

Process for Emergency Works

Delivery Agency impacted by an eligible disaster completes and submits the 'Notification of an event' form within 5 days.

Damage is sustained to an eligible essential public asset as per definition in Guideline 1 and requires urgent access or temporary repair. A preliminary cost estimate needs to be entered into the CMS by the Delivery Agency and updated on a regular basis.

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.

The Delivery Agency will receive a letter from the Administering Authority outlining the process and notifying that an Assessor has been assigned.

No approval is required for the **Delivery Agency** to undertake emergency works following an eligible disaster, but the **Delivery Agency** is to **liaise with** the **Assessing Authority** as soon as possible following an event.

Delivery Agency undertake emergency works



Timeline

Emergency works activities occur following an eligible disaster event, and are to be carried out within **three (3) months** from the date each asset becomes accessible to the Delivery Agency. Refer to Guideline 1 for date of access definition.



Timeline

All emergency works expenditure incurred in the financial year is to be claimed throughout the year but no later than the 31 July.

The Delivery Agency is to submit the following forms for **Emergency Works as per Guideline 1 and Fact Sheet 1**:

- All supporting documents including but not limited to:
 - Completed Claim Lodgement Declaration form (V Form-D-DEC)
 - Completed Emergency Works Claim Form (V Form-B-EW)
 - Transaction listing
 - Invoices
 - Claims to be provided are GST exclusive
 - Photo reports to be completed including the following requirements for:
 - Post-Disaster damage

Documents to be referenced and structured to allow easy review.

Assessing Authority provides a recommendation to the Administering Authority. Either Authority can seek additional information from Delivery Agency.

Administering Authority undertakes a sample-based quality assurance review and processes claim for payment. A letter is issued to the 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, Emergency Recovery Victoria (ERV)
NDFA, ERV = Natural Disaster Financial Assistance, Emergency Recovery Victoria

July 2023

For more information, please see the Emergency Recovery Victoria Disaster Recovery Funding Arrangements (DRFA) - For events post 1 November 2018 website
<https://www.emv.vic.gov.au/drfa-ndfa-events-post-1-nov-2018>