



# Evidentiary requirements for Essential Public Assets Reconstruction

This guidance note outlines the evidentiary requirements for temporary restoration or reconstruction of essential public assets (EPAs) under the Disaster Recovery Funding Arrangements 2018 (DRFA).

## Summary of essential public asset measures

Under the DRFA, the following measures apply to the temporary restoration or reconstruction of EPAs:

### 4.3.2 b) emergency works for essential public assets (EW)

- EW for an essential public asset includes urgent activities required to temporarily restore an EPA to enable it to operate at an acceptable level of efficiency to support immediate recovery following an eligible disaster.
- **What can be claimed?** Actual costs incurred within 3 months from the date of access to the asset.

### 4.3.2 c) immediate reconstruction works for essential public assets (IRW)

- IRW includes activities required to fully reconstruct an EPA following an eligible disaster.
- **What can be claimed?** Actual costs incurred within 3 months from the date of access to the asset.

### 4.3.2 d) essential public asset reconstruction works (REPA)

- REPA includes reconstruction activities for which an estimated reconstruction cost (ERC) has been developed, following an eligible disaster. ERCs can be established up to 12 months from the end of the financial year in which the disaster event occurred.
- **What can be claimed?** The ERC to restore an essential public asset to its pre-disaster function. ERCs must be claimed in the financial year the ERC is established (when control objective C3 is executed by the state).

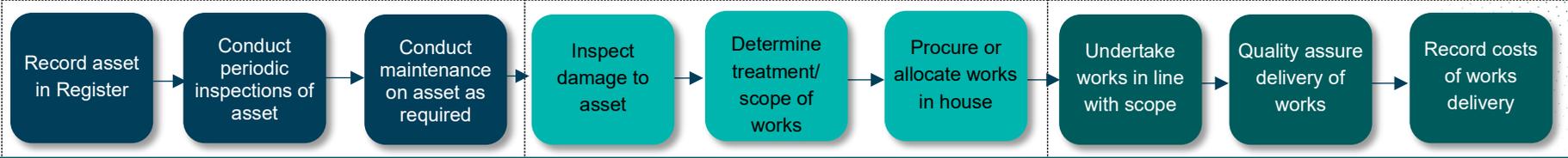
## Summary of evidence requirements

The evidentiary requirements under the DRFA for all three measures follow the asset management lifecycle as described below. Evidentiary requirements for each phase are described in more detail in table 2.

**Table 1: Summary of phases of asset management**

Phase	Description
<b>Ongoing asset management</b>	Operation and maintenance of EPA in accordance with state agency or council asset management plan. <b>Evidentiary requirements:</b> States must be able to evidence an asset meets the definition of an essential public asset. States must also be able to evidence both the pre-disaster function and pre-disaster condition of an asset (excluding EW where only high-level function is required).
<b>Disaster event</b>	An eligible natural disaster or terrorist attack occurs (e.g. bushfire, flood, storm, cyclone), resulting in damage to an essential public asset. <b>Evidentiary requirements:</b> States must be able to evidence the damage incurred to an asset.
<b>Post-disaster evidence</b>	Following an eligible disaster, state agency or council (eligible undertaking) undertakes replacement or restoration of directly damaged essential public assets. <b>Evidentiary requirements:</b> For all types of essential public asset works, states must be able to evidence the scope of works designed to address the damage incurred by the disaster event. For EW and IRW, states must also evidence the completed works and associated costs.

**Table 2: Summary of evidentiary requirements by measure**

Phase	Ongoing asset management Pre-disaster condition and function	Disaster event Damage	Post-disaster response Delivery and completion of works
<p><b>Process</b></p> 			
<p><b>4.3.2 b) Emergency Works</b></p>	<ul style="list-style-type: none"> <li>Asset is owned (or operated) and maintained by an eligible undertaking</li> <li>Asset is an integral part of a state's infrastructure and normal functioning of a community (per DRFA Guideline 1)</li> <li>Exact location of the asset</li> <li>High level asset function (e.g. category and asset type)</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of damage to the asset. The evidence retained should be commensurate with the nature and extent of damage and must be sufficient to demonstrate the link between the damage and the eligible disaster</li> <li>Description of the emergency works required (scope)</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of the date of access to the asset (if works not completed within 3 months of the disaster event)</li> <li>Evidence the works were completed within 3 months of access to the asset</li> <li>Evidence of scope changes (if applicable)</li> <li>Evidence of the actual costs incurred (e.g. invoices, timesheets, Work Orders, plant and equipment usage)</li> </ul>
<p><b>4.3.2 c) Immediate Reconstruction Works</b></p>	<p><b>In addition to the above:</b></p> <ul style="list-style-type: none"> <li>Pre-disaster function of the asset (use of the Essential Public Asset Function Framework is optional)</li> <li>Pre-disaster condition of the asset</li> </ul>	<p><b>In addition to the above:</b></p> <ul style="list-style-type: none"> <li>Evidence of agreed treatments/scope of works to address each element of damage (each type of treatment for each asset type (e.g. road, culvert, table drain))</li> </ul>	<p><b>As above</b></p>
<p><b>4.3.2 d) Estimated Reconstruction Costs</b></p>	<p><b>Evidence of control design and operation:</b></p> <ul style="list-style-type: none"> <li>D1: The location of the asset</li> <li>D2: Asset meets the definition of essential public asset</li> <li>D4: Pre-disaster condition of essential public asset is assessed and recorded</li> <li>C1: Primary asset function is established using the Essential Public Asset Function Framework (NB: minor works exemption)</li> <li>C2: Asset classification is established in accordance with Essential Public Asset Function Framework</li> </ul>	<p><b>Evidence of control design and operation:</b></p> <ul style="list-style-type: none"> <li>D3: The connection between the damage to an essential public asset and eligible disaster is assessed and recorded</li> <li>D5: Post disaster condition of essential public asset is recorded in accordance with DRFA</li> <li>D6: Damage assessment is reviewed by a suitably qualified professional with the appropriate level of expertise and experience</li> <li>C3: Estimated reconstruction costs are developed in accordance with the DRFA, and verified by an engineer or quantity surveyor with the appropriate level of expertise and experience</li> <li>C4: Applicable procurement processes are followed</li> </ul>	<p><b>Evidence of control design operation:</b></p> <ul style="list-style-type: none"> <li>C5: Actual costs for each project are recorded against the estimated reconstruction cost</li> <li>C6: The Independent Technical Review is applied as required and in accordance with the defined time limits</li> <li>C7: Variations to an estimated reconstruction cost are made in accordance with the requirements of the DRFA</li> <li>C8: Estimated reconstruction costs as determined in accordance with the DRFA for the reconstruction of essential public assets submitted in the claim pack are reconciled to each reconstruction project</li> </ul>

## Sources of evidence

The table below outlines appropriate sources of evidence to meet each of the evidentiary requirements above. The stipulated maximum age of evidence detailed below are requirements for REPA works only, however they should be considered a useful guide for emergency works and immediate reconstruction works.

**Table 3: Evidence to demonstrate pre-disaster condition, function, and ongoing asset management**

Evidence type	Pre-disaster condition and asset management		Disaster event and damage		Post disaster response and completion of works	
	Acceptable evidence?	Age of evidence	Acceptable evidence?	Age of evidence	Acceptable evidence?	Age of evidence
<b>Visual data</b> Photographs or video footage	✓	Latest available data but no older than 4 years before the eligible disaster for local government assets or 2 years for all other assets	✓	As soon as reasonably practicable following the event, but no later than 12 months from the eligible disaster	✓	Evidence dated within 3 months of the completed works.
<b>Geospatial data</b> Satellite imagery	✓		✓			
<b>Maintenance records</b>	✓		x			
<b>Asset registers</b>	✓		x			
<b>Asset inspection report</b> An asset inspection report conducted or verified by a suitably qualified professional, with appropriate level of expertise and experience, that details the damage incurred to an asset, and confirms the damage was caused by the eligible disaster.  Inspection reports must only be used when other evidence sources are exhausted and must include details of the suitably qualified professional including name, title and qualifications. See <i>Appendix D for example inspection report cover sheet</i> .	✓	Undertaken at the time of the damage assessment.	✓		✓	
<b>Financial documentation</b> May include invoices, contract or work order and internal rates for labour and plant & equipment. All documentation must reference eligible event, include description of works undertaken and outline costs incurred. Contractor financial documentation must be issued by an external party (i.e. not state agency or council). Refer to <i>Labour Costs</i> or <i>Internal Plant and Equipment</i> guidance notes.					✓	<b>EW &amp; IRW:</b> Evidence dated within 3 months of access to asset <b>ERCs:</b> When the expense was incurred and no later than 36 months from the end of the event year.



## Evidentiary requirements for emergency works (EW)

EW are urgent activities necessary to temporarily restore an EPA to enable it to operate at an acceptable level of efficiency to support the immediate recovery of a community.

EW should be regarded as works which the asset owner (i.e. state agency or local government) would carry out as a matter of urgency, even if disaster funding was not made available, and they should not be delayed until a natural disaster is declared as an eligible disaster event.

A summary of evidentiary requirements for emergency works expenditure is detailed in Table 4 below.

**Table 4: Evidentiary requirements for EW**

Evidence type	Requirements
<b>Ongoing asset management including pre-disaster condition and function</b>	<ul style="list-style-type: none"><li>• Asset is owned (or operated) and maintained by an eligible undertaking</li><li>• Asset is an integral part of a state's infrastructure and normal functioning of a community</li><li>• Exact location of the asset</li><li>• High level asset function (e.g. category and asset type)</li></ul>
<b>Disaster event and damage</b>	<ul style="list-style-type: none"><li>• Evidence of damage to the asset. The evidence retained should be commensurate with the nature and extent of damage and must be sufficient to demonstrate the link between the damage and the eligible disaster</li><li>• Description of the emergency works required (scope)</li></ul>
<b>Post-disaster response and completion of works</b>	<ul style="list-style-type: none"><li>• Evidence of the date of access to the asset (if works not completed within 3 months of the disaster event)</li><li>• Evidence the works were completed within 3 months of access to the asset</li><li>• Evidence of scope changes (if applicable)</li><li>• Evidence of the actual costs incurred (e.g. invoices, timesheets, Work Orders, plant and equipment usage)</li></ul>

### Ongoing asset management including pre-disaster condition and function

States are required to provide evidence that the asset is owned (or operated) and maintained by an eligible undertaking. States also must provide evidence of the exact location of the asset (i.e. GPS coordinates or chainages) and a description of the high-level function of the asset (e.g. arterial road).

Evidence is not required to demonstrate pre-disaster condition of the asset for expenditure claimed under EW, however it is better practice to collect pre-disaster evidence to support any future claims.

### Disaster event and damage

States must provide a description of the emergency works required, alongside evidence that demonstrates the nature and extent of the damage to an asset. This must show a clear connection between the disaster event and the scope of emergency works. Appropriate evidence includes:

- visual data (photographs or video footage)
- geospatial data (satellite imagery)
- contracts, work orders, or scopes which include detail regarding the nature of the damage and the scope to address this damage; and/or
- an inspection report conducted or verified by a suitably qualified professional, with the appropriate level of expertise and experience that details the damage incurred to an asset, and confirms the damage was caused by the eligible disaster. Inspection reports must be only used when other evidence requirements have been exhausted and must include details of the suitably qualified professional including name, title and qualifications.

All damage evidence must be captured as soon as practicably possible following an event and must be dated before the completion of works.



## Post-disaster response and completion of works

For EW, completion of works evidence must demonstrate the location and scope of the works undertaken on the EPA. This evidence must:

- be provided for each location where the EPA has been restored
- demonstrate the total cost of works in accordance with the definition of state expenditure
- demonstrate the completion of works
- demonstrate any changes to the scope of works undertaken; and
- demonstrate the state expenditure was incurred in the period of 3 months from the date the essential public asset became accessible by the state.

Table 5 below outlines potential sources of evidence to demonstrate that works have been completed in line with the requirements of the DRFA.

**Table 5: Evidence to demonstrate post-disaster response and completion of works**

Evidence type	DRFA requirements for completion of works evidence
<b>Contract / Work Order</b>	<ul style="list-style-type: none"><li>• Reference to the eligible disaster event, scope of works, assets subject to scope of works, and the cost of these works.</li></ul>
<b>Invoice</b>	<ul style="list-style-type: none"><li>• Reference to the eligible disaster event.</li><li>• Description of the works undertaken (or reference to contract/work order).</li><li>• Outline the costs incurred by a state agency or council.</li><li>• Must be issued by external party (i.e. not state agency or council).</li></ul>
<b>Internal labour</b>	<ul style="list-style-type: none"><li>• Refer to Guidance Note: <i>Labour Costs</i></li></ul>
<b>Plant and Equipment</b>	<ul style="list-style-type: none"><li>• Refer to Guidance Note: <i>Internal Plant and Equipment</i></li></ul>
<b>Visual data</b>	<ul style="list-style-type: none"><li>• Photo/video must have metadata which includes GPS coordinates and date.</li><li>• Photos/video must be sufficient to demonstrate the asset's exact location, and show the works undertaken to the asset following the disaster.</li><li>• Photos must be representative of each element of the asset which was repaired (e.g. road, bridge, culvert, table drain).</li><li>• Photo quality must be sufficient to enable desktop review. For example, must not be distorted, blurry, impacted by shadows.</li></ul>
<b>Progress reports / completion certificate</b>	<ul style="list-style-type: none"><li>• Reference to the eligible disaster event.</li><li>• Description of the progress of works undertaken against the agreed contract/work order for damages caused by the eligible disaster.</li><li>• Date and sign-off from the responsible party.</li></ul>



## Evidentiary requirements for Immediate Reconstruction Works (IRW)

IRW are immediate reconstruction activities following an eligible disaster carried out to fully reconstruct a damaged essential public asset, and where no essential public asset reconstruction (REPA) works are required.

The type of reconstruction works that should be undertaken under IRW are works that are urgent, essential and limited in nature. They are reconstruction works which the asset owner would carry out, even if disaster funding was not made available. A summary of evidentiary requirements for IRW expenditure is detailed below in Table 6.

**Table 6: Evidentiary requirements for IRW**

Evidence type	DRFA requirements for completion of works evidence
<b>Pre-disaster condition, function, and ongoing asset management</b>	<ul style="list-style-type: none"> <li>Asset is owned (or operated) and maintained by an eligible undertaking</li> <li>Asset is an integral part of a state's infrastructure and normal functioning of a community</li> <li>Location of the asset</li> <li>Pre-disaster function of the asset (use of the Essential Public Asset Function Framework is optional)</li> <li>Pre-disaster condition of the asset</li> </ul>
<b>Disaster event and damage</b>	<ul style="list-style-type: none"> <li>Evidence of damage to the asset – amount of evidence retained should be commensurate with the nature and extent of damage and must be sufficient to demonstrate the link between the damage and the eligible disaster</li> <li>Evidence of agreed treatments/scope of works to address each element of damage (type of treatments for each asset type (e.g. road, culvert, table drain))</li> </ul>
<b>Post-disaster response and completion of works</b>	<ul style="list-style-type: none"> <li>Evidence of the date of access to the asset</li> <li>Evidence the works were completed within 3 months</li> <li>Evidence of scope changes (if applicable)</li> <li>Evidence of the actual costs incurred (e.g. invoices, timesheets etc.)</li> </ul>

### Ongoing asset management including pre-disaster condition and function

States are required to provide evidence that the asset is owned (or operated) and maintained by an eligible undertaking. States also must provide evidence of the exact location of the asset, the function of the asset, and demonstrate the pre-disaster condition for each asset claimed. While the use of the Essential Public Asset Function Framework is optional, it is better practice and supports consistency of practice for when other EPA works are required.





Defining the **primary asset function** will determine whether the asset will continue to provide its pre-disaster function following reconstruction. This requires the asset to be assigned a category and subcategory where:

- the category is either Transport or Public Infrastructure; and
- the subcategory is where the asset is categorised more specifically as a road, bridge, public hospital, public school, etc.

Defining the **asset classification** helps determine the level of service the asset provides to the community, and involves defining the following details regarding the asset:

Type	Capacity	Layout and materials
<ul style="list-style-type: none"> <li>• What is the specific use of the asset?</li> <li>• What was the original intent of the asset?</li> </ul>	<ul style="list-style-type: none"> <li>• What was the intended capacity of the asset?</li> <li>• Are there multiple roles of the asset?</li> </ul>	<ul style="list-style-type: none"> <li>• What are the dimensions and layout of the asset?</li> <li>• What materials were used?</li> </ul>

Pre-disaster condition of an asset can be demonstrated through one or more of the following:

- visual data (photographs or video footage)
- geospatial data (satellite imagery)
- maintenance records
- asset registers; and/or
- an asset inspection report undertaken at the time of the damage assessment which has been conducted or verified by a suitably qualified professional, with the appropriate level of expertise and experience that details the damage incurred to an asset, and confirms the damage was caused by the eligible disaster.

Inspection reports must be only used when other evidence requirements have been exhausted and must include details of the suitably qualified professional including name, title and qualifications.

While there are no established timeframes for evidence age for IRW, the maximum age of evidence must be no longer than 2 years prior to the event for state owned assets, and 4 years prior to the event for local government assets.

## Disaster event and damage

States must provide evidence of the agreed treatments/scope of works to address each element of damage, alongside evidence that demonstrates the nature and extent of the damage to an asset. This must demonstrate a clear connection between the disaster event and the scope of the IRW. Appropriate evidence includes:

- visual data (photographs or video footage)
- geospatial data (satellite imagery); and/or
- an inspection report conducted or verified by a suitably qualified professional, with the appropriate level of expertise and experience that details the damage incurred to an asset, and confirms the damage was caused by the eligible disaster. Inspection reports must be only used when other evidence requirements have been exhausted and must include details of the suitably qualified professional including name, title and qualifications.

All damage evidence must be captured as soon as practicably possible following an event and must be dated before the completion of works. It is expected this information is captured within 3 months of the disaster event, unless the asset is unable to be accessed.



## Post-disaster response evidentiary requirements

For IRW, completion of works evidence must demonstrate the location and scope of the works undertaken on the essential public asset. This evidence must:

- be provided for each location where the asset has been restored
- demonstrate the total cost of works in accordance with the definition of state expenditure
- demonstrate the completion of works
- demonstrate any changes to the scope of works undertaken; and
- demonstrate the state expenditure was incurred in the period of 3 months from the date the essential public asset became accessible by the state.

Table 7 below outlines potential sources of evidence to demonstrate that works have been completed in line with the requirements of the DRFA.

**Table 7: Evidence to demonstrate post-disaster response and completion of works**

Evidence type	DRFA requirements for completion of works evidence
<b>Contract / Work Order</b>	<ul style="list-style-type: none"><li>• Reference to the eligible disaster event, scope of works, assets subject to scope of works, and the cost of these works.</li></ul>
<b>Invoice</b>	<ul style="list-style-type: none"><li>• Reference to the eligible disaster event.</li><li>• Description of the works undertaken (or reference to contract/work order).</li><li>• Outline the costs incurred by a state agency or council.</li><li>• Must be issued by external party (i.e. not state agency or council).</li></ul>
<b>Internal labour</b>	<ul style="list-style-type: none"><li>• Refer to Guidance Note: <i>Labour Costs</i></li></ul>
<b>Plant and Equipment</b>	<ul style="list-style-type: none"><li>• Refer to Guidance Note: <i>Internal Plant and Equipment</i></li></ul>
<b>Visual data</b>	<ul style="list-style-type: none"><li>• Photo/video taken in the same location as pre-disaster condition and damage visual data.</li><li>• Photo/video must have metadata which includes GPS coordinates and date.</li><li>• Photos/video must be sufficient to demonstrate the asset's exact location, and show the works undertaken to the asset following the disaster.</li><li>• Photos must be representative of each element of the asset which was repaired (e.g. road, bridge, culvert, table drain).</li><li>• Photo quality must be sufficient to enable desktop review. For example, must not be distorted, blurry, impacted by shadows.</li></ul>
<b>Progress reports / completion certificate</b>	<ul style="list-style-type: none"><li>• Reference to the eligible disaster event.</li><li>• Description of the progress of works undertaken against the agreed contract/work order for damages caused by the eligible disaster.</li><li>• Date and sign-off from the responsible party.</li></ul>
<b>Inspection report</b>	<ul style="list-style-type: none"><li>• An asset inspection report or certification completed by a suitably qualified professional, with the appropriate level of expertise and experience which demonstrates the completed works against the approved scope.</li></ul>



## Evidentiary Requirements for Essential Public Asset Reconstruction (REPA) Works

REPA works are reconstruction works on an essential public asset damaged as the direct result of an eligible disaster, that do not meet the intent and timeframes of IRW, and for which an ERC has been developed.

An estimate must be established by a quantity surveyor or engineer independent of the asset owner, and evidence is required to support the operation of the state's DRFA Management System (DRFAMS) and its controls, rather than actual costs. A summary of evidentiary requirements (i.e. the DRFA control objectives) for REPA expenditure is detailed below in Table 8.

**Table 8: Evidentiary requirements for REPA (evidence of control operation)**

Evidence type	DRFA requirements for completion of works evidence
<b>Ongoing asset management including pre-disaster condition and function</b>	<ul style="list-style-type: none"> <li>• D1: The location of the asset</li> <li>• D2: Asset meets the definition of essential public asset</li> <li>• D4: Pre-disaster condition of essential public asset is assessed and recorded</li> <li>• C1: Primary asset function is established using the Essential Public Asset Function Framework (NB: minor works exemption)</li> <li>• C2: Asset classification is established in accordance with Essential Public Asset Function Framework</li> </ul>
<b>Disaster event and damage</b>	<ul style="list-style-type: none"> <li>• D3: The connection between the damage to an essential public asset and eligible disaster is assessed and recorded</li> <li>• D5: Post disaster condition of essential public asset is recorded in accordance with DRFA</li> <li>• D6: Damage assessment is reviewed by a suitably qualified professional with the appropriate level of expertise and experience</li> <li>• C3: Estimated reconstruction costs are developed in accordance with the DRFA, and verified by an engineer or quantity surveyor with the appropriate level of expertise and experience</li> <li>• C4: Applicable procurement processes are followed</li> </ul>
<b>Post-disaster response and completion of works</b>	<ul style="list-style-type: none"> <li>• C5: Actual costs for each project are recorded against the estimated reconstruction cost</li> <li>• C6: The Independent Technical Review is applied as required and in accordance with the defined time limits</li> <li>• C7: Variations to an estimated reconstruction cost are made in accordance with the requirements of the DRFA</li> <li>• C8: Estimated reconstruction costs as determined in accordance with the DRFA for the reconstruction of essential public assets submitted in the claim pack are reconciled to each reconstruction project</li> </ul>

### Ongoing asset management including pre-disaster condition and function

States are required to provide evidence that the asset is owned (or operated) and maintained by an eligible undertaking (control objective D2), alongside evidence of an asset's location (control objective D1) and its pre-disaster function. The pre-disaster function of an essential public asset is required to be established using the Essential Public Asset Function Framework, which must be determined prior to establishing any ERCs.

The state is exempt from documenting an asset's pre-disaster function if only minor reconstruction works are conducted which result in no change to the pre-disaster function of the asset.

Defining the **primary asset function** (control objective C1) will determine whether the asset will continue to provide its pre-disaster function following reconstruction. This requires the asset to be assigned a category and subcategory where:

- the category is either Transport or Public Infrastructure; and
- the subcategory is where the asset is categorised more specifically as a road, bridge, public hospital, public school, etc.



Defining the **asset classification** (control objective C2) helps determine the level of service the asset provides to the community, and involves defining the following details regarding the asset:

Type	Capacity	Layout and materials
<ul style="list-style-type: none"> <li>• What is the specific use of the asset?</li> <li>• What was the original intent of the asset?</li> </ul>	<ul style="list-style-type: none"> <li>• What was the intended capacity of the asset?</li> <li>• Are there multiple roles of the asset?</li> </ul>	<ul style="list-style-type: none"> <li>• What are the dimensions and layout of the asset?</li> <li>• What materials were used?</li> </ul>

States must also demonstrate the pre-disaster condition of the asset claimed (control objective D4). This evidence must support the location, nature, and pre-disaster condition of the asset. Pre-disaster condition of an asset can be demonstrated through one or more of the following:

- visual data (photographs or video footage)
- geospatial data (satellite imagery)
- maintenance records
- asset registers; and/or
- an asset inspection report undertaken at the time of the damage assessment which has been conducted or verified by a suitably qualified professional, with the appropriate level of expertise and experience that details the damage incurred to an asset, and confirms the damage was caused by the eligible disaster.

Inspection reports must be only used when other evidence requirements have been exhausted and must include details of the suitably qualified professional including name, title and qualifications.

Evidence to demonstrate pre-disaster condition must be no older than 2 years before the event for state assets, and no older than 4 years before the event for local government assets.

The pre-disaster condition and pre-disaster function evidence for EPA reconstruction must demonstrate the state has complied with the control objectives as per the state's DRFAMS.

## Disaster event and damage

States must provide evidence of the agreed treatments/scope of works to address each element of damage, alongside evidence that demonstrates the nature and extent of the damage to an asset. This must show a clear connection between the disaster event, and the scope of the immediate reconstruction works.

Appropriate evidence includes:

- visual data (photographs or video footage)
- geospatial data (satellite imagery); and/or
- an inspection report conducted or verified by a suitably qualified professional, with the appropriate level of expertise and experience that details the damage incurred to an asset, and confirms the damage was caused by the eligible disaster. Inspection reports must be only used when other evidence requirements have been exhausted and must include details of the suitably qualified professional including name, title and qualifications.

All damage evidence must be captured as soon as practicably possible following an event, and no later than 12 months after the event. This evidence is to be used as part of the operation of controls D3, D5, and D6, and as an input into the scope developed in C3.

## Post-disaster response and completion of works

The post-disaster response evidence for EPA reconstruction must demonstrate the state has complied with the control objectives as per the state agency's DRFAMS. The specific controls related to post-disaster response evidence are C5 through C8.



A state must assess the actual costs incurred against the estimate established to determine whether these costs meet the requirements of the DRFA. This is evidenced through control objective C5, where actual costs are reconciled to each project. Evidence to support the operation of this control is outlined in Table 9.

**Table 9: Evidence to demonstrate post-disaster response and completion of works**

Evidence type	DRFA requirements for completion of works evidence
<b>Contract / Work Order</b>	<ul style="list-style-type: none"><li>• Reference to the eligible disaster event, scope of works, assets subject to scope of works, and the cost of these works.</li></ul>
<b>Invoice</b>	<ul style="list-style-type: none"><li>• Reference to the eligible disaster event.</li><li>• Description of the works undertaken (or reference to contract/work order).</li><li>• Outline the costs incurred by a state agency or council.</li><li>• Must be issued by external party (i.e. not state agency or council).</li></ul>
<b>Internal labour</b>	<ul style="list-style-type: none"><li>• Refer to Guidance Note: <i>Labour Costs</i></li></ul>
<b>Plant and Equipment</b>	<ul style="list-style-type: none"><li>• Refer to Guidance Note: <i>Internal Plant and Equipment</i></li></ul>
<b>Visual data</b>	<ul style="list-style-type: none"><li>• Photo/video taken in the same location as pre-disaster condition and damage visual data.</li><li>• Photo/video must have metadata which includes GPS coordinates and date.</li><li>• Photos/video must be sufficient to demonstrate the asset's exact location, and show the works undertaken to the asset following the disaster.</li><li>• Photos must be representative of each element of the asset which was repaired (e.g. road, bridge, culvert, table drain).</li><li>• Photo quality must be sufficient to enable desktop review. For example, must not be distorted, blurry, impacted by shadows.</li></ul>
<b>Progress reports / completion certificate</b>	<ul style="list-style-type: none"><li>• Reference to the eligible disaster event.</li><li>• Description of the progress of works undertaken against the agreed contract/work order for damages caused by the eligible disaster.</li><li>• Date and sign-off from the responsible party.</li></ul>

## Appendix A: Minimum requirements and considerations by evidence type

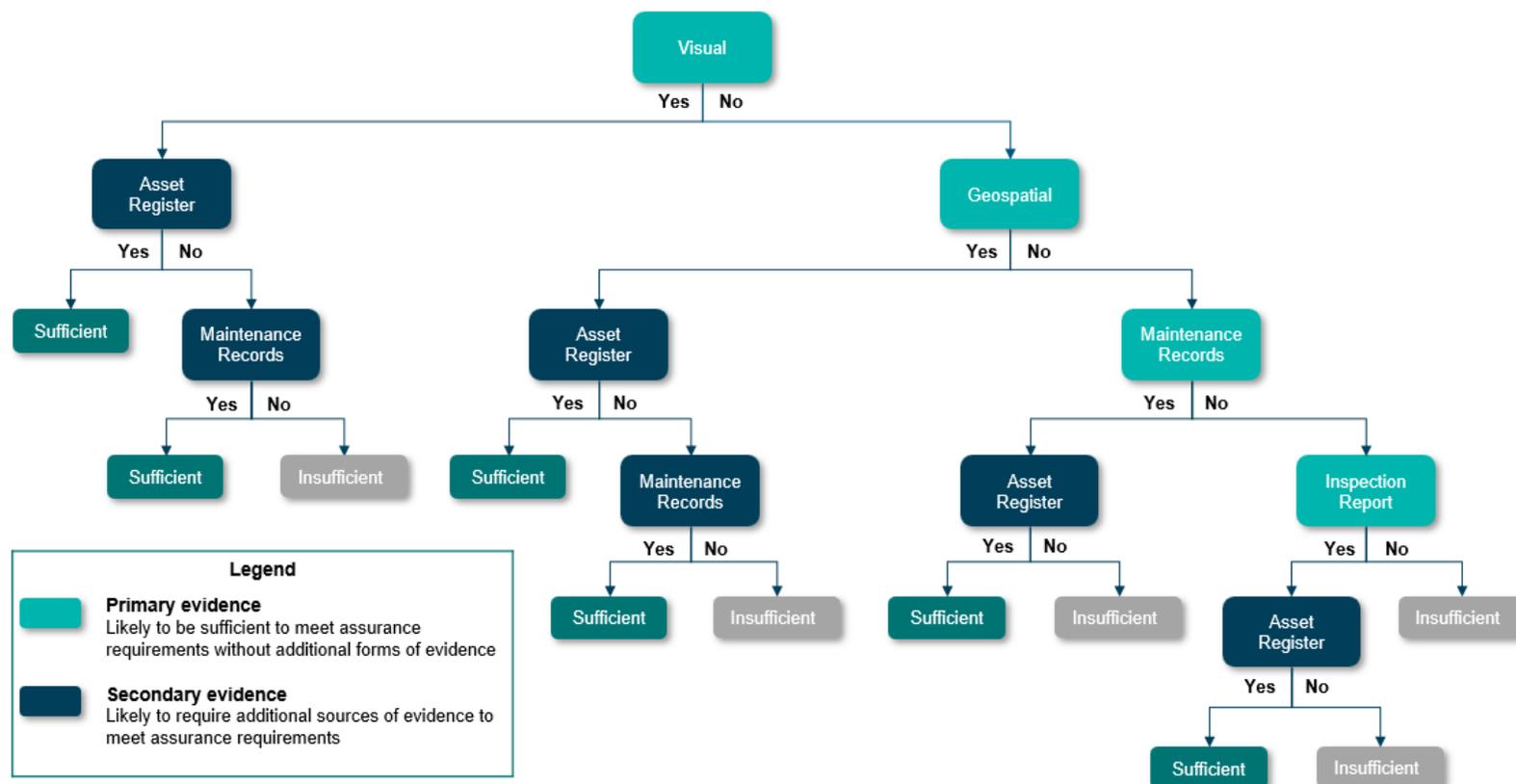
The table below provides a summary of the minimum requirements, along with key considerations for how each evidence type can be captured and advantages/limitations.

**Table 11: Minimum requirements and key considerations for each evidence type**

Evidence type	Minimum requirements	Key considerations
<b>Visual data</b>	<ul style="list-style-type: none"> <li>• Photo/video must have metadata including GPS coordinates and date.</li> <li>• Photos/video must be sufficient to demonstrate the exact location, nature and condition of the asset.</li> <li>• Photos must be representative of each element of the asset (e.g. road, bridge, culvert, table drain)</li> <li>• Photo quality must be sufficient to enable desktop review. For example, must not be distorted, blurry, impacted by shadows</li> </ul>	<ul style="list-style-type: none"> <li>• Take photos in the same direction sequentially along an asset</li> <li>• Use props to accurately capture asset details (e.g. ruler/ levels/ straight edges), and mark damage where it is unclear/difficult to see</li> <li>• Ensure photos aren't too close / too far away – capture damage and surrounding area</li> <li>• Vehicle dashcams/GoPro can be set to take photos every defined time/distance.</li> <li>• Google Street View can be a great backup for pre-disaster in some locations when other visual evidence is not available, but it is risky to rely upon it as a sole source of evidence</li> <li>• Store data in indexed databases to support evidence requirements</li> </ul>
<b>Geospatial data</b>	<ul style="list-style-type: none"> <li>• Where accessed through an external database, evidence of the date of access must be recorded</li> <li>• Extracts must include latitude and longitude data</li> <li>• Extracts must show date the geospatial data was recorded (e.g. date of satellite image being taken)</li> </ul>	<ul style="list-style-type: none"> <li>• Geospatial data can be used for understanding the nature of large assets (e.g. a bridge or a building) or general asset features (e.g. sealed road vs gravel road)</li> <li>• However, it generally cannot be used for evidence in relation to more granular information (e.g. condition of a culvert, gravel condition), unless the asset is significantly impacted (e.g. total destruction of an asset, large scale washout or similar)</li> </ul>
<b>Maintenance records</b>	<ul style="list-style-type: none"> <li>• Must identify the exact location (chainage or coordinates) of the asset</li> <li>• Must identify the date of maintenance inspection or maintenance activity, along with the nature and extent of the works carried out</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance records are best used to supplement other types of evidence (e.g. geospatial data), and are generally insufficient on their own to support pre-disaster condition of an asset</li> <li>• Ensuring the data in maintenance records matches visual data (e.g. chainages/coordinates) improves the ability to cross reference across evidence types</li> </ul>
<b>Asset registers</b>	<ul style="list-style-type: none"> <li>• Must identify the exact location (chainage or coordinates) of the asset</li> <li>• Must identify key attributes of asset (e.g. classification, surface, width/depth)</li> </ul>	<ul style="list-style-type: none"> <li>• Asset registers are generally insufficient on their own, unless relating to an asset completely destroyed by an event (e.g. a bridge washed away in flood waters)</li> </ul>
<b>Inspection report</b>	<ul style="list-style-type: none"> <li>• Must include evidence of suitably qualified professional's qualifications</li> <li>• Must identify date the inspection was undertaken and locations inspected (chainages or coordinates)</li> <li>• Must include specific references to both pre-disaster condition and damage within the report</li> <li>• Must clearly identify conclusions reached and evidence relied upon.</li> </ul>	<ul style="list-style-type: none"> <li>• Where the pre-disaster condition is unclear within the inspection report, additional evidence must be provided</li> <li>• Inspection report must include each element of asset (e.g. road, bridge, culvert, table drain)</li> <li>• Where possible, include proposed treatments/scope of works within damage reports. This supports the connection between damage incurred and works completed.</li> </ul>

## Appendix B: Better practice decision tree – location and pre-disaster function and condition

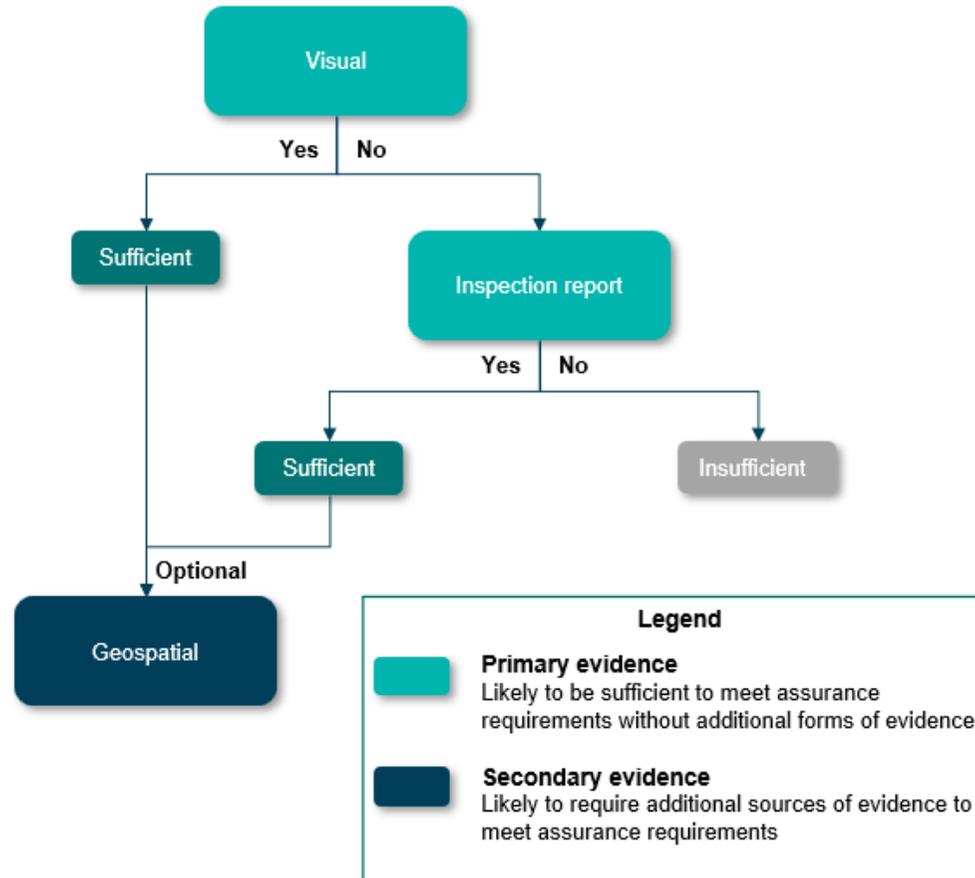
When claiming IRW and REPA works, states must evidence the location, pre-disaster function and condition of the EPA. The diagram below provides an overview of the better practice methods to meet this evidence requirement.





## Appendix C: Better practice decision tree – damage assessments

When claiming IRW and REPA works, states must demonstrate the location, nature and extent of damage to the EPA. The diagram below provides an overview of the better practice methods to meet this evidence requirement. Note geospatial evidence is generally only considered sufficient by itself where it relates to the complete destruction of an asset (e.g. a destroyed bridge).





## Appendix D: Example inspection report cover sheet

This example cover sheet can be completed by the Suitably Qualified Professional (SQP) completing the Asset Inspection Report. It serves as guidance for what that must be included in an asset inspection report to demonstrate damage to an essential public asset(s) for claiming under the DRFA. These are minimum requirements and do not preclude additional detail/information. Inspection reports must only be used where other forms of eligible evidence are incomplete or unavailable.

Asset(s) Details	
Australian Government Reference Number (AGRN)	
Disaster Name and date	
Asset Owner	
Asset Location (LGA)	
Asset(s) Name	
Project ID	
Report Checklist	
Does the inspection report detail the scope of the inspection, including the methodology used?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the inspection report describe the pre-disaster condition of the asset(s), and detail the verifiable supporting information that was relied upon to reach these conclusions as per clause 6.2.7 of the DRFA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the inspection report describe the damage that has occurred to the asset(s) as a direct result of the eligible disaster, and detail the verifiable supporting information that was relied upon to reach these conclusions as per clause 6.2.5 of the DRFA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the inspection report draw a conclusion to demonstrate that damage either was or was not a direct result of the eligible disaster for each asset and damage type?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the inspection report include a list detailing each defect being claimed and their precise location (using either chainages or co-ordinates)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the inspection report include the above details for each and every asset and damage type being claimed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the inspection report been completed within 12 months of the eligible disaster as per clause 6.2.5 of the DRFA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Suitably Qualified Professional Confirmation	
<p><b>I confirm:</b></p> <p><input type="checkbox"/> This report is complete and accurate to the best of my knowledge, and I have made appropriate inquiries to verify information.</p> <p><input type="checkbox"/> I meet the definition of a suitably qualified professional under the DRFA 2018 and have supplied evidence of this to the asset owner making the claim.</p> <p><input type="checkbox"/> All supporting evidence and documentation has been included within either the report body or within the appendices.</p> <p><input type="checkbox"/> I have considered any personal, professional, or financial interests that may influence, or be perceived to influence, my objectivity in performing this assessment. I have no personal, professional or financial interest in the outcome of this assessment.</p>	
Suitably qualified professional completing report (name)	
Qualifications and experience	
Signature	