

Options and Evidence Requirements to Repair Damaged Essential Public Assets under the DRFAWA									
Work Type	Works Guidance	Asset and Damage Location	Damage Detail - Post-Disaster Condition (Clause 6.2)		Pre-Disaster Condition (Clause 6.26 and 6.2.7)	Pre-Disaster Function (Clause 6.3)	Cost Estimate (Clause 6.4)	Actual Costs (Clause 10.2.7)	Completion Evidence (Clause 10.4.1)
			Description of Damage	Evidence of Damage		Primary Asset Function & Classification			
Emergency Works	<p>Temporary fixes or treatments to enable an asset to operate.</p> <p>Further work is required to permanently repair the damage.</p> <p>Works must be completed within three months of the asset being safely accessible, following the eligible disaster.</p> <p>Emergency Works must be inspected and signed off by a representative with the appropriate level of expertise and experience (e.g. Works Manager).</p>	<p>Both the location of the asset (road number, road name or coordinates) and location of damage sustained (SLK ref or coordinates) are required.</p> <p>(Template: Emergency and Immediate Works - Damage Pick Up)</p>	<p>Brief description of damage required.</p> <p>A more detailed Damage Assessment is required for both Immediate Reconstruction and EPAR works.</p> <p>(Template: Emergency and Immediate Works - Damage Pick Up - Damage description field)</p>	<p>Required.</p> <p>Photos should clearly demonstrate damage and its location on the asset.</p> <p>Multiple photos may be required for large assets and/or assets extensively damaged.</p>	<p>Evidence of asset pre-disaster condition is not required to substantiate Emergency Works claims.</p> <p>All Emergency Works will be followed by Immediate Reconstruction or EPAR works to permanently reinstate the damaged asset.</p> <p>Pre-disaster condition evidence is required for both Immediate Reconstruction and EPAR works. Consider if any evidence should be collected prior to emergency works being undertaken.</p>	<p>An indication of overall asset function is required.</p> <p>Damage photos can be used as evidence of pre-disaster function, provided they clearly identify the function of the asset. For example, two lane unsealed road.</p>	<p>Cost estimates for Emergency Works are not required to be submitted to DFES.</p> <p>Asset owners may wish to use the estimates fields in the Damage Pick Up worksheet of the Emergency and Immediate Works template for internal processes.</p>	<p>Required, with evidence of payment by asset owner.</p> <p>Supporting evidence should clearly align actual cost information with the specific asset being reinstated, and the activities undertaken, consistent with the information provided in the Damage Pick Up.</p>	<p>Appropriately referenced completion photos are required as evidence of works undertaken.</p> <p>Multiple photos may be required for large assets and/or assets extensively damaged.</p>
Immediate Reconstruction Works	<p>Permanent fix to the asset.</p> <p>Works small in scale and cost only. For example patching, gravel resheeting, drainage repair, grading.</p> <p>Costs for a single asset should not exceed \$250,000 without discussion with DFES.</p> <p>Works must be completed within three months of the asset being safely accessible following the eligible disaster. Should any works requirement for the asset not be completed within three months then the entire project will transition to Essential Public Asset Reconstruction (EPAR) works.</p> <p>Immediate Reconstruction works must be inspected and signed off by a representative with the appropriate level of expertise and experience (e.g. Works Manager).</p>	<p>Both the location of the asset (road number, road name or coordinates) and location of damage sustained (SLK ref or coordinates) are required.</p> <p>(Template: Emergency and Immediate Works - Damage Pick Up)</p>	<p>Damage Assessments are required to be submitted no later than 12 months after an eligible disaster.</p> <p>(Template: Emergency and Immediate Works - Damage Pick Up - Damage description field)</p>	<p>Required.</p> <p>Photos should clearly demonstrate damage and its location on the asset.</p> <p>Multiple photos may be required for large assets and/or assets extensively damaged.</p>	<p>Evidence is required that indicates overall pre-disaster condition.</p> <p>Damage photos can be used as evidence of pre-disaster condition where undamaged sections are clearly identifiable.</p> <p>Evidence of pre-disaster condition can be provided via one or more of the following:</p> <p>a. Satellite image b. Photos / video c. Maintenance records d. Asset register e. Inspection report</p> <p>Evidence must be no older than four years before an eligible disaster for local governments, and two years for State agencies.</p>	<p>An indication of overall asset function is required.</p> <p>Damage photos can be used as evidence of pre-disaster function, provided they clearly identify the function of the asset. For example, two lane unsealed road.</p>	<p>Cost estimates for Immediate Reconstruction Works are not required to be submitted to DFES.</p> <p>Please consult DFES if works are estimated to exceed \$250,000.</p> <p>Asset owners may wish to use the estimates fields in the Damage Pick Up worksheet of the Emergency and Immediate Works template for internal processes.</p>	<p>Required, with evidence of payment by asset owner.</p> <p>Supporting evidence should clearly align actual cost information with the specific asset being reinstated, and the activities undertaken, consistent with the information provided in the Damage Pick Up.</p>	<p>Appropriately referenced completion photos are required as evidence of works undertaken.</p> <p>Multiple photos may be required for large assets and/or assets extensively damaged.</p>
Essential Public Asset Reconstruction (EPAR) Works	<p>All works on an essential public asset that were not completed within three months of the asset being safely accessible, following the eligible disaster.</p> <p>Works must be completed no later than two years following the end of financial year in which the eligible disaster occurred.</p> <p>A Cost Estimate is required no later than 12 months after the end of financial year in which the eligible disaster occurred.</p> <p>The Cost Estimate must be verified by an engineer or quantity surveyor with the appropriate level of expertise and experience.</p>	<p>Both the location of the asset (road number, road name or coordinates) and location of damage sustained (SLK ref or coordinates) are required.</p> <p>(Template: EPAR Cost Estimate - Damage Pick Up)</p>	<p>Damage Assessments are required to be submitted no later than 12 months after an eligible disaster.</p> <p>Asset owners can provide a high level summary in the Damage Assessment and use the damage pick up worksheet to provide further detail on asset specific damage and location.</p> <p>(Templates: Damage Assessment &amp; EPAR Cost Estimate - Damage Pick Up)</p>	<p>Required.</p> <p>Photos should clearly demonstrate damage and its location on the asset.</p> <p>Multiple photos may be required for large assets and/or assets extensively damaged.</p>	<p>Required.</p> <p>Evidence of pre-disaster condition can be provided via one or more of the following:</p> <p>a. Satellite image b. Photos / video c. Maintenance records d. Asset register e. Inspection report</p> <p>Evidence must be no older than four years before an eligible disaster for local governments, and two years for State agencies.</p>	<p>Required - the Essential Public Asset Function Framework must be used, which outlines the category, subcategory and purpose, type, capacity and layout and materials of the asset.</p> <p>Information can be provided in summarised form (e.g. Template - Pre-Disaster Function or through an asset database report).</p> <p>Further detail is provided in the Fact Sheet for Essential Public Asset Function Framework</p>	<p>A Cost Estimate is required no later than 12 months after the end of financial year in which the eligible disaster occurred.</p> <p>Cost Estimates must include costs associated with Project Management and Design, Construction, Contingency and Cost Escalation.</p> <p>Cost Estimates must be verified by an engineer or quantity surveyor with the appropriate level of expertise and experience.</p> <p>(Template: EPAR Cost Estimate)</p>	<p>Required, with evidence of payment by asset owner.</p> <p>Supporting evidence should clearly align actual cost information with the specific asset being reinstated, and the activities undertaken, consistent with the information provided in the Damage Pick Up and Cost Estimate.</p> <p>The asset owner is responsible for managing the project cost including contingency (P50).</p> <p>Records must be maintained for all costs, including contingency used.</p> <p>If the project cost varies by 5% or more, a Cost Variation form must be completed by the asset owner.</p>	<p>Appropriately referenced completion photos are required as evidence of works undertaken.</p> <p>Multiple photos may be required for large assets and/or assets extensively damaged.</p>
Minor Works	<p>Must be discussed with a DFES Disaster Recovery Funding Officer prior to any minor works being undertaken.</p> <p>Appropriate where works were not completed within three months of the asset being safely accessible, following an eligible disaster, and works are minor in nature as defined in the DRFA (e.g. gravel re-sheeting, patching, grading, road infrastructure repair or drainage).</p> <p>Minor works must be verified by an engineer or quantity surveyor with the appropriate level of expertise and experience.</p>	<p>Both the location of the asset (road number, road name or coordinates) and location of damage sustained (SLK ref or coordinates) are required.</p> <p>Addressed in Damage Assessment template.</p>	<p>Damage Assessments are required to be submitted no later than 12 months after an eligible disaster.</p> <p>(Template: EPAR Cost Estimate - Damage Pick Up)</p>	<p>Required.</p> <p>Photos should clearly demonstrate damage and its location on the asset.</p> <p>Multiple photos may be required for large assets and/or assets extensively damaged.</p>	<p>Required.</p> <p>Evidence of pre-disaster condition can be provided via one or more of the following:</p> <p>a. Satellite image b. Photos / video c. Maintenance records d. Asset register e. Inspection report</p> <p>Evidence must be no older than four years before an eligible disaster for local governments, and two years for State agencies.</p>	<p>An indication of overall asset function is required.</p> <p>Damage photos can be used as evidence of pre-disaster function where undamaged sections are clearly identifiable.</p>	<p>A Cost Estimate is required no later than 12 months after the end of financial year in which the eligible disaster occurred.</p> <p>Cost Estimates must include costs associated with Project Management and Design, Construction, Contingency and Cost Escalation.</p> <p>Cost Estimates must be verified by an engineer or quantity surveyor with the appropriate level of expertise and experience.</p> <p>(Template: EPAR Cost Estimate)</p>	<p>Required, with evidence of payment by asset owner.</p> <p>Supporting evidence should clearly align actual cost information with the specific asset being reinstated, and the activities undertaken, consistent with the information provided in the Damage Pick Up and Cost Estimate.</p>	<p>Appropriately referenced completion photos are required as evidence of works undertaken.</p> <p>Multiple photos may be required for large assets and/or assets extensively damaged.</p>

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## DRFAWA: Evidence requirements

Under the Disaster Recovery Funding Arrangements Western Australia (DRFAWA), relief and recovery assistance expenditure must be carried out to alleviate damage or distress caused as a direct result of the eligible disaster event.

Claims made under the DRFAWA must be supported by evidence. This provides reasonable assurance that the costs incurred are eligible under the arrangements.

If the evidence provided does not satisfy the requirements under the DRFAWA, additional information will be requested. This may result in claims being delayed and/or expenditure being determined as ineligible.

### Why supporting evidence is required

Supporting evidence is required in order to be reimbursed for any relief and recovery expenditure claimed under the DRFAWA.

Supporting evidence must clearly tell the story of:

- Why the relief and recovery assistance was required
- What or who the assistance was provided for
- When it was provided
- What approval process was applied
- Who authorised the assistance and/or expenditure.

Supporting evidence will be a mixture of information related to:

- The impact of the eligible disaster
- The assistance provided and/or recovery works undertaken
- The financial information that supports the relief and recovery assistance provided.

### Referencing the eligible disaster event relating to the claim

A disaster event must be proclaimed under the DRFA to be claimed against under the DRFAWA.

Proclamations are available to the public on the DFES website

[www.dfes.wa.gov.au/recovery/activated-events.aspx](http://www.dfes.wa.gov.au/recovery/activated-events.aspx)

and include:

- Information about the event
- The assistance measures available
- The impacted local governments
- The Australian Government Reference Number (AGRN).

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- The AGRN is provided by the Commonwealth and referenced on the event proclamation.

Supporting evidence must clearly identify the eligible event using the:

- Event name and date; and
- The AGRN, once it has been allocated by the Commonwealth government.

For a state government agency or local government to make a claim, the local government where the assistance was provided must have been identified in the proclamation.

## **Eligible assistance measures that may be claimed for reimbursement**

Claimants should aim to understand the DRFAWA relief and recovery assistance measures that may be made available for eligible events.

Understanding what is eligible under each category can provide guidance to local governments as to what expenditure may be reimbursed for individual and community assistance. It may also assist local governments to prioritise activities related to the reinstatement of essential public assets, e.g. roads.

The broad categories are listed below, however each category is broken into further assistance measures:

- Category A measures – emergency assistance for individuals
- Category B measures – restoration or replacement of essential public assets, assistance for small business and primary producers
- Category C measures – Community recovery package
- Category D measures – Assistance provided in exceptional circumstances.

## **Evidence requirements**

Any relief and recovery assistance provided, must be carried out to alleviate damage or distress caused as a direct result of the eligible disaster event.

Evidence requirements depend on the assistance being claimed:

- Financial evidence is required to substantiate all claims
- Engineering and asset information is required to substantiate Category B claims where essential public assets are to be reinstated.

## **Financial evidence requirements**

The DRFAWA provides relief and recovery assistance through reimbursement of eligible expenditure incurred.

Reimbursement of expenditure is made via a claim submission from the eligible undertaking, including the supporting financial documentation.

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The supporting documentation may include, but is not limited to:

- General ledger or transaction report displaying all expenditure being claimed
- Compliant tax invoices for all purchases, clearly detailing the goods/services provided and date of supply
- Procurement process information including documents that demonstrate that appropriate sign offs were obtained as required by the agencies Delegations/Sub-delegations/Authorisations Registers, demonstrate the operation of the panel contracts and engagement of contractors for service was in accordance with the requirements of those panel contracts, contract documents, requests for quotes, quote or tender evaluation.
- Schedules of rates related to contracts, vehicles, plant and equipment, awards and other remuneration agreements
- Daily activity records for payroll purposes, vehicles, plant and equipment
- Payroll timesheets
- Delivery dockets
- Bank statements and other financial support documents for loan interest rate subsidy claims; and/or
- Remittance advice to verify expenditure has been paid by the eligible undertaking.
- Evidence of the reconciliation process that has occurred between the tax invoices from suppliers and the source documentation supporting their tax invoice.

It is important to note that if expenditure incurred is in breach of the agency/applicant's procurement policy and guidelines, these costs may be deemed ineligible for reimbursement under the DRFA.

## **Evidence related to asset information and engineering assurance**

Engineering assurance and asset information is required to support all claims made under Category B in relation to essential public assets.

There are a number of key sources of information that are required to confirm claims made under the DRFAWA for emergency works, immediate reconstruction works and essential public asset reconstruction (EPAR) works.

- Asset information:
  - from an asset register, regarding maintenance, condition and function of the asset; and
  - about the asset, including damage location details and the type of asset.
- Photos/video evidence of the asset:

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- prior to the disaster;
- highlighting the damage following the disaster; and
- following completion of the reinstatement works.
- A summary of the scope of works being undertaken following inspection of the damage
- Approved cost estimates (this does not apply to emergency or immediate reconstruction works projects)

For detailed assurance requirements across all categories, refer to Attachment A.

## **Category B: Asset reinstatement evidence requirements**

### **Evidence of Asset ownership**

The damaged asset needs to be owned by an eligible undertaking. Evidence is required that:

- Identifies the owner of the asset
- Confirms the owner of the asset is an eligible undertaking for the purpose of the DRFA (e.g. local government and state government agencies)
- Confirms the asset is owned and maintained or operated and maintained by an eligible undertaking.

### **Evidence identifying the damaged asset and its exact location**

The damaged asset needs to be clearly identified.

Identification of the asset will require more than one of the following options:

- The asset address and/or location reference
- The road number and name (in the case of road damage)
- GPS coordinates; and/or
- Straight Line Kilometre (SLK) references.

### **Evidence of a damage assessment (post disaster condition) being completed**

Evidence must be provided to show the nature and extent of the damage that has occurred to each asset impacted by the disaster event.

This includes providing a detailed description of the damage by its location. This must be supported by one or more of the following:

- Geospatial data, including satellite images as soon as possible after the event
- Visual data, including photographs or video footage; and/or
- Asset inspection report conducted or verified by a qualified professional with a suitable level of expertise and experience.

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## **Evidence of pre-disaster condition**

Evidence will be required regarding the condition of the asset prior to the disaster.

This can be evidenced using:

- Geospatial data, including satellite images
- Visual data, including photographs or video footage
- Maintenance records
- Asset registers; and/or
- Photographs of the asset within prescribed time periods prior to the disaster.

All evidence must be the most recent available but no older than two years for state government agency assets and 4 years for local government assets.

## **Evidence of the primary asset function and classification**

The DRFA only provides funding equivalent to the reconstruction of an essential public asset to its pre-disaster function.

Evidence is required to outline:

- The category and subcategory of an asset – whether it is a public infrastructure or transport asset and its sub category (e.g. road, bridge); and
- The classification of an asset by describing the type of asset, its capacity and the layout and materials.

This evidence can be provided using:

- Extracts from asset registers; or
- Photographic evidence from pre-disaster or post-disaster photos.

Photographic evidence is enough for emergency works and immediate reconstruction works where they can provide supporting evidence of the asset's pre-disaster function e.g. the asset is a two lane timber bridge, or a two lane sealed road.

Photographs should include images that show undamaged components or sections of the asset that are adjacent to the damaged components or sections of the asset.

For EPAR works, evidence must be provided using the Essential Public Asset Framework. It is also recommended that this framework is used for immediate reconstruction works where there is a risk that the works will not be completed within the 3 month time limit.

## **Evidence that an estimated reconstruction cost has been established**

This does not apply to emergency works or immediate reconstruction works. It only applies to EPAR works.

A cost estimate must be established which identifies:

- Project management and design



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- Construction
- Contingency
- Cost escalation.

An engineer or quantity surveyor with a suitable level of experience and expertise must verify the cost estimate.

## **Evidence of works undertaken to reinstate/repair damaged asset**

Once any works have been completed on an asset impacted by the disaster event, evidence is required to show what reinstatement or repair works have been completed. This will include, but is not limited to:

- Detailed information relating to all work that was completed on each asset
- Photographs that clearly identify and show the work that has been completed
- Engineering assurance has been provided, where required, on the works completed.

## **More information and advice**

The full suite of DRFAWA fact sheets and other related documents are available on the DFES website ([www.dfes.wa.gov.au](http://www.dfes.wa.gov.au)).

If you have any questions or need additional support, contact the DRFAWA team at [drfawa@dfes.wa.gov.au](mailto:drfawa@dfes.wa.gov.au).