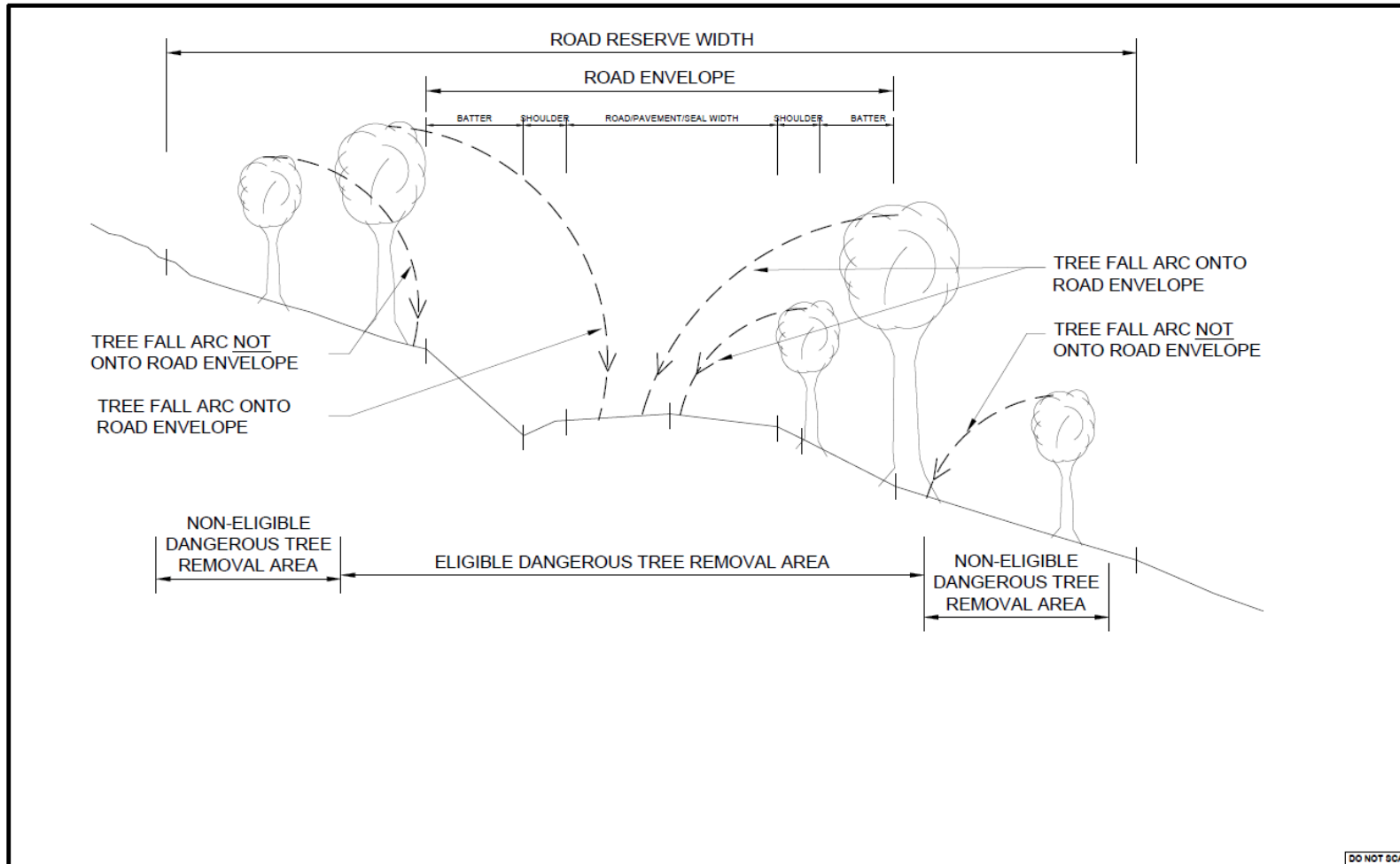
Emergency Works should be regarded as works which the council would carry out as a matter of urgency, even if disaster funding was not made available, and they should not be delayed until a natural disaster is declared as an eligible disaster.

There should be no allowance for betterment to be undertaken in emergency works. Should council wish to undertake any betterment it may be considered under reconstruction works only.

Figure 1 shows how a Delivery Agency can determine if a fallen tree is impacting on an essential public asset including:

- the road envelope (which includes the road shoulders and batter) within the wider road reserve
- the tree fall arc, which shows how a non-eligible tree would not impact the road envelope if it fell.

Figure 1: Eligible tree clearance within the road envelope



Allowable time limit

Emergency works are to be carried out within three months from the date the asset becomes accessible to the Delivery Agency. The date of accessibility of every eligible asset must be appropriately documented and evidenced – refer to Table 7 below in this Guideline and the Glossary of Terms for a definition of the date of access.

Extension to the allowable time limit

The Assessing Authority will consider an extension to the allowable time limit (EOT) request and provide a recommendation to the Administering Authority for a determination, where the Delivery Agency has demonstrated that the delays relating to the completion of emergency works are a result of exceptional circumstances that are either unforeseeable or beyond the control of the Delivery Agency. EOT requests are to be entered into the CMS.

Requests for an extension of time received by the Assessing Authority after the timeframes stipulated in Table 5 below will not be considered, and any expenditure incurred beyond the required completion date will be ineligible for essential public asset reconstruction works.

Table 5 Extension of time to allowable time limits - Timeframes

Type of works	Allowable time limits	EOT required to be lodged
Emergency works	3 months from date of access by the Delivery Agency	2 weeks prior to end of allowable time limit

To be eligible for consideration, Delivery Agencies must be able to demonstrate that they have made a legitimate attempt to complete the works within the three-month time limit from the date of access to the essential public asset.

For the purposes of determining when the three-month time frame for completing emergency works starts and finishes, an essential public asset is considered to be 'accessible' from the time when:

- the disaster is no longer occurring (e.g. flood waters have receded, or a bushfire is out/under control) and the site of the damaged asset can be safely accessed by reconstruction workers; or
- the Delivery Agency has capacity to undertake the required restoration works. In this situation, the Delivery Agency must be able to demonstrate they have made a reasonable attempt to undertake works as soon as the disaster was no longer occurring (as per the point above) but was not able to complete the works because of:
 - competing reconstruction priorities associated with a significant program of works caused by a severe disaster or multiple disasters, or
 - the unavailability of specialised equipment/resources.

Should the extension request be approved by the Administering Authority, the Delivery Agency will be able to claim this expenditure as emergency works.

A Delivery Agency is to complete a request for an extension of time the CMS, supporting documentation is required on the file upload page.

When submitting the EOT request, the Delivery Agency must provide the following:

- a list of essential public assets identifying whether emergency or immediate reconstruction works requires an extension of time to enable works to be completed;
- emails or letters from contractors undertaking or anticipated to be undertaking the works outlining the reasons for the delay in works being completed, and the anticipated date that they expect works to be completed; and
- if the date of access to the impacted essential public asset is different from the date of the disaster occurring, appropriate evidence such as an Incident Control Centre Transition to Recovery report.

Should the **Assessing Authority reject** the extension request, **the Delivery Agency will be required to prepare and submit a certified cost estimate for essential public asset reconstruction works based on actual expenditure, using the V Form C-RW for those costs incurred post the three months access time.** In the V Form C-RW, the Delivery Agency will be required to detail the pre-disaster function of the asset and ensure all columns are filled in. Where the Delivery Agency is a local council, they will also need to provide evidence on the pre-disaster condition of the asset, dated no later than 4 years prior to the disaster i.e. maintenance logs. Where the Delivery Agency is a State Agency, they will need to provide evidence on the pre-condition of the asset, dated no later than two years prior to the disaster.

Cost management

It is important that effective financial management processes are established to manage, and record costs incurred resulting from eligible reconstruction works.

It is expected that the **Work Breakdown Structure (WBS)** for emergency and reconstruction works will differ due to the level of expenditure and duration of works. The term WBS is referred to when describing the way to group or categorise actual costs that are captured in a financial management system.

For emergency works, it is expected that a number of assets may be able to be grouped to form the WBS, in which the actual costs are captured. It is required that this grouping of assets is presented in a single claim to the Assessing Authority. While assets may be grouped together within the WBS of the financial management system it is important to ensure that the following level of detail is able to be recorded (i.e. through invoices, delivery dockets, timesheets):

- **Date:** To ensure emergency works are claimed and undertaken within the eligibility period
- **Resource description:** The level of detail should be sufficient to establish the items used for the emergency works
- **Unit of measure:** It is important to ensure the metric adopted for the quantity is known (i.e. Hours, days, m³, tonnes, lump sum)
- **Quantity:** Based on the unit of measure to identify the quantity of resource that was utilised
- **Unit rate:** This should be determined for each resource. It is also important to ensure that rates charged for labour and plant are in accordance with any applicable day labour provisions
- **Total cost:** Calculated by multiplying the quantity by the unit rate.

For emergency works where there is a large concentration of works, resulting in a high cost (in excess of \$200,000) it is recommended that the WBS for the financial management system is structured to enable these costs to be segregated. This type of works may include (temporary re-establishment of a bridge, removal of large volume of material following a batter slip).

If there is any uncertainty regarding the establishment of an appropriate WBS for the emergency works, it is recommended that the Delivery Agency contact the Assessing Authority prior to the establishment of the WBS.

Overtime for standard employees associated with emergency works

A Delivery Agency can claim overtime costs for employees who have been required to work extra time on eligible activities associated with an eligible event. As a result of the overtime the Delivery Agency must have incurred additional costs to be eligible for inclusion in a claim, for example an employee cannot claim their overtime as Time In Lieu (TIL) which has been taken at a later date. A Delivery Agency will need to provide supporting documentation that outlines the reason for the overtime, what eligible activities were carried out during the overtime and evidence of the increased cost to the Delivery Agency.

If costs associated with overtime for standard employees cannot be allocated per asset, the Delivery Agency is to proportionally allocate the overtime costs against each eligible asset to be included in the claim. Delivery Agencies will need to provide supporting documentation that outlines the reason for the overtime, how the overtime has been proportioned and what eligible activities were carried out during the overtime.

Claim process and supporting documentation required

For emergency works undertaken under the DRFA, Delivery Agencies in Victoria will be reimbursed by the State through the Administering Authority on actual expenditure. This section outlines the process and requirements for making claims for emergency works.

Funding contributions

Assistance will be provided to the extent outlined below for emergency works undertaken on essential public assets damaged as a direct result of an eligible disaster event.

Table 6: Funding contributions for emergency works on essential public assets

Assistance type	State Government agencies and statutory bodies (with no insurance arrangements in place)	Local councils (with no insurance arrangements in place)
Emergency works	100% of approved works	100% of approved works For these amounts to apply the total state expenditure for the eligible event must be more than \$240,000 and be notified to the Commonwealth under the DRFA Where the event has not been notified to the Commonwealth, Delivery Agencies are required to incur the first \$100,000 in eligible expenditure prior to receiving assistance under the NDFA.

All emergency works claims are to be lodged with the Administering Authority, **no later than eight weeks following the end of the emergency works period**. It is recommended that emergency works claims are lodged on a regular basis throughout the financial year that the expenditure is incurred and no later than **the 31 July (within one month from the end of the financial year in which the expenditure was incurred)**. **Lodged claims are reviewed by the Assessing Authority.**

For emergency works claims, the following documentation indicated in Table 5 is to be provided, and DRFA Fact Sheet 1 – Claims and Eligibility.

The supporting documentation for a DRFA claim requires a council to allocate contractor costs per eligible asset.

For example, if a contractor has not tracked costs per eligible asset in their initial response to the event, the council will need to provide a clear methodology outlining how they have allocated the contractor costs to each asset.

If contractors were just working to “get roads open” as an initial response, it can be assumed that there will be further follow up works completed by the contractor to clean up debris from roadsides, drains etc.

The council is to proportionately allocate the initial response contractor costs against each eligible asset to be included in the follow up clean-up costs.

The initial response costs will still need to be supported by documentation including photos that are sufficient to show extent of the damage and can support the costs being claimed.

Supporting documentation required to show post disaster damage

For emergency works, there should be representative evidence of each of the key work types (i.e. pothole repairs, debris removal) undertaken on an essential public asset. The volume of photos for emergency works should be appropriate with the level of damage to the essential public asset. It is recommended that photographic evidence collected for all emergency works sites to ensure sufficient evidence supports the level of actual costs incurred.

To establish a basis that the damage sustained was a direct result of an eligible event, and the nature of the emergency works undertaken are eligible to be claimed under an emergency works claim, the following damage evidence should be provided:

- Emergency works photo report, representative of damaged locations, presented in a logical sequence for each asset with information specific to the post-disaster photo presented, refer to <https://www.emv.vic.gov.au/drfa/guideline-1-photo-template>.
- All post-disaster photo files contained within the emergency works photo report, with metadata intact, contained within subfolders and grouped by asset (for example, road ID, culvert ID or structure ID).

When undertaking the emergency works damage assessment process, it is important to consider that:

- No pre-disaster photo comparison is required.
- Post-disaster photos to be representative of damage to each asset and of a quantity to be appropriate to the area of damage sustained and the value of works undertaken.
- Post-disaster photographic standards and considerations should be adopted as per the 'Post-disaster damage – Photographic evidence' section of this Guideline.
- Post-disaster photos must show actual damage and are to be taken before emergency works are completed. A photo of an asset that is inundated (e.g. water over the road) is not considered suffice to demonstrate that damage was sustained on the asset).
- Where continuous damage is identified over the length of the asset, representative post-disaster photos should be provided over the full length of the asset (for example, where a road has sustained damage over 5 km, representative post-disaster photos should be provided over the full 5 km length of the road at a frequency suitable to the nature of the damage) It is recommended that the representative approach undertaken be discussed with the Assessing Authority..
- No completed works photos are required for emergency works claims but can assist in the development of a reconstruction works claim if required.

Table 7 Emergency works claims - Supporting documentation required

Required Item	Emergency Works Details	Format
<input type="checkbox"/> Evidence of impact of disaster in local government area	For example, Bureau of Meteorology data, local media articles associated with the disaster	PDF
<input type="checkbox"/> Claim Lodgement Declaration Form (Form ID V Form-D-DEC)	Includes: <ul style="list-style-type: none"> • Delivery Agency's internal reference number for the claim • associated activated event • type of claim – emergency works claim • summary details of the claim (that is, assets and value) • applicants contact officer name • declaration and signature from the responsible Delivery Agency Chief Executive Officer 	Signed PDF
<input type="checkbox"/> Completed emergency works claim form (Form ID V Form-B-EW)	Each line on the Form ID V Form-B-EW is to represent an asset (for example, road link) on which emergency works were undertaken	Excel and signed PDF

Required Item	Emergency Works Details	Format
<input type="checkbox"/> Date of Access to the Asset	<p>Presented at an asset type level – for example, Road A.</p> <p>For the purposes of determining when the three-month time frame for completing emergency and immediate works starts and finishes, an essential public asset is considered to be ‘accessible’ from the time when:</p> <ul style="list-style-type: none"> • the disaster is no longer occurring (e.g. flood waters have receded, or a bushfire is out/under control) and the site of the damaged asset can be safely accessed by reconstruction workers; or • the Delivery Agency has capacity to undertake the required restoration works. In this situation, the Delivery Agency must be able to demonstrate they have made a reasonable attempt to undertake works as soon as the disaster was no longer occurring (as per the point above) but was not able to complete the works because of: <ul style="list-style-type: none"> ○ competing reconstruction priorities associated with a significant program of works caused by a severe disaster or multiple disasters, or ○ the unavailability of specialised equipment/resources. 	Excel
<input type="checkbox"/> Detailed General ledger/ transaction listing	<p>Must correlate to expenditure in the Form ID V Form-B-EW. A reconciliation statement is to be provided (if the evidence of expenditure differs from the amount claimed).</p> <p>The Transaction listing must include a minimum of date the expenditure was posted to the general ledger, invoice number, supplier and description of works undertaken, within a specific financial year.</p> <ul style="list-style-type: none"> • Detailed general ledger or transactions reports displaying all expenditure • Internal costing/payroll reports/timesheets for any payroll costs – reports must include event information • Tax invoices for external expenditure. 	Excel
<input type="checkbox"/> Invoices	<p>The Assessing Authority will verify invoices against the works undertaken and whether the amounts were incurred within the allowable time period for emergency works, with a specific financial year. Source documents (e.g. contracts and purchase orders) supporting the invoice to be available for sampling upon request.</p> <p>Where invoices do not fully outline the link to the event and/or the works undertaken, source documents are to be provided when lodging that claim.</p> <p>All invoices should correlate to an appropriate line item in the general ledger or transaction listing and have appropriate description of works undertaken including:</p> <ul style="list-style-type: none"> • eligible event name (AGRN), • date of the eligible event, • date works completed and • asset location. <p>If an AGRN has not yet been assigned provide details of the eligible disaster.</p> <p>Claims are exclusive of GST.</p>	PDF

Required Item	Emergency Works Details	Format
<input type="checkbox"/> Payroll reports	<ul style="list-style-type: none"> • Reports for extraordinary payroll costs (overtime) & evidence of the additional resources required. • Timesheets to be available for sampling upon request. • If overtime has been included in the claim will need to provide additional information including: <ul style="list-style-type: none"> • supporting documentation that outlines the reason for the overtime, • what eligible activities were carried out during the overtime, and • evidence of the increased cost to the Delivery Agency. 	PDF
	<ul style="list-style-type: none"> • Position descriptions for role/s created for eligible activities (approved by the Assessing Authority in consultation with the Administering Authority) 	PDF
<input type="checkbox"/> Day labour	<p>Evidence required to claim day labour expenses;</p> <ul style="list-style-type: none"> • Detailed general ledger or transactions reports outlining all expenditure; • Details of resources claimed for the eligible activities including staff names, position descriptions of roles, internal costing/payroll reports/timesheets for any payroll costs. In relation to plant and equipment used for the event, utilisation details (by asset, hours, dates); • Plant and equipment purchase date, purchase cost, written down value, residual value, asset life, depreciation to-date; • Detailed calculation of claimable hourly rate for all plant and equipment items including details of costs incurred per year that form the basis of the charge out rates; • The basis of apportionment of the expenses. 	PDF
<input type="checkbox"/> Photo report - post disaster damage	<p>Representative, printable report showing damaged locations (latitude and longitude), date taken, presented in a logical sequence for each asset and showing asset names and asset reference number, where available.</p> <p>Must include representative evidence of each of the key emergency treatments undertaken on an asset, such as temporary pavement repairs, clearing of silt and debris, and repairing scours.</p> <p>The number of photos for each essential public asset, must be commensurate with the level of damage.</p> <p>Photos must be taken at the earliest opportunity after the damage is sustained and before the emergency works are undertaken.</p>	PDF
<input type="checkbox"/> Photo files	<p>All photo files with metadata intact capturing location (longitude and latitude) and time taken.</p> <p>Photo files should be presented in subfolders and grouped by asset (for example, road link).</p>	JPEG, TIFF, PNG, GIF, RAW

Example of forms and expenditure – Emergency Works

Emergency Works

V Form-D-DEC

Victorian DRFA claim lodgement declaration form - Essential Public Assets		V Form-D-DEC	
Event ID (AGRN)	AGRN 123	Claim type	Emergency Works
DRFA eligible event name	Darby flood (18 March 2019)		
Delivery Agent (DA)	Darby Shire Council		
I hereby provide the claim as follows:		Claim amount:	\$12,415.00
Associated with works in:		Darby Shire Council	
<p>I certify that this claim is a true record of the works required to reconstruct the essential public assets, as defined in the Disaster Recovery Funding Arrangements 2018, damaged as a direct result of the eligible disaster event to their pre-disaster function.</p> <p>I can also confirm that any funding will only be used for the approved scope, which has been assessed in accordance with Victoria's Natural Disaster Claim and Eligibility Guidelines and the Australian Government's Disaster Recovery Funding Arrangements.</p> <p>The photographic and other supporting evidence included in this claim is an accurate record of the pre-disaster and/or post-disaster event function and standard of the asset. This evidence supports that the damage being claimed is a direct result of the eligible disaster event. Where required by the Disaster Recovery Funding Arrangements 2018, I confirm that the pre-disaster condition assessment has been completed or assessed by a suitably qualified professional.</p>			
<p><For EPA reconstruction works only> <DELETE IF NOT REQUIRED></p> <p>I also wish to acknowledge that where the approved works are issued to the open market for to tenders, this will be done so in line with relevant procurement policies and processes which ensure the application of probity principles. Upon receipt of this market response, an update of this estimate will be provided to the Assessing Authority.</p>			
I can confirm also that appropriate procurement policies have been applied, and subject to internal audit processes of:		Darby Shire Council	
Any requests for clarification regarding this claim can be directed to:		William Shakespeare, Sr Finance Officer ph 1234 4321 W.Shakespeare@darbysire	
Claim prepared by:		Claim approved for lodgement by: (Approval must be by the CEO)	
Name	Jane Austen	Name	William Wordsworth
Position	Finance Manager	Position	CEO Darby Council
Date	1/06/2019	Date:	2/06/2019
Signature		Signature	

The total amount must be the same shown in the ACMS claim, V-form B-EW and transaction listing.

Must be signed by the CEO

V Form-B-EW

Victorian DRFA emergency works claim form (V Form-B-EW)

Asset Details		Damage Location										Actual Cost						
Claim ID	Asset type	Asset name	Asset ID	Photo reference(s) (name of damage photo or photo report)	Latitude start coordinates	Latitude end coordinates	Longitude start coordinates	Longitude end coordinates	Start (m)	End (m)	Damage overview	Treatments Undertaken	Date of Access to Asset	Cost	Ledger Reference	Invoice Date	Date Works Completed	Comments
1	Unsealed Road	Darby Main Road	311.187	CH02190 - Darby Main Road Emergency Works Photo Report	-1° 20' 30"	01° 02' 45"	-01° 01' 50"	03° 00' 72"	3	4	Clean culvert pit - cleaned blocked culvert with backhoe	ST22 Repair drainage structure - excavate, repair and re-slope	15-Mar-19	\$ 500.00	LR1234	01-Apr-19	23-Mar-19	Culvert blocked during storm event
2	Unsealed Road	Darby Main Road	311.187	CH02190 - Darby Main Road Emergency Works Photo Report	-1° 20' 30"	01° 02' 45"	-01° 01' 50"	03° 00' 72"	N/A	N/A	Tree fallen across road due to excessive rain	ST28 Clearing and removal of debris - matted fibre trees or vegetation to make eligible assets safe & accessible	15-Mar-19	\$ 8,765.00	LR1235	20-Apr-19	10-Apr-19	Multiple trees fell across road restricting access.
3	Unsealed Road	Darby Main Road	311.187	CH02190 - Darby Main Road Emergency Works Photo Report	-1° 20' 30"	01° 02' 45"	-01° 01' 50"	03° 00' 72"	3		Drain over road and shoulder	ST23 Remove disaster related debris, embankment slope or debris from transport infrastructure (e.g. roads, footpaths, bridges, culverts, walls - drink slings)	15-Mar-19	\$ 3,150.00	LR1236	01-Jun-19	20-May-19	Recovering waters left significant amount of debris and material on the road.
Total Actual Costs														\$12,415.00				

Date asset is available, must be consistent with requirements in Guideline 1

Ledger reference can be invoice numbers or accounts payable identification number.

The total amount be the same shown in the ACMS claim, D-Dec, V-form and transaction listing.

Include any additional detail or information to support the claim.

Each cell is to be populated

Emergency Works continued

General Ledger

Amounts on the transaction listing are exclusive of GST

General ledger is a direct export from the Delivery Agency's financial system

Posting Date	Amount	Document No	G/L Account No	Description	Invoice No	Cost Centre	Service Code	Activity Code	Locality Code	Source No	Vendor Name
25/04/2019	\$ 500.00	LR1234	20655	CW52190 Clean culvert pit with backhoe	2021	2110	250	1239	250	V00184	Darby Construction Company
25/04/2019	\$ 8,765.00	LR1235	20655	CW49190 Remove fallen trees from road	2022	2110	250	1239	250	V00185	Darby Construction Company
13/06/2019	\$ 3,150.00	LR1236	20655	CW49190 Clear debris and materials from road	2047	2110	250	1240	250	V00186	Darby Construction Company
\$12,415.00											

The total of the transaction listing needs to be the same amount shown in the ACMS claim, D-Dec, V-form B-EW and transaction listing.

Additional information can be included to explain discrepancies or part payments. Detail provided must be sufficient to explain damage and link to the disaster.

Invoice

Darby Construction Company
1 Main Street
Darby Vic

BILL TO:
Darby Council
17 Bridge Rd
Darby Vic

INVOICE

INVOICE NO. 2022
DATE: 20/04/19

Invoice to include:

- eligible event name (AGRN),
- date of the eligible event,
- date works completed and
- asset location.

If an AGRN has not yet been assigned provide details of the eligible disaster.

DESCRIPTION	QTY	RATE	TAX	TAX AMT	AMOUNT
AGRN 123 Darby Flood (18 March 2019) Asset #311,187 Darby Main Road. Worked completed 15/04/2019					
Consulting Arborist	8	189	GST	\$151.2	\$1,512
EWP crew x 2	8	209	GST	\$167.2	\$1,672
Semi Tipper Hire and operator	8	195.87	GST	\$156.7	\$1,567
Excavator Hire and operator	8	158.33	GST	\$126.66	\$1,266.64
Loader Hire	8	165	GST	\$132	\$1,320
Traffic Control x 2	8	178.37	GST	\$142.7	\$1,427
Subtotal (ex GST)					\$8,765.00
GST					\$876.46
Total (inc GST)					\$9,641.5

This amount needs to be the same amount shown in the ACMS claim, V-form B-EW and transaction listing.

Make all checks payable to Darby Construction Company
If you have any questions concerning this invoice, contact Name, Phone, Email

THANK YOU FOR YOUR BUSINESS!

Emergency Works continued

Payroll report

For regular employees, only additional costs may be claimed, for example: overtime, higher duties. Payroll reports should be filtered to show these costs only.

Employee ID	Employee Name	Title of role/description	Description	Date	Amount/hours	Activity description	Location	Cost
647	Herman Melville	Flood Recovery Officer	Casual loading 25%	21/03/2019	30	Operation of relief centre for Darby Flood	Darby Central	\$
567	Charlotte Bronte	Flood Recovery Manager	Overtime 1.5	21/03/2019	22	Operation of relief centre for Darby Flood	Darby Central	\$
235	Virgina Woolf	Recovery Centre Manager	Ordinary Hours	28/03/2019	80	Relief Centre Coordination	Darby Central	\$



Ordinary hours can only be claimed if the position has been pre-approved for DRFA funding through the Administering Authority.

For DRFA approved positions, the total cost should be relative to the salary range agreed at the time of approval.

Photo Report

Appendix B: Emergency works photo report

- Photos are to show damage to an essential public asset.
- Photos are to be provided with the metadata embedded.
- For more information please refer to DRFA Guideline 1: <https://www.emv.vic.gov.au/drfa/guideline-1>

Post Disaster	Post Disaster	Post Disaster
		
Asset ID: 001 Asset description: sealed road, Derby Road Photo ID: Photo one Chainage: [Insert chainage, where applicable] Latitude: 37° 49' 14" Longitude: 147° 11' 14" Date taken: 22 February 2022	Asset ID: 002 Asset description: sealed road, Derby Road Photo ID: Photo two Chainage: [Insert chainage, where applicable] Latitude: 28° 3' 6" Longitude: 153° 2' 37" Date taken: 22 February 2022	Asset ID: [Insert asset ID] Asset description: [Insert asset description] Photo ID: [Insert photo ID] Chainage: [Insert chainage, where applicable] Latitude: [Insert latitude] Longitude: [Insert longitude] Date taken: [Insert date taken]

This first page is an example Delivery Agency to add photos and complete required photo report information

All photos must include metadata detailing latitude, longitude and date taken.

Please copy and paste the table if more photos are to be provided
 AGRN xxx – Delivery Agency
 Page 1 of 3

Document retention

The Delivery Agency must keep an accurate audit trail for seven years from the end of each financial year in which expenditure is claimed or until such time as the claims are subject to audit by the State and Commonwealth appointed auditors (which may be 12-24 months after the end of the relevant financial year that the expenditure was incurred). This must include written records that correctly record and explain the Delivery Agency's expenditure claimed for all eligible measures.

The Delivery Agency must make available within two weeks, all relevant documentation requested by the Assessing Authority or Administering Authority, including:

- administrative data and documentation that may include (but is not limited to) contract or work orders, timesheets, news articles, email correspondence, funding approval letters, minutes of meetings;
- financial data and documentation that may include (but is not limited to) tax and/or financial statements, cost-benefit analyses, transaction listings used to reconcile invoices, annual reports, proposals and invoices; and
- grant data and documentation that may include (but is not limited to) grant applications and grant guidelines.

Immediate reconstruction works

Immediate reconstruction works to fully reconstruct an essential public asset, and where no essential public asset reconstruction works are required. Immediate reconstruction works must be completed within three months from the date of the eligible disaster event or when the essential public asset becomes accessible and should only be undertaken in circumstances where there is an urgent requirement to restore that asset to its pre-disaster function, and/or it does not represent value for money to undertake emergency works. Approval from the Assessing Authority is required **before** immediate reconstruction works are undertaken.

Immediate Reconstruction works examples

Typical examples of immediate reconstruction works include:

- Gravel resheeting, patching, grading and pothole repairs where it fully restores a road
- Replacement of damaged culvert/s
- Repair of major pavement failure/s
- Restoration of landslips utilising engineered structure/s

In application, *Immediate reconstruction works* are those undertaken to return an asset back to its pre disaster function, and where no *Essential Public Asset Reconstruction Works* are required. Works are a permanent repair and should not leave limitations on an assets function additional to any preceding the event. Upon completion of *Immediate Reconstruction Works* there must not be any recovery works remaining on the asset to be completed under the DRFA. Works must be completed within **three (3)** months.

The type of reconstruction works that should be undertaken under the Immediate Reconstruction Works sub-category are works that are urgent, essential and limited in nature. They would be reconstruction works which the local council would carry out, even if disaster funding was not made available. Immediate Reconstruction Works should not be delayed until an eligible disaster is declared or until funding approval or assurance is given.

Any reconstruction works that local councils cannot complete within the **three (3)** month time limit or without assurance of funding should be managed under the Essential Public Asset Reconstruction Works category.

There is no scale or value limit to *Immediate Reconstruction Works* however are generally of greater complexity, scale and value to emergency works. Works may require specialist treatments, materials, and detailed design. Works are generally completed under existing panel arrangement or through quotation works. It is not generally suitable to tender immediate works due to time constraints.

Prior to commencing Immediate Reconstruction Works, **councils are required to advise the assessing authority of the scope of works and obtain their agreement.** This may be done in a number of stages as the need for Immediate Reconstruction Works is progressively identified, following the impact of the eligible disaster.

Allowable time limits

Immediate reconstruction works undertaken on damaged essential public assets following an eligible disaster are also to be carried out within three months from the date the essential public

asset becomes accessible to the Delivery Agency. The date of accessibility of every eligible asset must be appropriately documented and evidenced.

Refer to the Glossary of Terms for a definition of the date of access.

Extensions to the allowable time limits

The Assessing Authority will consider an EOT request and provide a recommendation to the Administering Authority for a determination, where the Delivery Agency has demonstrated that the delays relating to the completion of immediate works are a result of exceptional circumstances that are either unforeseeable or beyond the control of the Delivery Agency. EOT requests are to be entered into the CMS.

Requests for an extension of time received by the Assessing Authority after the timeframes stipulated in Table 8 below will not be considered and any expenditure incurred beyond the required completion date will be ineligible for essential public asset reconstruction works.

Table 8 Extension of time to allowable time limits - timeframes

Type of works	Allowable time limits	EOT required to be lodged
Immediate reconstruction works	3 months from date of access by the Delivery Agency	2 weeks prior to end of allowable time limit

To be eligible for consideration, Delivery Agencies must be able to demonstrate that they have made a legitimate attempt to complete the works within the three-month time limit from the date of access to the essential public asset.

For the purposes of determining when the three-month time frame for completing immediate works starts and finishes, an essential public asset is considered to be 'accessible' from the time when:

- the disaster is no longer occurring (e.g. flood waters have receded, or a bushfire is out/under control) and the site of the damaged asset can be safely accessed by reconstruction workers; or
- the Delivery Agency has capacity to undertake the required restoration works. In this situation, the Delivery Agency must be able to demonstrate they have made a reasonable attempt to undertake works as soon as the disaster was no longer occurring (as per the point above) but was not able to complete the works because of:
 - competing reconstruction priorities associated with a significant program of works caused by a severe disaster or multiple disasters, or
 - the unavailability of specialised equipment/resources.

When submitting the EOT request, the Delivery Agency must provide the following:

- a list of essential public assets identifying whether emergency or immediate reconstruction works requires an extension of time to enable works to be completed;
- emails or letters from contractors undertaking or anticipated to be undertaking the works outlining the reasons for the delay in works being completed, and the anticipated date that they expect works to be completed; and
- if the date of access to the impacted essential public asset is different from the date of the disaster occurring, appropriate evidence such as an Incident Control Centre Transition to Recovery report.

Should the extension request be approved by the Administering Authority, the Delivery Agency will be able to claim this expenditure as immediate works.

Delivery Agencies are to complete the request for an extension of time via the CMS and upload supporting documentation to the file upload page.

Should the Assessing Authority reject the extension request, the Delivery Agency will be required to **prepare and submit a certified cost estimate for the** essential public asset reconstruction works based on actual expenditure, using the V Form C-RW for those costs incurred post the three months access time. In this form, the Delivery Agency will be required to detail the pre-disaster function of the asset and ensure all columns are filled in. Where the Delivery Agency is a local council, they will also need to provide evidence on the pre-disaster condition of the asset, dated no later than 4 years prior to the disaster i.e. maintenance logs. Where the Delivery Agency is a State Agency, they will need to provide evidence on the pre-condition of the asset, dated no later than two years prior to the disaster.

Cost management

It is important that effective financial management processes are established to manage, and record costs incurred resulting from eligible reconstruction works.

It is expected that the Work Breakdown Structure (WBS) for emergency and reconstruction works will differ due to the level of expenditure and duration of works. The term WBS is referred to when describing the way to group or categorise actual costs that are captured in a financial management system.

A project within the DRFA is specified as:

- Reconstruction works to be undertaken following an eligible disaster on:
 - (a) a single essential public asset, or
 - (b) a group of related essential public assets which could be contracted jointly within local government areas notified for the relevant eligible measure.

To ensure compliance with these requirements each claim lodged for reconstruction works shall be made for a single asset as a minimum. This claim (single asset) also meets the definition of a project within the DRFA. It is therefore required that a separate WBS be created for each of the reconstruction projects.

Where there are different types of works made within a claim (i.e. general road repairs, bridge replacement) and these works are likely to be undertaken by different parties or contractors, then it is required that the claims or project for the work type components of the assets are separated in the WBS.

Within a project WBS it is highly recommended that sub-WBS are also created to capture direct and indirect costs separately. This cost segregation within the projects assists with providing historic indirect cost data for completed projects.

Where a Delivery Agency wishes to group assets to form a claim and subsequent project this shall only be done after consulting with the Assessing Authority.

Overtime for standard employees on immediate reconstruction works

A Delivery Agency can claim overtime costs for employees who have been required to work extra time on eligible activities associated with an eligible event. As a result of the overtime the Delivery Agency must have incurred additional costs to be eligible for inclusion in a claim, for example an employee cannot claim their overtime as Time In Lieu (TIL) which has been taken at a later date. A Delivery Agency will need to provide supporting documentation that outlines the reason for the overtime, what eligible activities were carried out during the overtime and evidence of the increased cost to the Delivery Agency.

If costs associated with overtime for standard employees cannot be allocated per asset, the Delivery Agency is to proportionally allocate the overtime costs against each eligible asset to be included in the claim. Delivery Agencies will need to provide supporting documentation that outlines the reason for the overtime, how the overtime has been proportioned and what eligible activities were carried out during the overtime.

Claims process and supporting documentation required

Immediate reconstruction works claims are based on actual eligible expenditure incurred. Immediate reconstruction works must be completed within three months from the date of the eligible disaster event or when the essential public asset becomes accessible and should only be undertaken in circumstances where there is urgent requirement to restore that asset to its pre-disaster function, and/or it does not represent value for money to undertake emergency works. Approval from the Assessing Authority is required before immediate reconstruction works are undertaken.

All immediate reconstruction works claims are to be lodged with the Administering Authority . Claims are to be lodged as the expenditure is incurred throughout the year and no later than **31 July (within one month from the end of the financial year in which the expenditure was incurred)**.

Funding contributions

Assistance will be provided to the extent outlined below for reconstruction of essential public assets damaged as a direct result of an eligible disaster event.

Table 9 Funding contributions

Assistance type	State Government agencies and statutory bodies (with no insurance arrangements in place)	Local councils (with no insurance arrangements in place)
Immediate reconstruction works	100% of approved works	<p>75% of approved reconstruction costs between \$10,000 and \$110,000 (up to \$35,000 per disaster) for each Delivery Agency.</p> <p>100% of the proportion of approved reconstruction costs greater than \$110,000, for each Delivery Agency.</p> <p>For these amounts to apply the total state expenditure for the eligible event must be more than \$240,000 and be notified to the Commonwealth under the DRFA.</p> <p>Where the event has not been notified to the Commonwealth, Delivery Agencies are required to incur the first \$100,000 in eligible expenditure prior to receiving assistance under the NDFA.</p>

Supporting documentation required to show disaster damage

To establish a basis that the damage sustained was a direct result of an eligible event, and the nature of the immediate reconstruction works proposed are eligible to be claimed under an immediate reconstruction works claim, the following damage evidence should be provided:

- Immediate Reconstruction works photo report, with pre-disaster photo comparisons, presented in a logical sequence for each asset with information specific to the post-disaster photo presented, see Appendix C: Immediate Reconstruction works photo report.
- All post-disaster photo files contained within the Immediate reconstruction works photo report, with metadata intact, contained within subfolders and grouped by asset (for example, road ID, culvert ID or structure ID).
- Supplementary evidence (if applicable).

When undertaking the immediate reconstruction damage assessment process, it is important to consider that:

- Pre-disaster photo comparisons (where available) are to be provided to confirm damage is a direct result of event.
- Only pre-disaster photo comparisons that show a 'step change' in the condition of the asset from the pre-disaster condition to post-disaster condition should be included in the immediate reconstruction works claim.
- Post-disaster photos for an immediate reconstruction works claim may be taken up to three months following the date the essential public asset becomes accessible to illustrate damage from the event. However, the timely collection of event related visual data is essential to ensure that the post-disaster damage can be identified and directly attributed to the eligible event.

- Where continuous damage is identified over the length of the asset, representative post-disaster photos should be provided over the full length of the asset (for example, where a road has sustained damage over 5 km, representative pre-disaster and post-disaster photos should be provided. For a relatively flat road, this should be at 100 metre intervals over the full 5 km length of the road. For roads which are more hilling or winding, this may vary up to 250 metres depending on whether the damage is obvious, the camera angle of the photos are good and there are appropriate light conditions.) It is recommended that the representative sample approach be discussed with the Assessing Authority.
- Post-disaster photographic standards and considerations should be adopted as per the 'Post-disaster damage – Photographic evidence' section of this guideline.

For immediate reconstruction works claims, the following documentation is to be provided. Refer to DRFA Fact Sheet 1 – Claims and Eligibility.

Table 10 Immediate reconstruction works claims –Supporting documentation required

Required item	Immediate Reconstruction Works Details	Format
<input type="checkbox"/> Evidence of impact of disaster in local government area	For example, Bureau of Meteorology data, local media articles associated with the disaster	PDF
<input type="checkbox"/> Claim Lodgement Declaration Form (Form ID V Form D-DEC)	Includes: <ul style="list-style-type: none"> • Delivery Agency's internal reference number for the claim • associated activated event • type of claim – immediate reconstruction works claim • summary details of the claim (that is, assets and value) • applicants contact officer name • declaration and signature from the responsible officer from the Delivery Agency 	Signed PDF
<input type="checkbox"/> Completed reconstruction works claim template (Form ID V Form C-RW). Note, select 'IR' claim type in template	Each line on the claim form is to represent the different treatments undertaken	Excel and signed PDF
<input type="checkbox"/> Date of Access to the Asset	Presented at an asset type level – for example, Road A For the purposes of determining when the three-month time frame for completing emergency and immediate works starts and finishes, an essential public asset is considered to be 'accessible' from the time when: <ul style="list-style-type: none"> • the disaster is no longer occurring (e.g. flood waters have receded, or a bushfire is out/under control) and the site of the damaged asset can be safely accessed by reconstruction workers; or • the Delivery Agency has capacity to undertake the required restoration works. In this situation, the Delivery Agency must be able to demonstrate they have made a reasonable attempt to undertake works as soon as the disaster was no longer occurring (as per the point above) but was not able to complete the works because of: <ul style="list-style-type: none"> ○ competing reconstruction priorities associated with a significant program of works caused by a severe disaster or multiple disasters, or ○ the unavailability of specialised equipment/resources. 	Excel

Immediate Reconstruction Works		
Required item	Details	Format
<input type="checkbox"/> Detailed General ledger/ transaction listing	<p>Must correlate to expenditure in the reconstruction works claim form (Form ID V Form-C-RW). A reconciliation statement is to be provided (if the evidence of expenditure differs from the amount claimed).</p> <p>The Transaction listing must include a minimum of date the expenditure was posted to the general ledger, invoice number, supplier and description of works undertaken, within a specific financial year.</p>	Excel
<input type="checkbox"/> Invoices	<p>The Assessing Authority will verify invoices against the works undertaken and whether the amounts were incurred within the allowable time period for immediate works, with a specific financial year.</p> <p>Source documents (e.g. contracts) supporting the invoice to be available for sampling upon request.</p> <p>All invoices should correlate to an appropriate line item in the general ledger or transaction listing and have appropriate description of works undertaken including:</p> <ul style="list-style-type: none"> • eligible event name (AGRN), • date of the eligible event, • date works completed and • asset location. <p>If an AGRN has not yet been assigned provide details of the eligible disaster.</p> <p>Claims are exclusive of GST</p>	PDF
<input type="checkbox"/> Payroll reports	<ul style="list-style-type: none"> • Reports for extraordinary payroll costs (overtime) & evidence of the additional resources required. • Timesheets to be available for sampling upon request. • If overtime has been included in the claim will need to provide additional information including: <ul style="list-style-type: none"> • supporting documentation that outlines the reason for the overtime, • what eligible activities were carried out during the overtime, and • evidence of the increased cost to the Delivery Agency. 	PDF
	<p>Position descriptions for role/s created for eligible activities (approved by the Assessing Authority in consultation with the Administering Authority) and a copy of the relevant payroll report.</p>	PDF

Required item	Immediate Reconstruction Works Details	Format
Day labour	Evidence required to claim day labour expenses; <ul style="list-style-type: none"> • All direct costs must be claimed on a per asset basis; • Detailed general ledger or transactions reports outlining all expenditure; • Details of resources claimed for the eligible activities including staff names, position descriptions of roles, internal costing/payroll reports/timesheets for any payroll costs. In relation to plant and equipment used for the event, utilisation details (by asset, hours, dates); • Plant and equipment purchase date, purchase cost, written down value, residual value, asset life, depreciation to-date; • Detailed calculation of claimable hourly rate for all plant and equipment items including details of costs incurred per year that form the basis of the charge out rates; • The basis of apportionment of the expenses. 	PDF
<input type="checkbox"/> Pre-condition assessment report	The information required to determine the pre-disaster asset function may be available through the following sources held by the asset owner: <ul style="list-style-type: none"> • asset registers. • certification reports. • inspection reports. • maintenance reports. • visual data – photos, videos; or • geospatial data 	PDF
<input type="checkbox"/> Photo report – post disaster damage	Printable report showing each damaged location (presented in a logical sequence for each asset and showing road name and references). For damage that is continuous in nature, the frequency of photos must be able to depict the damage is continuous and not intermittent.	PDF
<input type="checkbox"/> Photo report – completed works	Representative, printable report showing each location at which immediate reconstruction works were completed (presented in a logical sequence for each asset and showing asset name and number references, where available).	PDF
<input type="checkbox"/> Photo files	All photo files with metadata intact capturing location (longitude and latitude) and date taken. Photo files should be presented in subfolders and grouped by asset (for example, road link).	JPEG, TIFF, PNG, GIF, RAW

Example of forms and expenditure – Immediate Reconstruction Works

Immediate Reconstruction Works

Victorian DRFA claim lodgement declaration form - Essential Public Assets **V Form-D-DEC**

Event ID (AGRN): **AG201882** Claim type: **Immediate Reconstruction Works**

DRFA eligible event name: **Victorian Bushfires from 21 November 2019**

Delivery Agent (DA): **Darby Shire**

I hereby provide the claim as follows:
 Claim amount: **\$87,387.00**

Associated with works in: **Darby Shire**

I certify that this claim is a true record of the works required to reconstruct the essential public assets, as defined in the Disaster Recovery Funding Arrangements 2018, damaged as a direct result of the eligible disaster event to their pre-disaster function.

I can also confirm that any funding will only be used for the approved scope, which has been assessed in accordance with Victoria's Natural Disaster Claim and Eligibility Guidelines and the Australian Government's Disaster Recovery Funding Arrangements.

The photographic and other supporting evidence included in this claim is an accurate record of the pre-disaster and/or post-disaster event function and standard of the asset. This evidence supports that the damage being claimed is a direct result of the eligible disaster event. Where required by the Disaster Recovery Funding Arrangements 2018, I confirm that the pre-disaster condition assessment has been completed or assessed by a suitably qualified professional.

For EPA reconstruction works only - DELETE IF NOT REQUIRED

I also wish to acknowledge that where the approved works are issued to the open market to go to tenders, this will be done so in line with relevant procurement policies and processes which ensure the application of probity principles. Upon receipt of this market response, an update of this estimate will be provided to the Assessing Authority.

I can confirm that appropriate procurement policies have been applied, and subject to internal audit processes at: **Darby Shire Council**

Any requests for clarification regarding this claim can be directed to: **William Shakespeare, Sir Finance Officer, ph: 1234 4321, W.Shakespeare@darbysire**

Claim prepared by: **Jane Austen** (Finance Manager) **William Wordsworth** (CEO Darby Shire)

Date: **3/03/2020** **4/03/2020**

Signature: _____

Claim approved for lodgement by: (Approved must be by the CEO)

Must be signed by the CEO

Victorian DRFA reconstruction works claim form C-IR Claim form **V Form-C-IR**

Delivery Agent (DA): **Darby**

Claim Year: **20**

DRFA Eligible Event Name: **Bushfires commencing 21 November 2019**

Claim Type: **IR**

Event ID (AGRN): **AG201882**

Location of Event: **Darby**

Line No	Claim ID	Asset category	Asset sub-category	Asset category	Asset input	Asset name	Asset ID	Building works	Building expenditure	Photo reference/ name of damage photo or photo name	Latitude start coordinates	Latitude end coordinates	Longitude start coordinates	Longitude end coordinates	Start (day)	End (day)	Damage Description	Asset ID	Treatment ID	Treatment Description	Quantity	Unit Rate (\$)	Actual Cost Incurred (\$)	Larger Reference	Invoice Date	Date Works completed	Comments
1	PC201818	Transport Infrastructure	Other	Fire damage guard rails	Other	Darby Shire Road	90255	7.0m - fire wall	845,228.845, 215.845, 215.845, 215.845	-120 30' -120 30' 121 02' 121 02'	10	10	Fire damage guard rails	01/06/19	07/9	Replace the damaged guard rail at Major Calder M250 to correct emergency services		079	Replace the damaged guard rail at Major Calder M250 to correct emergency services	100	\$400.00	\$		01/06/19			
2	PC201818	Transport Infrastructure	Road/Furniture and Fixtures	Road/Furniture and Fixtures	Road/Furniture and Fixtures	Darby Shire Road	680 680	7.0m - fire wall	845,228.845, 215.845, 215.845, 215.845	-120 30' -120 30' 121 02' 121 02'	9	9	Road guard post/boom	01/06/19	07/9	Remove and replace boom guard post/boom		079	Remove and replace boom guard post/boom	100	\$24.00	\$ 2,710.00	123456	10/06/19	10/06/19	Includes \$20,000 (incl. Supply and Delivery Cost)	
3	PC201818	Transport Infrastructure	Road/Furniture and Fixtures	Road/Furniture and Fixtures	Road/Furniture and Fixtures	Darby Shire Road	680	7.0m - fire wall	845,228.845, 215.845, 215.845, 215.845	-120 30' -120 30' 121 02' 121 02'	10	10	Fire damaged sign posts	01/06/19	07/9	Replace the damaged sign posts		079	Replace the damaged sign posts	2	\$400.00	\$ 800.00	123457	20/06/19	20/06/19		
4	PC201818	Transport Infrastructure	Subsidiary	Subsidiary	Subsidiary	Darby Shire Road	680 680	7.0m - fire wall	845,228.845, 215.845, 215.845, 215.845	-120 30' -120 30' 121 02' 121 02'	9	9	Repair of gutters to fully restore road use	01/06/19	07/9	Prophetic repair		079	Prophetic repair	5,000	\$10.00	\$ 50,000.00	123458	20/06/19	21/06/19		

Note: Only input in yellow cells, grey cells are autopopulated based on user input

\$87,387.00

Please note additional lines have been hidden in this example.

Each cell is to be populated

Date asset is available, must be consistent with requirements in Guideline 1

Total cost must be the same as in amount shown in the ACMS claim, D-Dec, V-form C-IR and transaction listing

Include detail if there are any cost differences, ineligible expenditure

Immediate Reconstruction Works continued

Posting Date	Amount	Document No	G/L Account No	Description	Cost Centre	Service Code	Activity Code	Locality Code	Source No	Vendor Name
				Reconstruction works - Darby main road - fire damaged guard rail						
2/01/2020	\$ 2,772.00	123456	304562	Reconstruction works - Darby main road - burnt guide posts	7322	261	6754	890	A386499	Darby Supplies
26/01/2020	\$ 400.00	123457	304562	Reconstruction Works - Darby main road - Fire damaged sign posts	7322	261	6754	890	A386500	Darby Supplies
26/01/2020	\$ 36,400.00	123458	304562	Reconstruction Works - Darby main road - repair of potholes to fully restore road use.	7322	261	6754	890	A386501	Darby Supplies
\$87,387.00										

General Ledger

Amounts on the transaction listing are exclusive of GST

General ledger is a direct export from the Delivery Agency's financial system

The information in the line highlighted corresponds to the information in the invoice.

The total of the transaction listing needs to be the same amount shown in the ACMS claim, D-Dec, V-form C-IR and invoices.

Additional information can be included to explain discrepancies or part payments. Detail provided must be sufficient to explain damage and link to the disaster.

DESCRIPTION	QTY	RATE	TAX	TAX AMT	AMOUNT
These works are for immediate works and are related to AGRN 882 Victorian Bushfires commencing 21 November 2019. Darby main road was damaged as result of the Darby Road fires. Works completed 20/12/2019					
Steel flex 14000MM white	120	\$24.0	GST	\$288	\$2880
Freight	1	\$200	GST	\$20	\$200
Supply 150 Steelflex Guide Posts for replacement of damaged guide posts.					
Subtotal (ex GST)					\$2772
GST					\$308
Total (inc GST)					\$3080

Darby Supplies
1 Main Street
Darby Vic

INVOICE
INVOICE NO. 123456
DATE: 12/01/20

BILL TO:
Darby Council
17 Bridge Rd
Darby Vic

Invoice to include:

- eligible event name (AGRN),
- date of the eligible event,
- date works completed and
- asset location.

 If an AGRN has not yet been assigned provide details of the eligible disaster.

This amount needs to be the same amount shown in the ACMS claim, V-form C-IR and transaction listing.

Make all checks payable to Darby Supplies
If you have any questions concerning this invoice, contact Name, Phone, Email

THANK YOU FOR YOUR BUSINESS!

Immediate Reconstruction Works continued

Payroll report

For regular employees, only additional costs may be claimed, for example: overtime, higher duties. Payroll reports should be filtered to show these costs only.

Employee ID	Employee Name	Title of role/description	Description	Date	Amount/hours	Activity description	Location	Cost
647	Herman Melville	Fire Recovery Officer	Casual loading 25%	28/11/2019	24	Operation of relief centre for Darby Fire	Darby Central	\$
567	Charlotte Bronte	Fire Recovery Manager	Overtime 1.5	6/12/2019	15	Operation of relief centre for Darby Fire	Darby Central	\$
235	Virginia Woolf	Recovery Centre Manager	Ordinary Hours	6/12/2019	76	Relief Centre Coordination	Darby Central	\$



Ordinary hours can only be claimed if the position has been pre-approved for DRFA funding through the Administering Authority.

For DRFA approved positions, the total cost should be relative to the salary range agreed at the time of approval.

Photo Report

Appendix C: Immediate Reconstruction works photo report

- Photos are to show pre-disaster condition, post disaster condition and post completion of works for the essential public asset.
- Photos are to be provided with the metadata embedded.
- For more information please refer to DRFA Guideline 1: <https://www.emv.vic.gov.au/drfa/guideline-1>

Pre-condition	Post Disaster	Post Completion
 <p>Asset ID: 001 Asset description: sealed road, Derby Road Photo ID: Photo one Chainage: [Insert chainage, where applicable] Latitude: 37° 49' 14" Longitude: 147° 11' 14" Date taken: 22 February 2022</p>	 <p>Asset ID: 001 Asset description: sealed road, Derby Road Photo ID: Photo one Chainage: [Insert chainage, where applicable] Latitude: 37° 49' 14" Longitude: 147° 11' 14" Date taken: 22 June 2022</p>	 <p>Asset ID: 001 Asset description: sealed road, Derby Road Photo ID: Photo one Chainage: [Insert chainage, where applicable] Latitude: 37° 49' 14" Longitude: 147° 11' 14" Date taken: 22 July 2022</p> <p>Please note that where further damage has occurred during reconstruction works being undertaken, a guard rail has been included and allowed under current engineering and design standards. This explanation has been included in the claim comments column in the V Form C-RW.</p>

Pre disaster photos can be from up to four years prior to the event for local councils and two years for State Agencies.

Post completion photos are to be provided as soon as possible or within three months in line with the claim submission due date.

Please copy and paste the table if more photos are to be provided
AGRN xxx – Delivery Agency
Page 1 of 5

All photos must include metadata detailing latitude, longitude and date taken.



Pre-Disaster Condition Assessment Report

DRFA Victoria - Pre-disaster asset condition assessment report

Reference:
Guideline 1 Damage Assessment Appendix E

Form VF-E-CA

Delivery Agency (DA):	<i><insert DA name></i>	Claim reference (AGRN number):	<i><insert AGRN number></i>
Claim type:	<i><drop down for options></i>		
DRFA eligible event name:	<i><name of event></i>		
Asset name:	<i><name of asset></i>		
Asset geographical location:	<i><geographical location></i>		
Assessment start longitude:	<i><start longitude></i>	Assessment start latitude:	<i><start latitude></i>
Assessment end longitude:	<i><end longitude></i>	Assessment end latitude:	<i><end latitude></i>
Assessment date (start):	<i><dd/mm/yyyy></i>	Assessment date (completion):	<i><dd/mm/yyyy></i>

Include appropriate attachments i.e. maintenance logs as outlined in Guideline 1.

Assessment must be dated no less than 4 years prior to the disaster. For a State Agency this must be dated no later than 2 years prior to the disaster.

Explain the severity of this declared event (i.e. using closest official rainfall records) and observations on how this asset was damaged by the eligible disaster event.

<insert description>

On what basis has it been determined that the damage being claimed from the eligible event was not evident prior to the eligible disaster event?

<insert description>

For each of the asset categories (i.e. road, drainage, structure, road furniture), where damage is being claimed, provide an overview of the frequency and results of any asset condition assessments or surveys that were undertaken prior to the eligible disaster event. Under the DRFA, Delivery Agencies are required to provide evidence of the pre-condition of the damaged asset that is dated no older than four years prior to the eligible disaster occurring.

<insert description>

For each of the asset categories where damage is being claimed, detail the most recent inspection/defect identification (maintenance log) undertaken prior to the eligible event. (Provide copies of the relevant inspection records or maintenance logs as attachments to this report). Under the DRFA, Delivery Agencies are required to provide evidence of the pre-condition of the damaged asset that is dated no older than four years prior to the eligible disaster occurring.

<insert description>

Provide details of the type of maintenance activities or upgrade works that have been undertaken on the asset in the 12 months or up to four years prior to the eligible disaster event. Under the DRFA, Delivery Agencies are required to provide evidence of the pre-condition of the damaged asset that is dated no older than four years prior to the eligible disaster occurring.

<insert description>

Conducted by (Delivery Agency to complete)
I can confirm that the above-mentioned information is true and accurate.

Name	
Position	
Qualifications	
Assessment date	
Signature	

Must be conducted or verified by a suitably qualified profession as per Guideline 1.

Verified by (Delivery Agency to complete)
I can verify that the above mentioned information is true and accurate and the information substantiates that the damage being claimed is a direct result of the activated disaster event.

Name	
Position	
Qualifications	
Assessment date	
Signature	

Assessed by (Assessing Authority to complete)
Based on this report and supporting information I believe there is sufficient evidence to support the substantiation that the damage being claimed is a direct result of the activated disaster event and that evidence of the pre-disaster condition of the damaged asset is dated no older than four years prior to the eligible disaster occurring.

Name	
Position	
Qualifications	
Assessment date	
Signature	

Must be signed by an Assessor prior to lodgement.

Document retention

The Delivery Agency must keep an accurate audit trail for seven years from the end of each financial year in which expenditure is claimed or until such time as the claims are subject to audit by the State and Commonwealth appointed auditors (that may be 12-24 months after the end of the financial year that the expenditure was incurred). This must include written records that correctly record and explain the Delivery Agency's expenditure claimed for all eligible measures.

The Delivery Agency must make available within two weeks, all relevant documentation requested by the Assessing Authority or Administering Authority including:

- administrative data and documentation that may include (but is not limited to) contract or work orders, timesheets, news articles, email correspondence, funding approval letters, minutes of meetings;
- financial data and documentation that may include (but is not limited to) tax and/or financial statements, cost-benefit analyses, transaction listings used to reconcile invoices, annual reports, proposals and invoices; and
- grant data and documentation that may include (but is not limited to) grant applications and grant guidelines.

Essential public asset reconstruction works

An essential public asset directly damaged by an eligible disaster event, or a re-damaged essential public asset, may be reconstructed to its pre-disaster function. The selected reconstruction treatment must be consistent with the DRFA Essential Public Asset Function Framework (refer to DRFA clause 6.3).

An asset is considered to be re-damaged if, after being damaged by one eligible disaster and prior to the commencement or completion of reconstruction works, it suffers damage in the same location by a subsequent eligible disaster.

In application, Essential Public Asset Reconstruction Works are those reconstruction works, other than specified Emergency Works that could not, or was not practical to complete within **three (3)** months of an eligible event and are those undertaken to return an asset back to its pre disaster function. Upon completion Essential Public Asset Reconstruction Works there must not be any recovery works remaining on the asset to be completed under the DRFA.

The type of reconstruction works that should be undertaken under the Essential Public Asset Reconstruction Works sub-category are works that are of lesser urgency and may require Council to gain funding certainty prior to committing to project.

Any reconstruction works that local councils cannot complete within the **three (3)** month time limit or without assurance of funding should be managed under the Essential Public Asset Reconstruction Works category.

There is no scale or value limit to Essential Public Asset Reconstruction Works. Works are generally of greater complexity, scale and value than Emergency and Immediate work. Works may require specialist treatments, materials, and detailed design. Works are generally procured through open tender.

Prior to commencing Essential Public Asset Reconstruction Works, councils are required to develop and submit a detailed project estimate for certification by the Assessing and Administering Authority.

Essential Public Asset Reconstruction works examples

Typical examples of essential public asset reconstruction works can be found in the section on Eligibility Scenarios at the beginning of this Guideline.

Re-damaged essential public assets where works have not yet commenced

If works have not yet commenced to restore the asset damaged by the first event when the re-damage occurs, then all eligible costs to restore the asset to its pre-disaster function are to be claimed against the subsequent eligible disaster. The recommended value for the asset in the first event is to be reduced to zero

Re-damaged assets where works have commenced

If works have commenced to restore the asset damaged by the first event when the re-damage occurs, and the re-damage (or additional damage) is not covered by insurance, the cost to restore the asset back to the pre-disaster function is to be claimed across the two events as follows:

- First eligible disaster – the eligible actual costs of approved works carried out by the agency up to the date of impact of the subsequent event should be claimed against the first event

and associated submission time limits. The recommended value for the asset in the first event is to be reduced to the actual expenditure.

- Subsequent eligible disaster – the eligible cost of works carried out by the Delivery Agency after the date of impact by the subsequent event is to be lodged under the subsequent event and associated submission time limits.

Allowable time limits

Reconstruction of essential public assets

Guideline 2 provides detailed information about the process and requirements for completing a cost estimate.

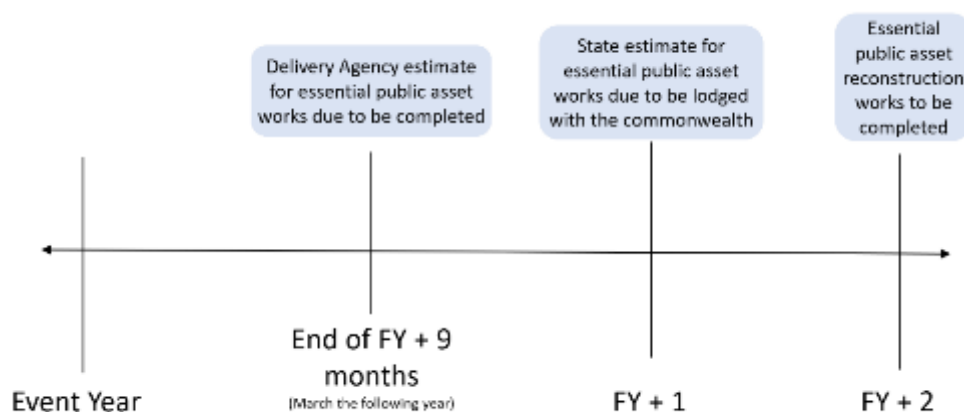
Cost estimates for reconstruction of essential public assets must be submitted to the Assessing Authority and Administering Authority concurrently within **nine months** after the end of the financial year in which the eligible disaster occurred.

The State (through the Assessing Authority) must approve and lodge to the Commonwealth Government the estimated cost of reconstruction works **within 12 months** after the end of the financial year in which the eligible disaster occurred.

Essential public asset reconstruction works are to be completed within two years after the end of the financial year in which the eligible disaster event occurred.

The Administering Authority website also details timelines to incur expenditure and submit claims for reimbursement. **Please refer to the [Administering Authority website](#) for these timelines.**

Figure 2 Allowable time limits



Where a claim or project is not lodged by the timeframes outlined above, these works will not be approved and cannot proceed under that eligible disaster event.

Note that the Commonwealth Government has established specific reporting requirements, whereby updated estimates relating to all types of eligible expenditure across Categories A and B, must be submitted by each state for each eligible disaster on a quarterly basis. To meet these reporting requirements, it is critical that each Delivery Agency regularly review and update estimates. The Administering Authority will email each impacted Delivery Agency on a quarterly basis requesting that updates be provided in the CMS. Approved certified estimate packages relating to essential public asset reconstruction works cannot be updated once the estimate is approved by the Administering Authority.

Extensions to the allowable time limits (EOT) for essential public assets reconstruction works

The Assessing Authority will consider an EOT request and provide a recommendation to the Administering Authority for a determination, where the Delivery Agency has demonstrated that the delays are a result of exceptional circumstances that are either unforeseeable or beyond the control of the Delivery Agency. EOT are to be entered into the CMS.

Requests for an extension of time received by the Assessing Authority after the timeframes stipulated in Table 11 below will not be considered and any expenditure incurred beyond the required completion date will be ineligible for essential public asset reconstruction works.

Table 11 Extension of time to allowable time limits – Timeframes

Type of works	Allowable time limits	EOT required to be lodged
Essential public asset Reconstruction Works	24 months	3 months prior to end of allowable time limit

To be eligible for consideration, the Delivery Agency must be able to demonstrate that the delays are a result of exceptional circumstances that are either unforeseeable or beyond the control of the Delivery Agency.

Examples of exceptional circumstances are:

- delays in impacted area returning to conditions considered safe to undertake works.
- discovery of a significant archaeological or environmental site that would require extensive and prolonged consultation and negotiations; and
- delays caused by investigations (for example, coroner's investigations).

Examples of factors not considered exceptional circumstances:

- agreement for an extension was not sought before the timeframe stipulated in Table 9 above.
- poor project and risk management methodology (poor planning and control); and
- delays in assessing eligibility of the asset.

In the event that an EOT is not approved, any expenditure incurred beyond the required date will be ineligible.

Cost management

It is important that effective financial management processes are established to manage, and record costs incurred resulting from eligible reconstruction works.

It is expected that the **Work Breakdown Structure (WBS)** for emergency and reconstruction works will differ due to the level of expenditure and duration of works. The term WBS is referred to when describing the way to group or categorise actual costs that are captured in a financial management system.

A project within the DRFA is specified as:

- Reconstruction works to be undertaken following an eligible disaster on:
 - (c) a single essential public asset, or
 - (d) a group of related essential public assets which could be contracted jointly within local government areas notified for the relevant eligible measure.

To ensure compliance with these requirements each claim lodged for reconstruction works shall be made for a single asset as a minimum. This claim (single asset) also meets the definition of a project within the DRFA. It is therefore required that a separate WBS be created for each of the reconstruction projects.

Where there are different types of works made within a claim (i.e. general road repairs, bridge replacement) and these works are likely to be undertaken by different parties or contractors, then it is required that the claims or project for the work type components of the assets are separated in the WBS.

Within a project WBS it is highly recommended that sub-WBSs are also created to capture direct and indirect costs separately. This cost segregation within the projects assists with providing historic indirect cost data for completed projects.

Where a Delivery Agency wishes to group assets to form a claim and subsequent project this shall only be done after consulting with the Assessing Authority.

Claims process and supporting documentation required

For essential public asset reconstruction works under the DRFA, Delivery Agencies in Victoria will be reimbursed by the State through the Administering Authority. This section outlines the process and requirements for making claims for reconstruction of essential public assets works.

Funding contributions

Assistance will be provided to the extent outlined below for reconstruction of essential public assets damaged as a direct result of an eligible disaster event.

Table 12 Funding contributions for reconstruction of essential public assets

Assistance type	State Government agencies and statutory bodies (with no insurance arrangements in place)	Local councils (with no insurance arrangements in place)
Reconstruction of essential public assets	Actual expenditure capped up to the approved certified estimate works package.	<p>75% of approved reconstruction costs between \$10,000 and \$110,000 (up to \$35,000 per disaster) for each Delivery Agency</p> <p>100% of the proportion of approved reconstruction costs greater than \$110,000 capped up to the approved certified estimate works package</p> <p>For these amounts to apply the total state expenditure for the eligible event must be more than \$240,000 and be notified to the Commonwealth under the DRFA</p>

Before essential public asset reconstruction works are to commence, **approval must be sought** from the Assessing Authority and the Administering Authority. Where reconstruction works have commenced or are completed prior to the certified estimate works package being approved by the Administering Authority, the Delivery Agency should be aware that they are commencing the work at their own financial risk.

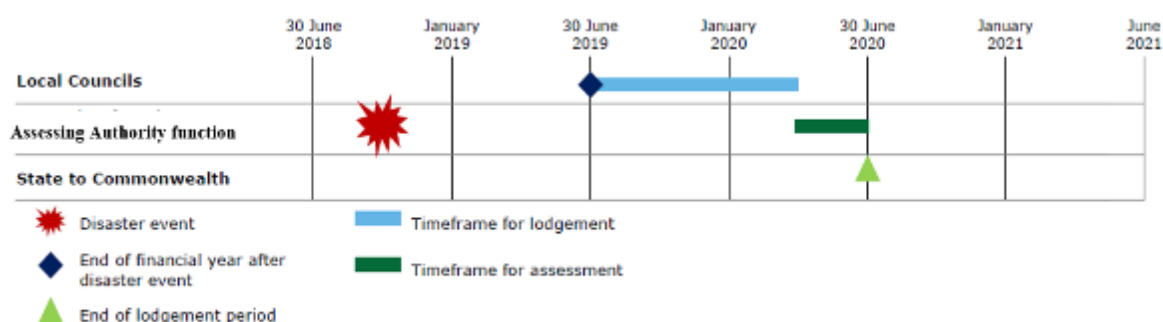
As part of the essential public asset reconstruction works claim, the Delivery Agency must demonstrate that the reconstructed essential public asset will perform the same function as prior to the eligible disaster event.

Delivery Agencies in Victoria will be paid on actual costs incurred up to the approved certified estimate works package. Essential public asset reconstruction works claims to the Commonwealth Government are based on an estimated reconstruction cost, which can be derived from either a cost estimate (refer to Victorian DRFA Guideline 2: Cost Estimation) or market response (referred to as an 'open tender' in these guidelines). For essential public asset reconstruction works, states must lodge estimated reconstruction costs with the Commonwealth Government within 12 months from the end of the financial year in which the eligible disaster event occurred.

To support this process, Delivery Agencies are required to lodge either a certified cost estimate or open tender price for each essential public asset reconstruction works project by nine months from the end of the financial year in which the eligible disaster event occurred. The Assessing Authority will review the certified estimate works package and make a recommendation to the Administering Authority. Upon approval a terms of funding letter will be issued by the Administering Authority to the Delivery Agency.

Delivery Agencies should ensure that they have engaged with the Assessing Authority as soon as practically possible once a final signed cost estimate for essential public asset reconstruction works is ready for assessment.

Figure 3 Cost estimation timeline



Where a cost estimate via a Works Estimates Package is to be the basis of the value of the proposed essential public asset reconstruction works, it is recommended that the full claim is lodged a minimum of two months prior to the proposed works commencement date.

Where market response is to be the basis of the value of the proposed reconstruction works, the market response (and any other additional estimated costs) is to be lodged a minimum of two months prior to commencement of the scheduled works.

Please refer to the CMS for timelines to incur expenditure and submit claims for reimbursement.

All reconstruction works claims are to be validated by the Assessing Authority and lodged with the Administering Authority. It is recommended that essential public asset reconstruction works claims are lodged on a regular basis. All claims are required to be lodged in the financial year that the expenditure is incurred.

For essential public asset reconstruction works claims, the following documentation is to be provided. Refer to DRFA Fact Sheet 1 – Claims and Eligibility.

Efficiencies framework

A framework is to be developed to manage the allocation of efficiencies (savings) realised when the overall actual costs of reconstruction projects for a program are less than the estimated reconstruction costs.

The Administering Authority can retain savings realised across a program of works for a period of 36-months from the end of the financial year that is applicable to that program of works.

Within the 36-month period, the Administering Authority must allocate and spend the savings realised for the program of works towards:

- Essential public asset reconstruction works where the actual cost is more than the estimated reconstruction cost.
- Natural disaster mitigation fund in accordance with the High-Level Disaster Mitigation Principles.

Savings realised for the program of works do not have to be spent at the location where they were realised. The Administering Authority is responsible for determining the allocation of savings realised. The first priority of any savings realised is to potentially fund essential public asset reconstruction works where the actual cost is more than the estimated reconstruction cost.

States must report to the Commonwealth Government on how the State has allocated and spent the savings for each program of works at the same time as submitting its audited claim for financial assistance.

Note that the efficiencies are calculated by the Commonwealth Government only upon completion of all the eligible works for a particular activated event under the DRFA. This may be up to 36 months after a disaster event.

Essential Public Asset Function Framework for pre-disaster asset function assessments

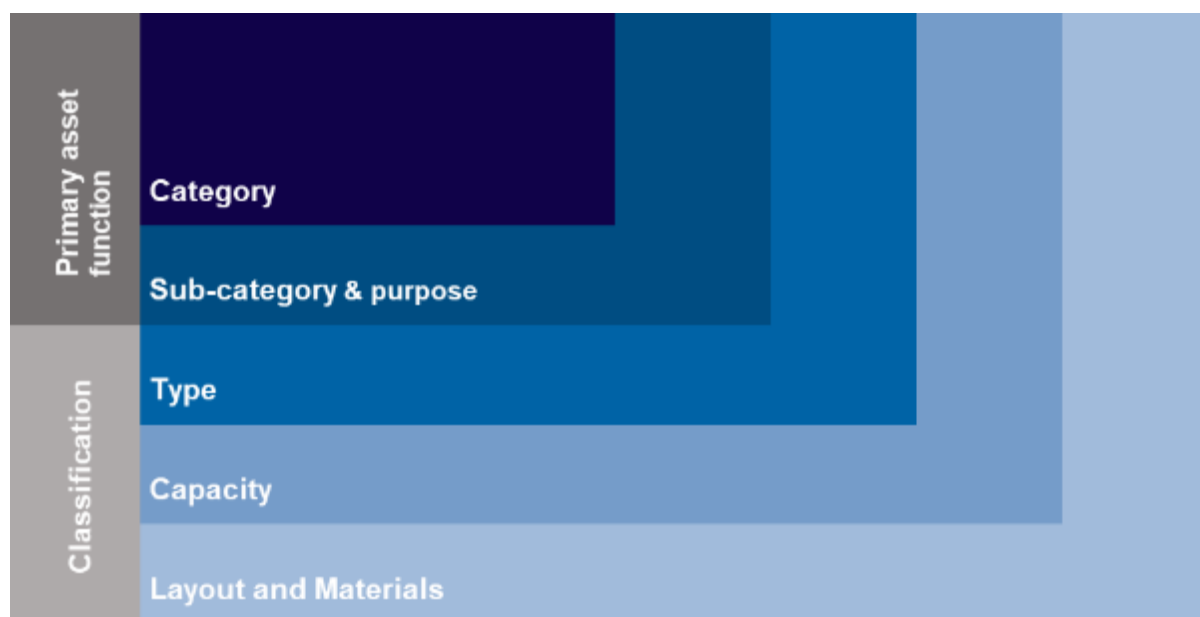
Under the DRFA, the Commonwealth Government will contribute a portion of the funding required to reconstruct an essential public asset to its pre-disaster function. Therefore, the pre-disaster function must be established to determine the proposed treatment and subsequent estimated reconstruction cost.

To assist states in defining the pre-disaster function of assets, the Commonwealth Government has developed the Essential Public Asset Function Framework, shown below.

The framework focuses on two key components:

- Primary asset function – purpose of the asset
- Classification – level of service the asset provides.

Figure 4 Essential public asset function framework



Primary asset function

All essential public assets fall into two separate categories:

- Transport
- Public infrastructure

Examples of transport and public infrastructure assets in Victoria are included in the 'Eligible works for transport infrastructure' section in this guideline.

Each category can then be further split into sub-categories. For example, the transport assets would be sub-categorised into roads, bridges, culverts, etc.

Classification

Essential public assets are classified by the level of service provided to the community by detailing the asset type, capacity, layout and materials.

Asset type

The primary function of the asset is the key consideration when determining the classification of an essential public asset. For example:

- A road may be classified based on its primary function as an arterial road, a sub-arterial road or a local road. Or
- A road may also be classified based on the services being provided to the community before the disaster, such as a road for vehicular traffic, bicycles and pedestrians.

Asset capacity

After defining the essential public asset type, the capacity of the essential public asset should be established. This is the capacity of the essential public asset to perform its primary function and, additionally, other services it may have been providing to the community prior to the eligible disaster. For example, the capacity of the road to perform the primary function of transport vehicles

travelling from point A to point B might include two lanes of local traffic in each direction or one lane in each direction, a pedestrian walkway on one side of the road, and a breakdown lane on both sides of the road. What is the main role of the road—for example, a two-lane highway? Are there multiple roles of the road—for example, a two-lane road with pedestrian walkways?

Asset layout and materials

Defining the asset layout and materials is strongly linked with the capacity of the asset and is the final level in defining the function of an essential public asset. The engineering specifications of the asset that need to be captured include:

- dimensions and layout;
- materials used; and
- functional criteria including information on any associated infrastructure e.g. barriers, signage, signalling, lighting, noise attenuation, drainage, and associated footpaths and bikeways.

For example, what are the general dimensions and features (including safety) of the essential public asset? In the instance of a road, how wide are the lanes, shoulders and pedestrian walkways? What is the depth of the pavement? Does the road have line markings, safety barriers, lighting or traffic signals? What materials have been used to construct the road – gravel, granular with seal, concrete or asphalt? How does the road interface with its surroundings – are there signalised intersections?

Information sources

The information required to determine the pre-disaster asset function may be available through the following sources held by the asset owner:

- asset registers;
- certification reports;
- inspection reports;
- maintenance reports;
- visual data – photos, videos; or
- geospatial data.

Supporting documentation required to show disaster damage

To establish a basis that the damage sustained was a direct result of an eligible event, and the nature of the reconstruction works undertaken are eligible to be claimed under an essential public asset reconstruction works claim, the following damage evidence should be provided:

- Essential public asset reconstruction photo report, with pre-disaster photo comparisons (where available), presented in a logical sequence for each asset with information specific to the post-disaster photo presented, see Appendix D: Essential Public Asset reconstruction works photo report
- All post-disaster photo files contained within the essential public asset reconstruction photo report in, with metadata intact, contained within subfolders and grouped by asset (for example, road ID, culvert ID or structure ID).
- Supplementary evidence (If applicable), for example photos obtained from newspaper stories, news websites where location and date can be confirmed.

When undertaking the reconstruction damage assessment process, it is important to consider that:

- Pre-disaster photo comparisons (where available) are to be provided to confirm damage is a direct result of event.
- Where pre-disaster photos are not available, a Pre-disaster asset condition assessment report is required for each asset type (i.e. road pavement, bridge, drainage).
- Pre-disaster photo comparisons that show a 'step change' in the condition of the asset from the pre-disaster condition to post-disaster condition generally demonstrate that the damage is a direct result of the event and therefore eligible.
- Post-disaster photos may be taken up to twelve (12) months following the eligible disaster to illustrate damage from the event. However, the timely collection of event related visual data is essential to ensure that the post-disaster damage can be identified and directly attributed to the eligible event.
- Post-disaster photographic standards and considerations should be adopted as per the 'Post-disaster damage – Photographic evidence' section of this guideline.

Reconstruction works closeout

Following completion of an immediate reconstruction works or essential public asset reconstruction works project, it is necessary to provide photographic evidence of the completed works to demonstrate that the works undertaken were synonymous with the works proposed in the reconstruction claim.

To establish the nature of the reconstruction works undertaken, the following completion evidence should be provided:

- Reconstruction works closeout photo report, with pre-disaster and post disaster photo comparisons and representative post-completion photos presented in a logical sequence for each asset with information specific to the post-disaster photo presented.
- All post-disaster and post-completion photo files contained within the Reconstruction Works Closeout Photo Report, with metadata intact, contained within subfolders and grouped by asset (for example, road ID, culvert ID or structure ID).
- The Delivery Agency is required to submit related works claims within three months after works are completed, therefore photos are to be provided as soon as works are practically complete or before the claim submission due date.

When undertaking the reconstruction damage closeout process, it is important to consider that:

- The purpose of reconstruction works closeout photo report is to provide evidence that the treatments proposed in the restoration works claim have been undertaken.
- Completion photos should be captured at a scale and orientation that reflects their corresponding post-disaster photo to enable a visual comparison between post-disaster damage and completion.
- All photos presented in the reconstruction of essential public asset restoration works claim should have corresponding post-completion photos presented with the reconstruction works closeout, noting that completion photos are to:
 - Illustrate pavement treatments and widths undertaken (for example, part-width, half-width, full-width)
 - Illustrate the various reconstruction works types (e.g. drainage works, bridge works, geotechnical works).

Where continuous damage is identified over the length of the asset, representative post-disaster photos should be provided over the full length of the asset (for example, where a road has sustained damage over 5 km, representative pre-disaster and post-disaster photos should be

provided. For a relatively flat road, this should be at 100 metre intervals over the full 5 km length of the road. For roads which are more hilly or windy, this may vary up to 250 metres depending on whether the damage is obvious, the camera angle of the photos are good and there are appropriate light conditions.) It is recommended that the representative approach to be undertaken be discussed with the Assessing Authority.

Required supporting documents

DRFA Fact Sheet 1 – Claims and Eligibility also outlines the supporting documentation required.

Table 13 EPA reconstruction works claims – Estimate and progress reporting – Supporting documentation required

Required item	Essential Public Asset Reconstruction works estimate Details	Format
<input type="checkbox"/> Evidence of impact of disaster in local government area	For example, Bureau of Meteorology data, local media articles associated with the disaster	PDF
<input type="checkbox"/> Claim Lodgement Declaration Form (Form ID V Form D-DEC)	Includes: <ul style="list-style-type: none"> • Delivery Agency’s internal reference number for the claim • associated activated event • type of claim – essential public asset reconstruction works claim • summary details of the claim (that is, assets and value) • applicants contact officer name • cost estimate approval reference • declaration and signature from the responsible Delivery Agency including a suitably qualified person (as defined in Victorian DRFA Guideline 2) and Chief Executive Officer 	Signed PDF
Date of Access to the Asset	Presented at an asset type level – for example, Road A An essential public asset is considered to be ‘accessible’ from the time when: <ul style="list-style-type: none"> • the disaster is no longer occurring (e.g. flood waters have receded, or a bushfire is out/under control) and the site of the damaged asset can be safely accessed by reconstruction workers; or • the Delivery Agency has capacity to undertake the required restoration works. In this situation, the Delivery Agency must be able to demonstrate they have made a reasonable attempt to undertake works as soon as the disaster was no longer occurring (as per the point above) but was not able to complete the works because of: <ul style="list-style-type: none"> ○ competing reconstruction priorities associated with a significant program of works caused by a severe disaster or multiple disasters, or ○ the unavailability of specialised equipment/resources. 	Excel
<input type="checkbox"/> Cost estimate	Estimated cost of the proposed reconstruction works, presented for each treatment for claimed asset. See Victorian DRFA Guideline 2 for more detail.	Excel
<input type="checkbox"/> Completed/progress essential public asset reconstruction works claim template (Form ID V Form C2-CW)	Each line on the form is to represent the different treatments undertaken	Excel and signed PDF

Required item	Essential Public Asset Reconstruction works estimate Details	Format
<input type="checkbox"/> Detailed General ledger/ transaction listing	<p>Must correlate to expenditure in Form ID V Form-C-RW. A reconciliation statement is to be provided (if the evidence of expenditure differs from the amount claimed).</p> <p>The Transaction listing must include a minimum of date the expenditure was posted to the general ledger, invoice number, supplier and description of works undertaken, within a specific financial year.</p>	Excel
<input type="checkbox"/> Invoices	<p>Assessors will verify invoices against the works undertaken and whether the amounts were incurred within a specific financial year, within the allowable time period for reconstruction works Source documents (e.g. contracts) supporting the invoice to be available for sampling upon request.</p> <p>All invoices should correlate to an appropriate line item in the general ledger or transaction listing and have appropriate description of works undertaken including:</p> <ul style="list-style-type: none"> • eligible event name (AGRN), • date of the eligible event, • date works completed and • asset location. <p>If an AGRN has not yet been assigned provide details of the eligible disaster</p> <p>Claims are exclusive of GST</p>	PDF
<input type="checkbox"/> Day Labour	<p>Evidence required to claim day labour expenses;</p> <ul style="list-style-type: none"> • All direct costs must be claimed on a per asset basis; • Detailed general ledger or transactions reports outlining all expenditure; • Details of resources claimed for the eligible activities including staff names, position descriptions of roles, internal costing/payroll reports/timesheets for any payroll costs. In relation to plant and equipment used for the event, utilisation details (by asset, hours, dates); • Plant and equipment purchase date, purchase cost, written down value, residual value, asset life, depreciation to-date; • Detailed calculation of claimable hourly rate for all plant and equipment items including details of costs incurred per year that form the basis of the charge out rates; • The basis of apportionment of the expenses. 	PDF
<input type="checkbox"/> Payroll Reports	<ul style="list-style-type: none"> • Reports for extraordinary payroll costs (overtime) & evidence of the additional resources required. Timesheets to be available for sampling upon request. • Position descriptions for role/s created for eligible activities (approved by the Assessing Authority in consultation with the Administering Authority) and a copy of the relevant payroll report. 	PDF

Required item	Essential Public Asset Reconstruction works estimate Details	Format
<input type="checkbox"/> Pre-condition assessment report	<p>A Pre-disaster asset condition assessment report is to be completed where a pre-disaster photo outlining sufficiently the pre-condition of the damaged essential public asset is not available (and dated no more than four years prior to the disaster occurring). The information required to determine the pre-disaster function may be available through the following sources held by the Delivery Agency:</p> <ul style="list-style-type: none"> • asset registers. • certification reports. • inspection reports. • maintenance reports. • visual data – photos, videos; or • geospatial data 	PDF
<input type="checkbox"/> Photo report – post disaster damage	<p>Representative, printable report showing each damaged location (presented in a logical sequence for each asset and showing asset name and number references, where available).</p> <p>For damage that is continuous in nature, the frequency of photos must be able to depict the damage is continuous and not intermittent.</p>	PDF
<input type="checkbox"/> Photo files	<p>All photo files with metadata intact capturing location (longitude and latitude) and time taken.</p> <p>Photo files should be presented in subfolders and grouped by asset (for example, road link).</p>	JPEG, TIFF, PNG, GIF, RAW
Internal Audit Report (if requested)	<p>Upon receiving a written request from the Administering Authority (sample based), the Delivery Agency is required to engage their internal audit function to provide an opinion on whether appropriate procurement practices have been applied. Full copy of Internal Audit report to be provided. This cost is not reimbursed.</p>	PDF

Examples of forms and expenditure - Essential Public Asset Reconstruction works estimate and progress reporting

Essential Public Asset Reconstruction works - Estimate

V Form-D-DEC

Victorian DRFA claim lodgement declaration form - Essential Public Assets V Form-D-DEC

Event ID (AGRN) AGRN 9876 Claim type Reconstruction of Essential Public Assets

DRFA eligible event name Floods October 2020

Delivery Agent (DA) Darby Shire

I hereby provide the claim as follows:

Claim amount: **\$53,969.50**

Associated with works in: Darby Shire

I certify that this claim is a true record of the works required to reconstruct the essential public assets, as defined in the Disaster Recovery Funding Arrangements 2016, damaged as a direct result of the eligible disaster event to their pre-disaster function.

I can also confirm that any funding will only be used for the approved scope, which has been assessed in accordance with Victoria's Natural Disaster Claim and Eligibility Guidelines and the Australian Government's Disaster Recovery Funding Arrangements.

The photographic and other supporting evidence included in this claim is an accurate record of the pre-disaster and/or post-disaster event function and standard of the asset. This evidence supports that the damage being claimed is a direct result of the eligible disaster event. Where required by the Disaster Recovery Funding Arrangements 2018, I confirm that the pre-disaster condition assessment has been completed or assessed by a suitably qualified professional. A suitably qualified professional may be defined as a person with undergraduate qualifications and a minimum of five years' experience, and relevant certifications in the appropriate field of work for the asset type.

<For EPA reconstruction works only> <DELETE IF NOT REQUIRED>

I also wish to acknowledge that where the approved works are issued to the open market for tenders, this will be done so in line with relevant procurement policies and processes which ensure the application of probity principles. Upon receipt of this market response, an update of this estimate will be provided to the Assessing Authority.

I can confirm also that appropriate procurement policies have been applied, and subject to internal audit processes of: **Darby Shire Council**

Any requests for clarification regarding this claim can be directed to: **Nancy Drew, Flood Restoration Officer, Ndrew@darby.com, Ph: 1234 4321**

Claim prepared by: **Jules Verne** Claim approved for lodgement by: **William Wordsworth** (Approval must be by the CEO)

Name: **Jules Verne** Name: **William Wordsworth**

Position: **Engineer and Project manager** Position: **CEO Darby Shire**

Date: **1/11/2020** Date: **1/11/2020**

Signature: _____ Signature: _____

The total amount must be the same shown in the ACMS claim and V-form-C-RW.

Estimate must be prepared by a suitably qualified person as per Guideline 1

Must be signed by the CEO

V Form-C-RW

Victorian DRFA reconstruction works claim form C-IR Claim form & RW Certified Estimate Works Package V Form-C-RW

For Reconstruction Works Estimate Packages, once this form and all other forms and supporting documentation is completed and lodged into the Automated Claims Management System and Shovel, in accordance with FACT SHEET 1, please email IRPAdemo@v.gov.au as well as the Assessing Authority. Refer to FACT SHEET 1 which can be found at the following link: https://res-en-en.vic.gov.au/asset/EMV/webFS/1/Victoria_DRFA_Fact_Sheet_1_Claiming_and_Eligibility.pdf

Delivery Agent (DA) Darby

DRFA Eligible Event Name Floods October 2020

Event ID (AGRN) AGRN9876

Location of Event Darby

Date asset is available, must be consistent with requirements in Guideline 1

Estimated costs for Indirect Costs, Contingency and Escalation must be consistent with Guideline 3.

Line No.	Claim ID	Asset Category	Asset Sub-Category	Asset Name	Asset Type	Asset Area	Asset ID	Existing with	Existing Asphalte	Photo references (name of damage photo or other report)	Latitude start coordinates	Latitude end coordinates	Longitude start coordinates	Longitude end coordinates	Start Date	End Date	Damage Description	Date of Access to Asset	Treatment ID	Treatment Description	Quantity	Unit Rate (\$)	Direct Cost (\$)	Indirect Cost (%)	Escalation (%)	Contingency (%)	Total Estimated Cost (\$)	Actual Cost (\$)	Comments																						
1	Darby 01 001 A	Transport	Shoreline Infrastructure	Sea Take Chop	Longitudinal Bank	Change Structure	ES01-0224	NA	NA	Non-Dredged Dred. CDCA - Damage Photo Assessment.pdf	-128.47	-128.12	182.10	181.45	0	0	HYDRA-DRIFT (DAMAGED ON DESIGN)	20090300	020	0100 Remove/Rebuild Concrete Sea Wall (RSCW)	10	\$700.00	\$7,000.00	13.97%	15.00%	0.00%	\$ 8,438.11	\$ 0.00																							
2	Darby 01 001 B	Transport	Shoreline Infrastructure	Sea Take Chop	Longitudinal Bank	Change Structure	ES01-0450	NA	NA	Left Hand Dred. 4850 - Damage Photo Assessment.pdf	-128.47	-128.12	182.10	181.45	0	0	FAIRLY SEVERE DAMAGED ON DESIGN	20090301	0716	0100 Remove/Rebuild Concrete Sea Wall (RSCW)	100	\$700.00	\$7,000.00	13.97%	15.00%	0.00%	\$ 8,221.97	\$ 0.00																							
3	Darby 01 001 C	Transport	Shoreline Infrastructure	Sea Take Chop	Longitudinal Bank	Change Structure	ES01-0452 D	NA	NA	Right Hand Dred. 4852 - Damage Photo Assessment.pdf	-128.47	-128.12	182.10	181.45	0	0	HYDRA-DRIFT (DAMAGED ON DESIGN)	20090302	0217	0100 Remove/Rebuild Concrete Sea Wall (RSCW)	200	\$100.00	\$20,000.00	13.97%	15.00%	0.00%	\$ 23,338.11	\$ 0.00																							
																						\$41,000.00																													

Note: Only input in yellow cells, grey cells are autopopulated based on user input

Total Estimated Cost: **\$53,969.50**

Each cell is to be populated

The total amount be the same shown in the V Form-D-Dec.

Use comments to provide additional details about the line items.

Pre-Disaster Asset Condition Assessment Report

DRFA Victoria - Pre-disaster asset condition assessment report

Reference: **Guideline 1 Damage Assessment Appendix E**

This form is to be completed where a pre-disaster photo outlining sufficiently the pre-condition of the damaged essential public asset is not available (and dated no more than four years prior to the disaster occurring). The information required to determine the pre-disaster function may be available through the following sources held by the Delivery Agency - asset registers, certification reports, inspection reports, maintenance logs, visual data - photos, videos or geospatial data.

Form VF-E-CA

Claim type:	<small><drop down for options></small>		
DRFA eligible event name:	<small><name of event></small>	Include appropriate attachments i.e. maintenance logs as outlined in Guideline 1.	
Asset name:	<small><name of asset></small>		
Asset geographical location:	<small><geographical location></small>	Assessment must be dated no less than 4 years prior to the disaster. For a State Agency this must be dated no later than 2 years prior to the disaster.	
Assessment start longitude:	<small><start longitude></small>		
Assessment end longitude:	<small><end longitude></small>	Assessment end latitude:	<small><end latitude></small>
Assessment date (start):	<small><dd/mm/yyyy></small>	Assessment date (completion):	<small><dd/mm/yyyy></small>

Explain the severity of this declared event (i.e. using closest official rainfall records) and observations on how this asset was damaged by the eligible disaster event.

<insert description>

On what basis has it been determined that the damage being claimed from the eligible event was not evident prior to the eligible disaster event?

<insert description>

For each of the asset categories (i.e. road, drainage, structure, road furniture), where damage is being claimed, provide an overview of the frequency and results of any asset condition assessments or surveys that were undertaken prior to the eligible disaster event. Under the DRFA, Delivery Agencies are required to provide evidence of the pre-condition of the damaged asset that is dated no older than four years prior to the eligible disaster occurring.

<insert description>

For each of the asset categories where damage is being claimed, detail the most recent inspection/defect identification (maintenance log) undertaken prior to the eligible event. (Provide copies of the relevant inspection records or maintenance logs as attachments to this report). Under the DRFA, Delivery Agencies are required to provide evidence of the pre-condition of the damaged asset that is dated no older than four years prior to the eligible disaster occurring.

<insert description>

Provide details of the type of maintenance activities or upgrade works that have been undertaken on the asset in the 12 months or up to four years prior to the eligible disaster event. Under the DRFA, Delivery Agencies are required to provide evidence of the pre-condition of the damaged asset that is dated no older than four years prior to the eligible disaster occurring.

<insert description>

Conducted by (Delivery Agency to complete)

I can confirm that the above-mentioned information is true and accurate.

Name			
Position			
Qualifications			
Assessment date			
Signature			

Must be conducted or verified by a suitably qualified profession as per Guideline 1

Verified by (Delivery Agency to complete)

I can verify that the above mentioned information is true and accurate and the information substantiates that the damage being claimed is a direct result of the activated disaster event.

Name			
Position			
Qualifications			
Assessment date			
Signature			

Assessed by (Assessing Authority to complete)

Based on this report and supporting information I believe there is sufficient evidence to support the substantiation that the damage being claimed is a direct result of the activated disaster event and the pre-disaster condition of the damaged asset is dated no older than four years prior to the eligible disaster occurring.

Name			
Position			
Qualifications			
Assessment date			
Signature			

Must be signed by an Assessor prior to lodgement.

Essential Public Asset Reconstruction works – Estimate

Photo Report

Essential Public Assets Reconstruction works estimate photo report

- Photos to show pre-disaster condition, post disaster condition for the essential public asset.
- Photos to be provided with the metadata embedded.
- For more information please refer to DRFA Guideline 1: <https://www.emv.vic.gov.au/drfa/guideline-1>

Pre-condition	Post Disaster	
		<div style="border: 1px solid black; border-radius: 15px; padding: 10px; width: fit-content; margin: 10px auto;"> All photos must include metadata detailing latitude, longitude and date taken. </div>
<p>Asset ID: 001 Asset description: Sealed road, Derby Road Photo ID: Chainage: [Insert chainage, where applicable] Latitude: 37° 49' 14" Longitude: 147° 11' 14" Date taken: 22 February 2020</p>	<p>Asset ID: 001 Asset description: Sealed road, Derby Road Photo ID: Chainage: [Insert chainage, where applicable] Latitude: 37° 49' 14" Longitude: 147° 11' 14" Date taken: 22 June 2022</p>	

Please copy and paste the table if more photos are to be provided
 Page 1 of 7  xxx – Delivery Agency

Pre disaster photos can be from up to four years prior to the event for local councils and two years for State Agencies.



Independent technical review

An Independent Technical Review (ITR) of the reconstruction works must be conducted in the following circumstances, prior to finalisation of the claim for reconstruction works. This applies to the reconstruction of essential public assets only.

Table 14 Independent technical review application

Application	Details
Application one	The estimated reconstruction cost for the project is \$25 million or more.
Application two	Where an alternative reconstruction project solution is preferred and there is a variance between the estimated reconstruction cost for the original project and the preferred reconstruction project solution, that is: <ul style="list-style-type: none">• more than 50 per cent lower than the estimated reconstruction cost of the original project; and• to a value of between \$5 million and \$25 million.
Application three	Where special circumstances are encountered that give rise to a variance in the estimated reconstruction cost for the project that is: <ul style="list-style-type: none">• greater than 15 percent of the estimated reconstruction cost of the original project; and• greater than \$1 million.

The Delivery Agency will be responsible for identifying the need for and procuring an ITR however any costs associated will not be , but the Assessing Authority or Administering Authority may also recommend an ITR if any of the above conditions are met.

In addition, the Commonwealth Government, on receiving the estimated reconstruction costs for a project from Victoria within its financial year claim, may elect to have it reviewed under Application 4.

Special circumstances – changes required to an approved claim estimate

Where the estimated reconstruction cost is lower than the actual cost of a project as a result of special circumstances, and the variance does not meet the criteria for an ITR, Delivery Agencies with the approval of the Administering Authority, can adjust the estimated reconstruction cost to reflect the variance.

The Delivery Agency must provide evidence to the Assessing Authority to demonstrate the special circumstances encountered, including why the special circumstances could not reasonably have been foreseen.

Special circumstances may include the following:

- geotechnical conditions that could not reasonably have been foreseen or investigated in the design period;
- previously unidentified indigenous and cultural heritage discoveries;
- previously unidentified heritage discoveries;
- delays caused by subsequent eligible disasters;
- environmental conditions that could not reasonably have been foreseen (for example, asbestos discovery); and
- critical reduction in water availability that could not reasonably have been foreseen or investigated in the design period.

Where a cost overrun above the approved certified estimate works package does not meet the 'special circumstance' as defined under DRFA and is not approved by the Commonwealth Government, a 'limited' contingency may be available funded from the DRFA Efficiencies Framework (resulting from realised savings from DRFA funded projects across the State). It is 'limited' to such time that the likely outcome of the expenditure across all the DRFA State program of works is known. As such, no guarantee is provided as to Administering Authority funding cost overruns that does not meet the DRFA 'special circumstance' criteria.

Reimbursement and payment process

Once the certified estimate works package is approved by the Administering Authority for essential public asset reconstruction works, the estimate will need to be updated in the CMS portal and aligned to the approved certified estimate works package.

Essential public asset reconstruction work claims will be paid on an actual expenditure basis capped up to the certified amount. Eligible essential public asset reconstruction expenditure incurred is to be lodged throughout the year that the expenditure is incurred and no later than 31 July (within one month from the end of the financial year in which the expenditure was incurred).

Upon receiving approval of the Administering Authority, works are able to commence for essential public asset reconstruction works and claims are encouraged to be submitted on a regular basis.

For large claims it is recommended that delivery agencies break down a claim package to a reasonable size to facilitate timely claims processing. Delivery Agencies are encouraged to discuss the proposed works packages with their assigned assessor.

Where a claim has all the supporting documentation (as outlined in Table 13) and is complete, structured, and cross-referenced, the assessor will seek to review and recommend the claim for approval within a 4-week period. Timelines may also be influenced by the number and scale of events that take place.

Once a claim has an Assessing Authority endorsement confirming all aspects of the claim and required evidence, the claim will be sought to be processed for payment within a 2-week period. These timelines will however be longer if the required claim templates/documentation has not been submitted, incomplete or difficult to follow.

Refer to Table 7, 10 and 13 regarding the relevant claim form to be used.

Claims will be processed for payment up to the approved certified estimate works package. Where claims exceed the approved certified estimate works package and is the result of a 'special circumstance' as defined under the DRFA, an updated re-certified approved estimate may be able to be resubmitted (subject to meeting the special circumstance condition and an independent review recommendation).

Where a cost overrun above the approved certified estimate works package does not meet the 'special circumstance' as defined under DRFA, a 'limited' contingency may be available funded from the DRFA Efficiencies Framework (resulting from realised savings from DRFA funded projects across the State). It is 'limited' to such time that the likely outcome of the expenditure across all the DRFA State program of works is known. As such, no guarantee is provided as to Administering Authority funding cost overruns that does not meet the DRFA 'special circumstance' criteria.

Advance payments

Taking into account the payment process policy and timelines for reimbursement, advances are supported for claimants that demonstrate a financial need and under exceptional circumstances.

The required information to be submitted for an advance request to be considered is a forecast cashflow statement, month-by-month for the projected period of the works. The forecast cashflow will need to capture all cash inflows and outflows from normal business as usual (BAU) activities overlaid by the projected essential public asset reconstructions works profile (outflows and reimbursement inflows based on the payment period times frames outlined in the Payment Process section). This is then compared the Delivery Agency's cash and cash equivalents balances (including term deposits) at the end of each month. Any shortfall, taking into account minimum monthly cash reserves required by the Delivery Agency, is the basis of an advance request. Advances are paid in the month that financial support is required.

Any cash and cash equivalents (including term deposits) captured in the Delivery Agency's most recent completed Balance Sheet that are sought to be excluded from the cashflow forecast is required to be explained. Excluding a term deposit on the basis that the scheduled maturity date is outside the period that the cash is required is not a valid reason. Minimum monthly cash reserves or restricted investments need to be supported by appropriate analysis.

The required information to be submitted for an advance request includes a projected cashflow attached to the latest Delivery Agency's Balance Sheet/Statement of Cashflow for the proceeding full month based on actuals. The forecast cashflow is required to be signed by the Delivery Agency's Chief Financial Officer certifying the cashflow forecast as complete and accurate and detailing underlying key assumptions of the forecast and any exclusions.

However for significant disaster events, an alternative approach may be adopted for advances and the Administering Authority will provide further advice on the process to be followed.

Advance requests are to be submitted via the request an advance payment in the CMS with supporting documentation to be uploaded on the file upload page.

Progress reporting

Throughout the delivery of approved certified estimate works packages relating to essential public asset reconstruction works, Delivery Agencies are required to update the Assessing Authority on a quarterly basis on the progress of works against each of the works packages.

The quarterly reports are to be prepared using Form ID V Form D-QTR to record the following:

- actual expenditure incurred;
- budget to actuals;
- current project start and finish dates;
- any variances in scope, cost or time;
- use of project contingency; and
- commentary including risks on meeting the works completion timeline and explanations on variances against the approved certified estimates works package.

Delivery Agencies are required to provide this report quarterly to the Assessing Authority via the CMS using the submit quarterly report function and a final report upon project completion.

Quarterly reporting for each approved certified estimate works package is required to be provided by 30 September, 31 December, 31 March 2022, and 30 June 2022.

Following completion of the Form ID V Form D-QTR, the Delivery Agency should navigate to the access my report tab in the CMS, click on submit quarterly reports and then select the correct approved certified estimate to submit the report against. A Delivery Agency will need to submit a separate quarterly report for each approved certified estimate package. The Assessor will review the quarterly report and liaise with the Delivery Agency if they require further information.

Claim acquittal and completion requirements

The final claim for essential public asset reconstruction works is to be lodged to the Assessing Authority no later than three months following completion of the works. All claims are required to be lodged in the financial year that the expenditure is incurred.

The Assessing Authority will consult with the Delivery Agency to ensure all available information has been appropriately considered as part of the final claim.

Once a final claim has been assessed by the Assessing Authority and approved by the Administrating Authority a notification to the Delivery Agency will be issued. Final payment will be issued, subject to the payments already received to date by the Delivery Agency for that claim.

All acquitted claims may be subject to further review by the State and Commonwealth appointed auditors.

For the final claim, the following components are to be provided, unless they were provided in previous claims submitted.

All supporting documents submitted are to be structured and cross referenced to allow third party verification. This will facilitate the timely processing of claims and the State and Commonwealth audit review process.

Table 15 EPA reconstruction works final claims - Required supporting documents

Required item	Essential Public Asset Reconstruction works estimate Details	Format
<input type="checkbox"/> Claims lodgement declaration form (Form ID V Form D-DEC)	Includes: <ul style="list-style-type: none"> • Delivery Agency's internal reference number for the claim • associated activated event • type of claim – EPA reconstruction works claim • summary details of the claim (that is, assets and value) • applicants contact officer name • declaration and signature from the responsible Delivery Agency Chief Executive Officer 	Signed PDF
<input type="checkbox"/> Completed EPA reconstruction works claim template (Form ID V Form C2-CW)	Each line on the Form ID V Form-C2-CW to represent the different treatments completed, confirming the lengths, widths and depths completed	Excel and signed PDF
<input type="checkbox"/> Final claim value	Presented at an asset type level – for example, Road A	Excel

Essential Public Asset Reconstruction works estimate		
Required item	Details	Format
Date of Access to the Asset	<p>Presented at an asset type level – for example, Road A</p> <p>An essential public asset is considered to be ‘accessible’ from the time when:</p> <ul style="list-style-type: none"> • the disaster is no longer occurring (e.g. flood waters have receded, or a bushfire is out/under control) and the site of the damaged asset can be safely accessed by reconstruction workers; or • the Delivery Agency has capacity to undertake the required restoration works. In this situation, the Delivery Agency must be able to demonstrate they have made a reasonable attempt to undertake works as soon as the disaster was no longer occurring (as per the point above) but was not able to complete the works because of: <ul style="list-style-type: none"> ○ competing reconstruction priorities associated with a significant program of works caused by a severe disaster or multiple disasters, or ○ the unavailability of specialised equipment/resources. 	Excel
<input type="checkbox"/> General ledger or transaction listing	<p>Must correlate to expenditure in the Form ID V Form-C2-CW). A reconciliation statement is to be provided (if the evidence of expenditure differs from the amount claimed).</p> <p>The Transaction listing must include a minimum of date the expenditure was posted to the general ledger, invoice number, supplier and description of works undertaken, within a specific financial year.</p>	Excel
<input type="checkbox"/> Invoices	<p>Assessors will verify invoices against the works undertaken and whether the amounts were incurred within the allowable time period for the expenditure type i.e. emergency or immediate works, with a specific financial year.</p> <p>Source documents (e.g. contracts) supporting the invoice to be available for sampling upon request.</p> <p>All invoices should correlate to an appropriate line item in the general ledger or transaction listing and have appropriate description of works undertaken including:</p> <ul style="list-style-type: none"> • eligible event name (AGRN), • date of the eligible event, • date works completed and • asset location. <p>If an AGRN has not yet been assigned provide details of the eligible disaster.</p> <p>Claims are exclusive of GST</p>	PDF

Essential Public Asset Reconstruction works estimate		
Required item	Details	Format
<input type="checkbox"/> Day Labour	<p>Evidence required to claim day labour expenses;</p> <ul style="list-style-type: none"> • All direct costs must be claimed on a per asset basis; • Detailed general ledger or transactions reports outlining all expenditure; • Details of resources claimed for the eligible activities including staff names, position descriptions of roles, internal costing/payroll reports/timesheets for any payroll costs. In relation to plant and equipment used for the event, utilisation details (by asset, hours, dates); • Plant and equipment purchase date, purchase cost, written down value, residual value, asset life, depreciation to-date; • Detailed calculation of claimable hourly rate for all plant and equipment items including details of costs incurred per year that form the basis of the charge out rates; • The basis of apportionment of the expenses. 	PDF
<input type="checkbox"/> Payroll reports	<p>Reports for extraordinary payroll costs (overtime) & evidence of the additional resources required. Timesheets to be available for sampling upon request.</p> <p>Position descriptions for role/s created for eligible activities (approved by the Assessing Authority in consultation with the Administering Authority)</p>	PDF
<input type="checkbox"/> Photo report – completed works	<p>Representative, printable report showing each location at which essential public asset reconstruction works were completed (presented in a logical sequence for each asset and showing asset references, where available)</p>	PDF
<input type="checkbox"/> Photo files	<p>All photo files with metadata intact capturing location (longitude and latitude) and time taken</p> <p>Photo files should be presented in subfolders and grouped by asset (for example, road link)</p>	JPEG, TIFF, PNG, GIF, RAW
<input type="checkbox"/> Quarterly Report (Form ID V Form D-QTR)	<p>Provided on a quarterly basis to the Administering Authority throughout the lifespan of the project</p> <p>Must correspond to the details in the claim form (Form ID V Form-D-QTR)</p>	PDF
Internal Audit Report (if requested)	<p>Upon receiving a written request from the Administering Authority (sample based), the Delivery Agency is required to engage their internal audit function to provide an opinion on whether appropriate procurement practices have been applied. Full copy of Internal Audit report to be provided. This cost is not reimbursed.</p>	PDF

Example of forms for claim acquittal

Essential Public Asset Reconstruction works - Claim

V Form-D-DEC

Victorian DRFA claim lodgement declaration form - Essential Public Assets		V Form-D-DEC	
Event ID (AGRN)	AGRN 9876	Claim type	Reconstruction of Essential Public Assets
DRFA eligible event name	Floods October 2020		
Delivery Agent (DA)	Darby Shire		
I hereby provide the claim as follows:			
Claim amount:	\$50,893.80	The total amount must be the same shown in the ACMS claim, V-form C2-CW and transaction listing and not exceed the Certified Estimate.	
Associated with works in:	Darby Shire		
I certify that this claim is a true record of the works required to reconstruct the essential public assets, as defined in the Disaster Recovery Funding Arrangements 2018, damaged as a direct result of the eligible disaster event to their pre-disaster function.			
I can also confirm that any funding will only be used for the approved scope, which has been assessed in accordance with Victoria's Natural Disaster Claim and Eligibility Guidelines and the Australian Government's Disaster Recovery Funding Arrangements.			
The photographic and other supporting evidence included in this claim is an accurate record of the pre-disaster and/or post-disaster event function and standard of the asset. This evidence supports that the damage being claimed is a direct result of the eligible disaster event. Where required by the Disaster Recovery Funding Arrangements 2018, I confirm that the pre-disaster condition assessment has been completed or assessed by a suitably qualified professional. A suitably qualified professional may be defined as a person with undergraduate qualifications and a minimum of five years' experience, and relevant certifications in the appropriate field of work for the asset type.			
<For EPA reconstruction works only> <DELETE IF NOT REQUIRED>			
I also wish to acknowledge that where the approved works are issued to the open market for tenders, this will be done so in line with relevant procurement policies and processes which ensure the application of probity principles. Upon receipt of this market response, an update of this estimate will be provided to the Assessing Authority.			
I can confirm also that appropriate procurement policies have been applied, and subject to internal audit processes of:		Darby Shire Council	
Any requests for clarification regarding this claim can be directed to:		Nancy Drew, Flood Restoration officer, Ndrew@darby.com, Ph: 1234 4321	
Claim prepared by:		Claim approved for lodgement by: (Approval must be by the CEO)	
Name	Jules Verne	Name	William Wordsworth
Position	Engineer and Project manager	Position	CEO Darby Shire
Date	2/05/2021	Date:	3/05/2021
Signature		Signature	

Claim must be prepared by a suitably qualified person as per Guideline 1

Must be signed by the CEO

V Form-C2-CW

The Claim total can not exceed the Certified Estimate

Victorian DRFA completed reconstruction works claim form C2-CW															V Form-C2-CW																	
Delivery Agent (DA):	Darby																															
Claim year:	20																															
DRFA eligible event name:	Floods -> not processed October -> from Form D-DEC																															
Claim type:	RV -> do not alter																															
Event ID (AGRN):	AGRN9876																															
Location of event:	Darby																															
Asset Details	Asset No	Asset type / category	Asset Name	Asset ID	Existing asset width	Photo reference(s) (links to photos or reports)	Latitude start coordinates	Latitude end coordinates	Longitude start coordinates	Longitude end coordinates	Start (m)	End (m)	Damage description	Treatment ID	Treatment description	Quantity	Direct	Indirect	Contingency	Evolution	Total Estimated Cost	Direct	Indirect	Direct	Indirect	Direct	Indirect	Total actual cost (\$)	Reason for variance (if not claim only)	Ledger Reference	Comments	
1	Darby 201 RV	Change Structure	Main Street	DRB-1234	NA	Main Street DRB-1234 -> change photo assessment.pdf	-42	-13	255	345	0	0	PIPE CLAVERT DAMAGED OR DESTROYED	0723	ST23 Repave Reinforced Concrete Box Culvert (RCBC)	10	7,200	\$ 1,000.00	\$ 1,200.00	\$ -	\$ 4,400.73	\$ 231.00	\$ 2,700.00	\$ 800.00	\$ 4,164.73	\$ 1,237.48	\$ 6,302.21		Change in material rate	1234		
2	Darby 201 RV	Change Structure	Main Street	DRB-1235	NA	Main Street DRB-1234 -> change photo assessment.pdf	-43	-13	255	345	0	0	TABLE TOPS DAMAGED OR DESTROYED	0718	ST 18 Road Protection	100	7,040	\$ 979.11	\$ 1,200.00	\$ -	\$ 2,222	\$ 1,742.83	\$ 422.85	\$ 2,433.00	\$ 579.00	\$ 1,176.93	\$ 1,012.34	\$ 4,188.07		Change in material rate	1234	
3	Darby 201 RV	Change Structure	Main Street	DRB-1236	NA	Main Street DRB-1234 -> change photo assessment.pdf	-43	-13	255	345	0	0	PIPE CLAVERT DAMAGED OR DESTROYED	0711	ST17 Replaque table drain	250	20,950	\$ 3,740.00	\$ 4,400.00	\$ -	\$ 33,300	\$ 7,200.14	\$ 2,500.00	\$ 22,500.00	\$ 440.00	\$ 23,040.14	\$ 2,010.17	\$ 25,050.31		Change in material rate	1234	
																\$41,200.00	\$9,700.00	\$7,000.00	\$0.00	\$50,900.00	\$27,487.68	\$2,825.00	\$6,000.00	\$44,989.90	\$4,850.65	\$50,839.55						

Include information about the reason for any variance. Information must be succinct and able to be understood by a third party.

Each cell is to be populated

Costs to be itemised per estimate line

The total amount be the same shown in the ACMS claim, invoices, transaction listings and D-Dec.

Essential Public Asset Reconstruction works - Claim continued

General Ledger

Amounts on the transaction listing are exclusive of GST

General ledger is a direct export from the Delivery Agencies financial system

Date	Amount	Document No.	G/L Account no.	Description	Invoice No.	Cost Centre	Service Code	Activity Code	Locality Code	Vendor Name
3/04/2021	\$ 9,392.21	44546	59505	ST23 Replace Reinforced Concrete Box Culvert (RCBC) for October 2020 floods. Works undertaken 2-14 February 2021.	1234	7640	9867	1234	Darb	Darby Construction Company
4/04/2021	\$ 9,189.27	44546	59505	ST 16 Rock Protection for October 2020 floods. Works undertaken 2-14 February 2021.	1234	7640	9867	2345	Darb	Darby Construction Company
5/04/2021	\$32,258.31	44546	59505	ST 17 Reshape table drain for October 2020 floods. Works undertaken 2-14 February 2021.	1234	7640	9867	5424	Darb	Darby Construction Company
Total	\$50,839.80									

The total of the transaction listing needs to be the same amount shown in the ACMS claim, D-Dec, V-form C2-CW and invoices.

Additional information can be included to explain discrepancies or part payments. Detail provided must be sufficient to explain damage and link to the disaster, including the date that works were undertaken.

Invoice

Darby Construction Company

1 Main street
Darby Vic

BILL TO:

Darby Council
17 Bridge Road
Darby Vic

INVOICE

Invoice No. 1234
Date: 15/03/2021

Invoice to include:

- eligible event name (AGRN),
- date of the eligible event,
- date works completed and
- asset location.

If an AGRN has not yet been assigned provide details of the eligible disaster.

Description	QTY	RATE	GST TAX AMT	Subtotal (ex GST)	AMOUNT
All works relate to event AGRN 9876, Darby October Floods 2020. Works completed on 01/03/21 at Main Street Darby.					
Replace Reinforced Concrete Box Culvert	10	\$939.22	\$939.21	\$9,392.21	\$10,331.42
Rock Protection	100	\$91.89	\$918.92	\$9189.27	\$10,108.19
Reshape table drain	250	\$129.03	\$3,225.81	\$32,258.31	\$35,484.12
				Subtotal (ex GST)	\$50,839.80
				GST	\$5,083.94
				Total (inc GST)	\$55,923.74

This amount needs to be the same amount shown in the ACMS claim, D-Dec, V-Form-C2-CW and transaction listing.

Make all checks payable to Darby Construction Company

If you have any questions concerning this invoice please contact name, Phone, Email.


Thank you for your business.

Essential Public Asset Reconstruction works – Claim

Photo Report

Appendix D: Essential Public Assets Reconstruction works closeout photo report

- Photos to show pre-disaster condition, post disaster condition and post completion of works for the essential public asset.
- Photos to be provided with the metadata embedded.
- For more information please refer to DRFA Guideline 1: <https://www.emv.vic.gov.au/drfa/guideline-1>

Pre-condition	Post Disaster	Post Completion
 <p>Asset ID: 001 Asset description: sealed road, Derby Road Photo ID: Photo one Chainage: [Insert chainage, where applicable] Latitude: 37° 49' 14" Longitude: 147° 11' 14" Date taken: 22 February 2021</p>	 <p>Asset ID: 001 Asset description: sealed road, Derby Road Photo ID: Photo one Chainage: [Insert chainage, where applicable] Latitude: 37° 49' 14" Longitude: 147° 11' 14" Date taken: 22 June 2021</p>	 <p>Asset ID: 001 Asset description: sealed road, Derby Road Photo ID: Photo one Chainage: [Insert chainage, where applicable] Latitude: 37° 49' 14" Longitude: 147° 11' 14" Date taken: 23 February 2022</p>

Pre disaster condition photos can be from up to four years prior to the event for local councils and two years for State Agencies.

Post completion photos are to be provided as soon as possible or within three months in line with the claim submission due date.

Please copy and paste the table if more photos are to be provided
 AGRN xxx – Delivery Agency
 Page 1 of 5



All photos must include metadata detailing latitude, longitude and date taken.

Document retention

The Delivery Agency must keep an accurate audit trail for seven years from the end of each financial year in which expenditure is claimed or until such time as the claims are subject to audit by the State and Commonwealth appointed auditors (that may be 12-24 months after the end of the financial year that the expenditure was incurred). This must include written records that correctly record and explain the Delivery Agency's expenditure claimed for all eligible measures.

The Delivery Agency must make available within two weeks, all relevant documentation requested by the Assessing Authority or Administering Authority including:

- administrative data and documentation that may include (but is not limited to) contract or work orders, timesheets, news articles, email correspondence, funding approval letters, minutes of meetings;
- financial data and documentation that may include (but is not limited to) tax and/or financial statements, cost-benefit analyses, transaction listings used to reconcile invoices, annual reports, proposals and invoices; and
- grant data and documentation that may include (but is not limited to) grant applications and grant guidelines.

Further information

For further information, refer to the Victorian DRFA Claims and eligibility documentation as listed in Appendix A: Claims and eligibility standard forms and templates.

Document information

Document details

Criteria	Details
TRIM ID:	
Document title:	Victorian DRFA Guideline 1: Claims and eligibility for essential public assets
Document owner:	Emergency Recovery Victoria, Department of Justice and Community Safety

Version control

Version	Date	Description	Author
V1.0	12 12 18	Issued for IDC review	
V2.0	24 10 18	Final issue for approval	
V2.1	26.10.18	Minor updates to final issue	
V2.2	30.10.18	Amendment to day labour references. working document.	
V2.3	5.11.18	Amendment to day labour references.	
V2.4	07.01.19	Updates to Glossary	
V2.5	28.05.19	Minor updates to Immediate and Emergency Works (Page 5) and Extensions of allowable time limits (Page 7)	
V2.6	07.06.19	Update to Table 3,5,7 to capture payroll reports	
V2.7	1.07.19	Inclusion of payment and advance policy for essential public asset reconstruction works. Misc. minor edits throughout the document	
V2.8	31.07.19	Reference to Fact Sheet 1 for guidance on where the required documentation is to be uploaded (ACMS / ShareFile). Update of eligible Essential Public Assets to include water tanks (Page 2) on a case by case basis. Update the insurance section to clarify arrangements for entities with insurance (Page 4). Update to Tables 4,5,6 and 8 regarding approval process of position description roles.	

Version	Date	Description	Author
V2.9 V3.0	06.08.19 31.10.19	<p>Updates to Introduction and Eligible Measures Activation (Page 4)</p> <p>Updates to Emergency and Immediate Works (Pages 5, 27 and 29)</p> <p>Updates to Extension of Allowable Time Limit (Pages 7-8)</p> <p>Updates to Classification to include Asset type, Asset Capacity and Asset layout and material (Page 10)</p> <p>Updates to Secondments (Page 23)</p> <p>Updates to Funding Contribution (Page 27)</p> <p>Updates to Table 4 Emergency Works claims (Page 29)</p> <p>Updates to Table 5 Immediate Works Claims (Page 30)</p> <p>Updates to Reconstruction Works (Page 32)</p> <p>Updates to Independent Technical Review (Page 33)</p> <p>Updates to Special Circumstances – Changes to approve claim estimate (Page 34)</p> <p>Updates to Table 8 EPA reconstruction works final claim (Page 37)</p> <p>Replace reference to DTF with Administering Authority.</p> <p>Reference the new DRFA Administering Authority as Emergency Recovery Victoria / Department of Justice and Community Safety</p> <p>Eligible measures activation section captures new form to be used (Notification of Event form) and details letters to be issued by the Administering Authority</p> <p>Requirement that Position Description require the approval of the Assessing Authority in consultation with the Administering Authority</p> <p>Requirement for progress reporting to be undertaken quarterly and development of a form</p> <p>Update website links from DTF to ERV</p>	
V4.0	08.11.19	Updates to Definition of Essential Public Asset to include regional airports and Flood Monitoring Stations (Page 2)	
V5.0	06.06.20	<p>Updates to Purpose and Scope (Page 1)</p> <p>Updates to Administering and Assessing Authorities (Page 1)</p> <p>Updates to Insurance (Page 5)</p> <p>Updates to Emergency works (Page 5)</p> <p>Updates to Allowable time limits (Page 6)</p> <p>Updates to Technical standards (Page 11)</p> <p>Updates to Road Pavements and Surfacing (Page 11)</p> <p>Updates to Ineligible works (Page 13-14)</p> <p>Updates to Essential Public Assets Reconstruction Works Claim (Page 32)</p>	
V6.0	14.07.20	<p>Update to Quarterly reporting (Page 37)</p> <p>Update to Emergency works claims (Page 29)</p> <p>Update to Immediate Reconstruction works claims (Page 31)</p> <p>Update to Essential Public Asset Reconstruction works claims (Page 33)</p>	
V7.0	19.04.21	<p>Structure of document changed</p> <p>Copies of examples inserted</p>	

Version	Date	Description	Author
V8.0	14.05.21	Inclusion of requirement of photo reports for completed emergency works	
V 9.0	18.10.21	Merging guideline 1 and 2 into the new Guideline 1	
V 10.0	17.03.22	Inclusion of Transport Infrastructure in Glossary (Page 7) Updates on eligibility of footpaths, bike lanes, and pedestrian bridges and Intelligent transport systems (Page 7, 18 and 37) Update on State and local government assets (Page 10 and 11) Updates on re-damaged essential public assets (Page 86) Updates to photo report templates for Appendix B, C and D	
V11.0	20.04.22	Updated examples of pre-disaster asset condition report	
V12.0	26.08.22	Update to Glossary - definition of eligible disaster (Page 5) Update to Eligible events and activation process for: <ul style="list-style-type: none"> State expenditure to include floods and storms (Page 13) Certified estimate works package for reconstruction works to include that Delivery Agencies bearing the financial risk should any reconstruction works commence or are completed prior to the certified estimate works package being approved by the Administering Authority (Page 14 & 31) Update to Supporting documentation required to show disaster damage to include photo intervals for Immediate works (Page 20) Update to Supporting documentation required to show disaster damage to include photo intervals for Immediate works (Page 36) Update to Removal of Debris to include tree stumps where associated with the typical eligible examples (Page 43) Additional information included in Emergency, Immediate and Reconstruction works regarding the application of each of these works (Pages 45-46, 60, 73) Update to Progress reporting wording for Reconstruction Works (Page 90) Reference to EMV replaced with Emergency Recovery Victoria Update photo report examples (Pages 101-103)	
V13.0	25.01.23	Update to Examples of assets that are not eligible as essential public assets - fire access tracks which are managed by local government (Page 12) Update to day labour eligibility and evidence requirements	
V14.0	24.03.23	Update to Glossary of Terms for Suitably Qualified Professional (Page 7) Update to Insurance (Page 15) Update to Training (Page 33)	
V15.0	14.04.23	Update to Public Infrastructure examples that Guideline 3 should be referred to for advice on costs associated with levees being used for counter disaster operations (Page 10)	
V16	10.07.23	Guideline updated to reflect new Claims Management System (CMS) including requirement for forms to be completed in the system and upload documentation to now be via the CMS.	

Version	Date	Description	Author
V17	26.10.23	Update to definition of Suitably Qualified Professional (Page 38) in line with the definition on Page 7. Update to Ineligible expenditure on day labour to include On-call or standby costs (as only actual work hours are eligible for reimbursement) (Page 26) Update to day labour policy to include REPA works	
V18	20.12.23	Update of Administering Authority from EM Group to Emergency Recovery Victoria (across Guideline 1)	
V19	12.01.24	Update of Notification of event website link to new CMS portal (page 14)	
V20	10.04.24	Update of Table 7 Emergency works claims - Supporting documentation required to remove requirement for completion photos for emergency works (page 54)	

Reference material

Attached references	TRIM ID/location

Bibliography	Author	TRIM ID/location
Disaster Recovery Funding Arrangements 2018	The Commonwealth Government	

Acronyms

Acronyms	Description
CMS	Claims Management System
CMA	Catchment Management Authority
DELWP	Department of Environment, Land, Water and Planning
DJCS	Department of Justice and Community Safety
DRFA	Disaster Recovery Funding Arrangements
ERV	Emergency Recovery Victoria
EPA	Essential Public Asset
ITR	Independent Technical Review
LGA	Local Government Authority
NDRRA	Natural Disaster Relief Recovery Arrangements
OH&S	Occupational Health and Safety
RCBC	Reinforced Concrete Box Culvert
RCCEF	Road Construction Cost Escalation Forecasts
REPA	Reconstruction of Essential Public Assets

Acronyms	Description
VAGO	Victorian Auditor-General's Office
VMIA	Victorian Managed Insurance Authority
WBS	Work Breakdown Structure

Appendix A: Claims and eligibility standard forms and templates

Item	Description	Form/ Doc ID
1	Victorian DRFA Guideline 1 - Claims and eligibility for essential public assets	GL-1
2	Victorian DRFA Fact Sheet 1 - Claims and eligibility for essential public assets	FS-1
3	Victorian DRFA Claim Form B - Emergency works	V Form B-EW
4	Victorian DRFA Claim Form C – Immediate Reconstruction works	V Form C-IR
4	Victorian DRFA Claim Form C - Reconstruction works	V Form C-RW
5	Victorian DRFA Claim Form B2 - Completed works	V Form C2-CW
6	Victorian DRFA Claim Form D - Reporting template	V Form D-QTR
7	Victorian DRFA Claim Form D - Claim lodgement declaration – Asset Reconstruction works	V Form C-RW
8		

Appendix B: Emergency works photo report¹

Appendix B: Emergency works photo report

- Photos are to show damage to an essential public asset.
- Photos are to be provided with the metadata embedded.
- For more information please refer to DRFA Guideline 1: <https://www.emv.vic.gov.au/drfa/guideline-1>

Post Disaster	Post Disaster	Post Disaster
		
Asset ID: 001 Asset description: sealed road, Derby Road Photo ID: Photo one Chainage: [Insert chainage, where applicable] Latitude: 37° 49' 14" Longitude: 147° 11' 14" Date taken: 22 February 2022	Asset ID: 002 Asset description: sealed road, Derby Road Photo ID: Photo two Chainage: [Insert chainage, where applicable] Latitude: 28° 3' 6" Longitude: 153° 2' 37" Date taken: 22 February 2022	Asset ID: [Insert asset ID] Asset description: [Insert asset description] Photo ID: [Insert photo ID] Chainage: [Insert chainage, where applicable] Latitude: [Insert latitude] Longitude: [Insert longitude] Date taken: [Insert date taken]

This first page is an example

Delivery Agency to add photos and complete required photo report information




Please copy and paste the table if more photos are to be provided
 AGRN xxx – Delivery Agency
 Page 1 of 3

¹ Templates for photo reports are available as a separate document on the website at <https://www.emv.vic.gov.au/drfa-ndfa-events-post-1-nov-2018>

Appendix C: Immediate Reconstruction works photo report²

Appendix C: Immediate Reconstruction works photo report

- Photos are to show pre-disaster condition, post disaster condition and post completion of works for the essential public asset.
- Photos are to be provided with the metadata embedded.
- For more information please refer to DRFA Guideline 1: <https://www.emv.vic.gov.au/drfa/guideline-1>

Pre-condition	Post Disaster	Post Completion
		
<p>Asset ID: 001 Asset description: sealed road, Derby Road Photo ID: Photo one Chainage: [Insert chainage, where applicable] Latitude: 37° 49' 14" Longitude: 147° 11' 14" Date taken: 22 February 2022</p>	<p>Asset ID: 001 Asset description: sealed road, Derby Road Photo ID: Photo one Chainage: [Insert chainage, where applicable] Latitude: 37° 49' 14" Longitude: 147° 11' 14" Date taken: 22 June 2022</p>	<p>Asset ID: 001 Asset description: sealed road, Derby Road Photo ID: Photo one Chainage: [Insert chainage, where applicable] Latitude: 37° 49' 14" Longitude: 147° 11' 14" Date taken: 22 July 2022</p> <p><i>Please note that where further damage has occurred during reconstruction works being undertaken, a guard rail has been included and allowed under current engineering and design standards. This explanation has been included in the claim comments column in the V Form C-RW.</i></p>

Please copy and paste the table if more photos are to be provided
 AGRN xxx – Delivery Agency
 Page 1 of 5





² Templates for photo reports are available as a separate document on the website at <https://www.emv.vic.gov.au/drfa-ndfa-events-post-1-nov-2018>

Appendix D: Essential Public Assets Reconstruction works closeout photo report³

Appendix D: Essential Public Assets Reconstruction works closeout photo report

- Photos to show pre-disaster condition, post disaster condition and post completion of works for the essential public asset.
- Photos to be provided with the metadata embedded.
- For more information please refer to DRFA Guideline 1: <https://www.emv.vic.gov.au/drfa/guideline-1>

Pre-condition	Post Disaster	Post Completion
		
<p>Asset ID: 001 Asset description: sealed road, Derby Road Photo ID: Photo one Chainage: [Insert chainage, where applicable] Latitude: 37° 49' 14" Longitude: 147° 11' 14" Date taken: 22 February 2021</p>	<p>Asset ID: 001 Asset description: sealed road, Derby Road Photo ID: Photo one Chainage: [Insert chainage, where applicable] Latitude: 37° 49' 14" Longitude: 147° 11' 14" Date taken: 22 June 2021</p>	<p>Asset ID: 001 Asset description: sealed road, Derby Road Photo ID: Photo one Chainage: [Insert chainage, where applicable] Latitude: 37° 49' 14" Longitude: 147° 11' 14" Date taken: 23 February 2022</p>

Please copy and paste the table if more photos are to be provided
 AGRN xxx – Delivery Agency
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³ Templates for photo reports are available as a separate document on the website at <https://www.emv.vic.gov.au/drfa-ndfa-events-post-1-nov-2018>

Appendix E: Pre-disaster asset condition assessment report template⁴

DRFA Victoria - Pre-disaster asset condition assessment report		Reference: Guideline 1 Damage Assessment Appendix E											
<p>This form is to be completed where a pre-disaster photo outlining sufficiently the pre-condition of the damaged essential public asset is not available (and dated no more than four years prior to the disaster occurring). The information required to determine the pre-disaster function may be available through the following sources held by the Delivery Agency - asset registers, certification reports, inspection reports, maintenance logs, visual data - photos, videos or geospatial data.</p>													
Form VF-E-CA													
Claim type:	<drop down for options>												
DRFA eligible event name:	<name of event>												
Asset name:	<name of asset>												
Asset geographical location:	<geographical location>												
Assessment start longitude:	<start longitude>	Assessment start latitude:	<start latitude>										
Assessment end longitude:	<end longitude>	Assessment end latitude:	<end latitude>										
Assessment date (start):	<dd/mm/yyyy>	Assessment date (completion):	<dd/mm/yyyy>										
<p>Explain the severity of this declared event (i.e. using closest official rainfall records) and observations on how this asset was damaged by the eligible disaster event.</p> <p><insert description></p>													
<p>On what basis has it been determined that the damage being claimed from the eligible event was not evident prior to the eligible disaster event?</p> <p><insert description></p>													
<p>For each of the asset categories (i.e. road, drainage, structure, road furniture), where damage is being claimed, provide an overview of the frequency and results of any asset condition assessments or surveys that were undertaken prior to the eligible disaster event. Under the DRFA, Delivery Agencies are required to provide evidence of the pre-condition of the damaged asset that is dated no older than four years prior to the eligible disaster occurring.</p> <p><insert description></p>													
<p>For each of the asset categories where damage is being claimed, detail the most recent inspection/defect identification (maintenance log) undertaken prior to the eligible event. (Provide copies of the relevant inspection records or maintenance logs as attachments to this report). Under the DRFA, Delivery Agencies are required to provide evidence of the pre-condition of the damaged asset that is dated no older than four years prior to the eligible disaster occurring.</p> <p><insert description></p>													
<p>Provide details of the type of maintenance activities or upgrade works that have been undertaken on the asset in the 12 months or up to four years prior to the eligible disaster event. Under the DRFA, Delivery Agencies are required to provide evidence of the pre-condition of the damaged asset that is dated no older than four years prior to the eligible disaster occurring.</p> <p><insert description></p>													
<p>Conducted by (Delivery Agency to complete)</p> <p><i>I can confirm that the above-mentioned information is true and accurate.</i></p> <table border="1"> <tr><td>Name</td><td></td></tr> <tr><td>Position</td><td></td></tr> <tr><td>Qualifications</td><td></td></tr> <tr><td>Assessment date</td><td></td></tr> <tr><td>Signature</td><td></td></tr> </table>				Name		Position		Qualifications		Assessment date		Signature	
Name													
Position													
Qualifications													
Assessment date													
Signature													
<p>Verified by (Delivery Agency to complete)</p> <p><i>I can verify that the above mentioned information is true and accurate and the information substantiates that the damage being claimed is a direct result of the activated disaster event.</i></p> <table border="1"> <tr><td>Name</td><td></td></tr> <tr><td>Position</td><td></td></tr> <tr><td>Qualifications</td><td></td></tr> <tr><td>Assessment date</td><td></td></tr> <tr><td>Signature</td><td></td></tr> </table>				Name		Position		Qualifications		Assessment date		Signature	
Name													
Position													
Qualifications													
Assessment date													
Signature													
<p>Assessed by (Assessing Authority to complete)</p> <p><i>Based on this report and supporting information I believe there is sufficient evidence to support the substantiation that the damage being claimed is a direct result of the activated disaster event and that evidence of the pre-disaster condition of the damaged asset is dated no older than four years prior to the eligible disaster occurring.</i></p> <table border="1"> <tr><td>Name</td><td></td></tr> <tr><td>Position</td><td></td></tr> <tr><td>Qualifications</td><td></td></tr> <tr><td>Assessment date</td><td></td></tr> <tr><td>Signature</td><td></td></tr> </table>				Name		Position		Qualifications		Assessment date		Signature	
Name													
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⁴ Templates for Pre-Disaster asset condition assessment report are available as a separate document on the website at <https://www.emv.vic.gov.au/drfa-ndfa-events-post-1-nov-2018>