**<Name of Event>**

**<Name of Delivery Agency>**

**<Claim No. MC-xxxxxx>**

**Immediate Works**

|  |  |
| --- | --- |
| Immediate Reconstruction Works Claims | |
| Step | Activity |
| 1 | Immediate reconstruction works are immediate activities carried out to fully reconstruct an essential public asset and occur following a decision by the State that no essential public asset reconstruction works are required.  Immediate reconstruction works activities to occur following an eligible disaster event are to be carried out within **three (3) 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.  Immediate reconstruction works claims are based on actual eligible expenditure incurred and are required to be lodged in the financial year that the expenditure is incurred.  Immediate reconstruction works undertaken within playgrounds, parks, gardens, reserves, access tracks, fire trails and walking trails are considered ineligible. |
| 2 | **Extension of Time Requests**  Where the Delivery Agency has demonstrated that the delays to finalising works are a result of exceptional circumstances that are either unforeseeable or beyond the control of the Delivery Agency, they can make an Extension of Time (EOT request).  EOT requests are required to be lodged at least **two** (**2) weeks** prior to the end of the **three (3) month** time limit. Requests for extension of time received by the Assessing Authority after the allowable time limits have expired will not be considered.  Delivery Agencies are required to complete DRFA EOT Request Form – Emergency Works and Immediate Reconstruction Works.  The Assessing Authority will consider EOT requests, and then provide recommendations to Administering Authority which has the authority to approve the extension. the Assessing Authority is to assess and complete the EOT Request Form for Administering Authority approval.  The Administering Authority, following the Commonwealth’s approval, may approve an EOT.  The Commonwealth is currently working through the process for Emergency and Immediate reconstruction works EOT requests, however, has advised that the Administering Authority for the moment, can provide Delivery Agencies with approval to move into the Essential public asset reconstruction works phase using estimates based on actual expenditure for emergency and immediate works. |
| 3 | When Delivery Agencies lodge claims for Immediate Reconstruction Works, they are required to complete claim forms (VF-D-DEC and VF-B-RW). Delivery Agencies are also required to provide monthly progress reports to the Assessing Authority and these must be provided to the Administering Authority every quarter. Delivery Agencies will utilise form (VF-C-MR).  On receipt of the completed claim forms VF-D-DEC, VF-A-EW and VF-C-MR (if available), the Assessing Authority will review the forms using the DRFA Claim Validation Form - Emergency Works to ensure all information from the Delivery Agency is provided and adequate. |
| 4 | 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:   * + Reconstruction Photo Report, with pre-disaster photo comparisons, presented in a logical sequence for each asset with information specific to the post-disaster photo presented.   + All post-disaster photo files contained within the Reconstruction 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 and are dated no older than four years before the eligible disaster for local government assets and two years for state agency assets including Catchment Management Authorities (CMAs).   + 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 (3) 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.   + Post-disaster photographic standards and considerations should be adopted as per Section 2.0 of this guideline. |
| 5 | If the claim from the Delivery Agency is complete and accurate, the Assessing Authority will endorse/approve the claim. |
| 6 | If the claim from the Delivery Agency requires corrective action, the Assessing Authority will return the incomplete claim form to the Delivery Agency for further action. When Delivery Agency returns completed claim form, the Assessing Authority will refer to Step 1 and 2. |

**DRFA Claim Validation Form - Immediate Reconstruction Works**

|  |  |
| --- | --- |
|  | **Assessing Agency Check** |
| **Date claim received from Delivery Agency** | 00/00/0000 |
| **Date Delivery Agency advised Assessing Authority of intent to undertake works** | 00/00/0000 |
| **All fields on form VF-D-DEC are completed correctly** | Y  N |
| * Delivery Agency internal reference number * Event * Type of claim * Summary details of claim * Delivery Agency contact officer name * Declaration and signature from Delivery Agencies’ Chief Executive Officer |  |
| **Each line on form VF-B-RW represents an asset where works were undertaken** |  |
| * All fields on Form V-B-RW are filled in and completed correctly | Y  N |
| * Each asset is eligible as an essential public asset | Y  N |
| * Each asset complies with the DRFA’s Essential Public Asset Function Framework (this cannot be verified if columns C to F are not filled in) | Y  N |
| * Assets have been restored to the Pre-Disaster Function and usage, adopting relevant technical standards | Y  N |
| * Have photos been referenced uniquely and included in the form? (Note references such as “Refer to Sharefile” not appropriate. Where two or more asset types have been damaged on a particular asset i.e. road, if they are not located in the same vicinity, have further photos been provided and referenced appropriately? | Y  N |
| **Delivery Agency has provided required evidence to support claim** |  |
| * *General ledger/transaction listing*   + this must correlate to expenditure in VF-BR-RW   + amount must correlate to the amount being claimed in the ACMS or emergency works   + must include minimum of date, invoice number, supplier and description of works undertaken | Y  N |
| * *Payroll costs*   + Payroll reports for extraordinary payroll costs (overtime) and evidence of the additional resources required   + Position description for role(s) created for eligible activities (approved by the Assessing Agency in consultation with the Administering Authority) supported by payroll records. Note approved roles must only correlate to works being undertaken 1 week post the disaster   + Payroll costs must correlate to general ledger/transaction listing | Y  N |
| * Date of Access to Assets * Has the LGA provided a list of dates outlining when access to essential public asset became available? | Y  N |
| * *Invoices/Purchase Orders and/or relevant Contracts*   + Must be verified against all works undertaken with regards to the link to the disaster, the scope of works and the location.   + All invoices must correlate to general ledger/transaction listing | Y  N |
|  |  |
| * *Have all supporting documentation provided in Sharefile by the Delivery Agency been structured as per the following:* * *Damage sub folder* * *Pre-condition sub folder* * *Pre-condition reports – signed* * *Inspection* | Y  N |
| * *Pre-condition Assessment Report*   + Has the Delivery Agency provided the information (including identifying the document reference named), required to determine the pre-disaster asset function from either of the following:     - Asset register     - Certification reports     - Inspection reports     - Maintenance reports     - Visual data – photos, videos * Have all reports been verified and signed off by the Assessing Authority? | Y  N |
| * *Photo report – Post disaster damage*   + Damaged locations (latitude and longitude)   + Date photos taken   + Photos presented in a logical sequence for each asset with asset name and reference number (where available)   + For damage that is continuous, the frequency of the photos depicts the damage is continuous and not intermittent.   + Do damage photos demonstrate that damage has occurred? | Y  N |
| * *Photo report – Works undertaken*   + Reconstruction works locations (latitude and longitude)   + Date photos taken   + Photos presented in a logical sequence for each asset with asset name and reference number (where available)   + Representative evidence of each of the key treatments undertaken on an asset   + Do damage photos demonstrate that damage has occurred? | Y  N |
| * *Photos*   + Has the Delivery Agency provided photo files with meta data intact and time taken.   + Are the photo files grouped by asset and referenced uniquely? | Y  N |
| * *Site inspections undertaken by the Assessing Authority on a regular basis:*   *00/00/0000 Smith Street Goonawarra* | Y  N |
| **Are the nature of the immediate reconstruction works undertaken eligible to be claimed under an immediate works claim?**  **Has the Delivery Agency provided advice from the Bureau of Meteorology or SES or local media articles outlining impacts to the local government area?** | Y  N |
| **Have the works been completed and expenditure incurred within the allowable time period? What date was the essential public asset/s accessible?** | Y  N |
| **Have key issues been brought to the attention of the** Administering Authority  **and resolved and appropriately documented?** | Y  N |

**Assessing Officer Declaration:**

I hereby declare that the claim has been assessed for completeness and accuracy.

Signed: Date: