

# FACT SHEET

## 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).

# FACT SHEET

- 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.

# FACT SHEET

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:

# FACT SHEET

- 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.

# FACT SHEET

## **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

# FACT SHEET

- 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).