

DRFAWA FACT SHEET

EVIDENCE REQUIREMENTS FOR WORKS ON ESSENTIAL PUBLIC ASSETS

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) and information on evidence requirements for the repair or reconstruction of Essential Public Assets (EPA). Under the DRFAWA, applications and claims for funding assistance must be supported by eligible evidence.

Evidence of essential public asset

Evidence demonstrating an EPA has been damaged is required as follows:

- The damaged asset needs to be a transport or public infrastructure asset that is an integral part of a State's infrastructure and normal functioning of a community;
- be owned and maintained, or operated and maintained, by an eligible undertaking; and
- be located within the eligible disaster impact area.

Evidence of damage

Evidence of damage is required for all EPA related assistance measures, such as Emergency Works (EW), Immediate Reconstruction Works (IRW) and Essential Public Asset Reconstruction works (EPAR).

Evidence must be able to provide the exact location, extent and nature of the damage that has occurred to an EPA as a direct result of an eligible disaster. This evidence must be provided in the following ways to the satisfaction of DFES, as more than one form of evidence may be required:

- Visual data**, including dated and geo tagged photos or video, including the SLK location for roads. In all cases, the visual data must be provided for all damage/defects and must clearly and accurately show all aspects of the damage that has occurred as a direct result of the eligible disaster and for which assistance from the DRFAWA is being sought. Visual data should be provided approximately every 50 metres from the start to the finish of a damaged section.
- Geospatial data**, including satellite images that clearly and accurately show the damage has occurred as a direct result of the eligible disaster.

- C. **Asset inspection report(s)** conducted or verified by a suitably qualified professional, with the appropriate level of expertise and experience and approved by DFES. Asset inspections reports must include visual and/or geospatial data as described above.

Regarding points A to C, data must be collected and reports completed as soon as reasonably practicable, but no later than 12 months from the date of the eligible disaster.

Also refer to *Removal of Debris* factsheet for evidence information related to the removal of trees, branches and other vegetation.

Evidence of pre-disaster condition

Pre-disaster condition evidence of EPA that have been damaged as a direct result of an eligible disaster is required when seeking assistance for EPA. This is required to confirm that the damage is as a direct result of the eligible disaster and assists with verifying the pre-disaster function of EPA.

Evidence showing the exact location, nature and pre-disaster condition of EPA must be provided in the following ways to the satisfaction of DFES, as more than one form of evidence may be required:

- A. **Visual data**, including dated and geotagged photos or video, including the SLK location for roads. Visual data must be provided for each EPA included in an application and show the pre-disaster condition where the damage occurred,
- B. **Geospatial data**, including satellite images that clearly and accurately show the pre-disaster condition where the damage occurred,
- C. **Maintenance records** demonstrating the maintenance that has occurred and pre-disaster condition where the damage occurred,
- D. **Asset registers**, demonstrating the pre-disaster condition of an asset where the damage occurred,
- E. **An inspection report or certification** undertaken at the time of the damage assessment and conducted or verified by a suitably qualified professional, with the appropriate level of expertise and experience, and approved by DFES, that confirms the damage was caused by the eligible disaster. Asset inspections reports or certifications must include visual data and/or other forms of evidence as described above to support the confirmations being provided.

Regarding points A to D, the data must be latest available data but no older than two (2) years before the eligible disaster or for local government EPA no older than four (4) years before the eligible disaster.

For EPAR applications additional information must also be provided that confirms the pre-disaster function and classification of the EPA included in the application, defined and detailed using the Essential Public Asset Function Framework as per section 6.3 of the DRFAWA.

In cases where a road is not damaged and the works include removal of debris such as trees, branches and other vegetation, pre-disaster condition evidence may not be required subject to the evidence and / or other information provided demonstrating that the removal of trees, branches or

other vegetation was required as a direct result of the eligible disaster. Contact DFES Recovery Funding for clarification on this point in relation to the eligible disaster you are involved with.

Important points to consider regarding damage and pre-disaster condition evidence

- To meet eligibility requirements and to progress applications and claim approvals as quickly as possible, it is highly recommended visual data in the form of dated and geotagged photos and/or video, including the SLK location for roads, are used in all situations.
- In most cases, geospatial data, inspection reports, maintenance records and asset register information will not be sufficient to meet eligibility requirements, particularly when not supported by visual data as described above.

Damage assessment reports for EPAR applications (including works proposed)

A damage assessment report is to be prepared and submitted as part of EPAR applications. The report must be prepared using the DFES damage assessment report template that is available in the Recovery Funding section of the DFES website and it can include attachments.

Damage assessments must be completed as soon as reasonably practicable, but no later than 12 months from the date of the eligible disaster and must demonstrate the direct connection between the damage and the eligible disaster.

The report must include all the evidence being used to support the eligibility of an application, including damage, pre-disaster condition and other evidence as described herein and must be conducted by a suitably qualified professional with the appropriate level of expertise and experience and approved by DFES.

The report must also include information on the works proposed to reconstruct the EPA back to pre-disaster function, which will take into consideration pre-disaster condition. A detailed cost estimate prepared using the DFES cost estimate template is also to be included.

Evidence of procurement

Where procurement of goods, works or services has been undertaken to complete eligible works or when establishing the cost of EPAR works following the scope having been approved by DFES, evidence must be provided to demonstrate an organisation's applicable procurement processes have been followed. For instance, providing a description of the procurement process followed and demonstrating, through evidence, how it aligned with the organisation's procurement policy.

If costs incurred are not in accordance with your organisation's applicable procurement process, these costs may be ineligible for reimbursement from the DRFAWA.

Evidence of eligible works completed

Where eligible works have been completed on an EPA impacted by an eligible disaster, evidence is required to demonstrate the repair or reconstruction works completed. The evidence required includes, but may not be limited to:

- A description and list of all the work that was completed on each EPA, including the location;
- Dated and geotagged photographs and/or video, including the SLK location for roads, that clearly and accurately shows works completed on each EPA; and
- Inspection and/or completion reports confirming that completed works have been inspected and signed off by the EPA owner's or operator's works manager or other nominated representative with a suitable level of expertise and experience to the satisfaction of DFES.

Evidence of expenditure

The DRFAWA provides relief and recovery assistance through reimbursement of eligible actual expenditure incurred. Reimbursement of expenditure is made via a claim submission, including supporting financial evidence. The evidence required can include, but may not be 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
- 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
- Remittance advice to verify expenditure has been paid by the eligible undertaking
- Payroll timesheets
- Evidence of procurement
- Evidence of the reconciliation process that has occurred between the tax invoices from suppliers and the source documentation supporting their tax invoice
- Delivery dockets.

You should contact DFES Recovery Funding for further information on evidence of expenditure requirements.

Refer to the Recovery Funding section of the DFES website for the following forms and templates that need to be used when preparing applications and claims for recovery funding assistance in relation to an eligible disaster:

- Reimbursement of costs for completed eligible works:
 - Completed Works and Costs Summary EW-IRW (Roads)
 - Completed Works and Costs Summary EW-IRW (Other Assets)
 - Completed Works and Costs Summary EPAR Works
 - Claim Template Category A
 - Claim Template Debris Removal Contractor Invoices
 - Claim Template Debris Removal Own Resources

- Claim Template EW-IRW Contractor Invoices
- Claim Template EW-IRW Own Resources
- EPAR damage assessment reports and estimated costs of proposed eligible works:
 - EPAR Damage Assessment Report Template (All Assets)
 - EPAR Cost Estimate Template (Roads)
 - EPAR Cost Estimate Template (Other Assets)
 - EPAR Procurement Certification Template

Further information and contacts

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

Contacts:

- ☎ Phone: 1800 920 659
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