

# Process for Immediate Reconstruction Works

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

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

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

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

The Delivery Agency is required to establish the **Pre-disaster Asset Function** for each asset needing to be reconstructed as per Guideline 1.

If works can be **undertaken within three months** after site becomes accessible, works can be completed as **Immediate Reconstruction works**. If **greater than three months**, to be completed as **essential public asset reconstruction works** (see Essential Public Asset Reconstruction works claim using certified estimate process map for further detail).

Approval from the Assessing Authority is required before Delivery Agency undertakes immediate reconstruction works.

**Timeline**  
Immediate reconstruction works must be **completed** within **three months** from the date of the eligible disaster event or when the essential public asset becomes accessible to the Delivery Agency. Refer to Guideline 1 on date of access definition.

**Immediate Reconstruction works completed**

The Delivery Agency are to submit the following forms for Immediate Reconstruction works claims as per **Guideline 1 and Fact Sheet 1**:

- All supporting documents including but not limited to:
  - Claim Lodgement Declaration form (V form D-DEC ) to be completed
  - Completed reconstruction works claim template (V- Form- C-IR). Also the C-IR form will need to reconcile with the transaction report and amount claimed in CMS
  - Transaction listing
  - Invoices
  - Claims to be provided are GST exclusive
  - Photo reports to be completed including the following requirements for:
    - Pre-Condition
    - Post-Disaster damage
    - Completed works
  - If there are no photos available then complete the pre-disaster assessment report (VF-E-CA) (where a pre-disaster photo dated no more than four years prior to the disaster cannot be provided)

Documents to be referenced and structured to allow easy review.

**Timeline**  
All eligible Immediate Reconstruction works expenditure incurred in the financial year is to be claimed throughout the year but no later than the 31 July.

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

Administering Authority undertakes a sample-based quality assurance review and processes claim for payment. A letter is issued to the Delivery Agency advising 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)  
**CMS**= Claims Management System  
**NDFA, ERV** = Natural Disaster Financial Assistance, Emergency Recovery Victoria

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>