**<Name of Event>**

**<Name of Delivery Agency>**

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

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| Emergency Works Claims | |
| Step | Activity |
| 1 | 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 and are completed before essential public asset reconstruction works take place.  Emergency works activities are to be carried out within **three (3) months** from the date the asset becomes accessible to the Delivery Agency.  Emergency works claims are based on actual eligible expenditure incurred. No approval is required for the Delivery Agency to undertake emergency works following a disaster event, but Delivery Agencies are required to notify the Assessing Authority of their intent to undertake Emergency works.  All emergency works claims are to be lodged in the financial year that the expenditure is incurred.  Emergency 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 the Administering Authority  which has the authority to approve the extension. The Assessing Authority is to assess and complete the EOT Request Form for the 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 their Emergency Works, they are required to complete claim forms (VF-D-DEC and VF-A-EW). Depending on timing, the Delivery Agency may also have completed a quarterly progress report for the Administering Authority. 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 | 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. * 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 condition assessment is required * 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 Section 2.0 of Guideline 2 on Damage Assessment. * 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). * Delivery Agencies are required to provide evidence demonstrating when access to he asset became accessible for works to be undertaken. |
| 5 | If the claim form is complete and accurate, the Assessing Authority will endorse/approve the claim. |
| 6 | If the claim from the requires corrective action, the Assessing Authority will return the claim form to the Delivery Agency for further action. When Delivery Agency returns completed claim form, the Assessing Authority will refer to Step 3, 4 and 5 |

**DRFA Claim Validation Form - Emergency Works**

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|  | **Assessing Authority 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 * Form assessed by Assessing Agency |  |
| **Each line on form VF-A-EW represents an asset where works were undertaken** | Y  N |
| **Delivery Agency has provided required evidence to support claim** |  |
| * *General ledger/transaction listing*   + this must correlate to expenditure in VF-A-EW   + 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 Delivery Agency 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 emergency works and the location and/or residential property.   + 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* | Y  N |
| * *Photo report*    + 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.   + Photos are clear, in colour and must contain geospatial metadata of longitude, latitude and date taken.   + Photos presented in a logical sequence for each asset with asset name and reference number (where available)   + Do damage photos demonstrate that damage has occurred?   *Note: No pre-disaster photo comparison is required.* | 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 emergency works undertaken eligible to be claimed under an emergency 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 appropriately resolved and documented?** | Y  N |

**Assessing Officer Declaration:**

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

Signed: Date:

Date: