## Process for Essential Public Asset Reconstruction works claim using a Certified Estimate

Delivery Agency impacted by eligible disaster and completes and submits the 'Notification of an event' form. The Administering Authority will send a letter outlining the process and notifying that an Assigned Assessor will make contact.

Damage sustained to an eligible essential public asset as per definition in Guideline 1 and requires reconstruction. The preliminary cost estimate is to be entered into the CMS by the Delivery Agency and updated on a regular basis.

Delivery Agency complete Damage Assessment undertaken as per Guideline 1. Assessing Authority to be consulted through the process.

The Delivery Agency are to establish Pre-disaster Asset Function to determine what condition the asset is to be reconstructed to as per Guideline 1.

If works can be **undertaken within three months** after site becomes accessible, works can be completed as **Immediate Reconstruction works** (subject to the approval of the Assessing Authority). Refer to Immediate Reconstruction process map. If **greater than three months**, to be completed as **essential public asset reconstruction works**. Delivery Agency advises the Assessing Authority of the intention to complete a Certified Estimate via a:

- Cost Estimate
- or

• Market Response/open tender See Guideline 2 for further detail.

The Delivery Agency are to submit the following forms for a Certified Estimate as per Guideline 1 and 2 and Fact Sheet 1 and 2.

- All supporting documents including but not limited to:
- Claim Lodgement Declaration form (V form D DEC ) to be completed
- Essential Public Asset Reconstruction works claim template (V Form C-IR) to be completed
- Photo reports to be completed for each asset including the following requirements for:
  - Pre-disaster and
  - Post-disaster photos
- Pre-disaster asset condition report (where a pre-disaster photo dated no more than four years prior to the disaster cannot be provided)
- Cost estimation tool

Certified estimate required within 9 months and/or by the 31 March following the end of the financial year within which the eligible disaster event occurred. Assessing Authority provide recommendation to the Administering Authority. Either Authority can seek additional information from Delivery Agency.

Once approved by the Administering Authority, a terms of funding letter is issued to the Delivery Agency. Delivery Agency updates the CMS with certified amount. Works **cannot exceed** the certified estimate amount.



Timeline Reconstruction works to be completed within two years after the end of the financial year within which the eligible disaster event occurred.

Timeline

All eligible essential public asset reconstruction expenditure incurred in the financial year is to be claimed throughout the year but no later than the 31 July. The Delivery Agency are to submit the following forms for a claim for a Certified Estimate as per Guideline 1 and 2 and Fact Sheet 1 and 2.

- All supporting documents including but not limited to:
  - Claim Lodgement Declaration form (V form D-DEC)
  - Progress essential Public Asset Reconstruction works claim template (V Form C2-CW)
  - Transaction listing
  - Invoices
  - Claims to be provided are GST exclusive
  - Photo reports to be completed for each asset including the following requirements for:
    - Pre-disaster and
    - Post-disaster photos
    - completed works

Documents are to be referenced and structured to allow easy review.

Delivery Agency to complete the Quarterly progress reports using Form ID V Form D-QTR as per Guideline 1 and Fact Sheet 1.

Commentary outlining reason for variances are to be included in the Quarterly progress reports and the final claim form.

> Assessing Authority review claim and provide recommendation to the Administering Authority or seek additional information.

Administering Authority undertakes a sample-based quality assurance review and processes claim for payment. Letter issued to Delivery Agency on the outcome of the claim.

## Key:

Delivery Agency= Local Council or Catchment Management Authority Assessing Authority= Department of Transport and Planning (DTP) Administering Authority= NDFA, ERV CMS= Claims Management System NDFA, ERV= Natural Disaster Financial Assistance, Emergency Recovery Victoria

## July 2023

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