

DRFAWA FACT SHEET

ACTIVATION PROCESS

INFORMATION FOR LOCAL GOVERNMENTS AND STATE GOVERNMENT AGENCIES

This fact sheet provides guidance on the practical application of the Disaster Recovery Funding Arrangements Western Australia (DRFAWA). It outlines what local governments and state agencies should do if impacted by an eligible disaster and want to request assistance to be made available under the DRFAWA.

Requirements to activate the DRFAWA

For assistance to be made available under the DRFAWA the disaster event must meet all three of the following criteria:

1. The event was a natural disaster, or a terrorist act. 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 and/or tornado;
2. A coordinated, multi-agency response was required; and
3. Eligible expenditure relating to emergency assistance, damage to Essential Public Assets (EPA) and/or other eligible assistance provided in relation to the event exceeds \$240,000 across the affected local governments.

Managing the activation process

The Department of Fire and Emergency Services (DFES) is responsible for managing the DRFAWA activation process on behalf of the Western Australian Government. In most cases the activation process is triggered by requests from local government and/or state government agencies. The evidence and other information provided is assessed by DFES to confirm eligibility criteria are met.

DFES coordinates all communications with the Commonwealth and a joint Australian and Western Australian Government media statement is released notifying when an eligible disaster has been activated under the DRFAWA.

A DRFAWA Activation of an Eligible Disaster Notice and Fact Sheet for the event is published on the DFES website and shared with applicable stakeholders, including state government agencies and the activated local government/s.

What to do if a local government or state government agency (Essential Public Asset owners/operators) is impacted or is likely to be impacted by an eligible disaster

1. Contact the DFES Recovery Funding Team on 1800 920 659 as soon as possible to discuss the situation.
2. Download and complete the DRFAWA Preliminary Event Notification Form available on the DFES website or directly from DFES Recovery Funding. This form will need to be submitted to DFES Recovery Funding along with supporting evidence. To complete the form the local government or state government agency should collect the following:
 - Information, including evidence, on the natural disaster or terrorist act that has occurred;
 - Evidence of the coordinated, multi-agency response that occurred; and
 - Information on the estimated cost of eligible assistance provided in relation to the event and / or to repair damage that occurred as a direct result of the event.
3. The local government or state government agency should begin collecting evidence on community impacts from the eligible disaster, including details of the response activities and associated costs.

Where EPA have been damaged, the following should begin to be compiled when safe to do:

- Evidence of the exact location, extent and nature of the damage that has occurred as a direct result of the eligible disaster.
- Evidence of works undertaken to repair or reconstruct the damaged assets, including evidence of any completed works.

Visual evidence of the pre-disaster condition of the EPA that have been damaged should also be compiled as this will be required to confirm that the damage is as a direct result of the eligible disaster. Detailed asset register and/or maintenance records may also assist to provide this evidence.

Important Note: To meet eligibility requirements, it is highly recommended visual evidence in the form of dated and geo-tagged photos or video are used to meet evidence requirements mentioned above and demonstrate eligibility. Refer to the *Evidence Requirements for Works on Essential Public Assets* fact sheet for further information.

4. Establish a specific area within its financial system to allocate all eligible costs related to the eligible disaster.
5. Ensure documentation relevant to the eligible disaster is referenced with the name and date of the event, as well as the Australian Government Reference Number (AGRN) once it is available. The AGRN will be provided by DFES once an eligible disaster has been activated.

Further information and contacts

The full suite of DRFAWA fact sheets and other related documents are available on the DFES website under Recovery Funding, including a DRFAWA Key Terms fact sheet that includes definitions.

Contacts:

-  Phone: 1800 920 659
-  Email: drfawa@dfes.wa.gov.au
-  Website: Click [here](#)

UNDER REVIEW