

## 3. Factsheet | Sub-categories – Restoration of Essential Public Assets

### Emergency Works

**Emergency Works** are urgent activities to **temporarily restore** an essential public asset to operate at an acceptable level to support immediate recovery of a community. Examples include removal of debris, temporary repair works, works to make roads trafficable for adjoining landholders, placement of warning signs and barriers. **Emergency Works are restoration works which the council would carry out as a matter of urgency, even if the disaster is not declared and funding is not made available.**

<b>Damage notification</b>	<b>24 hours</b>	Council to notify the administering agency within 24 hours: <ul style="list-style-type: none"> <li>✓ when Emergency Works are being carried out,</li> <li>✓ the scope of works</li> <li>✓ the estimated cost (if possible)</li> </ul>
<b>Works completion time limit</b>	<b>3 months</b> (21 days for 'opt-out' councils)	Works must be completed within 3 months from the date the damaged asset is accessible to the council. (For councils that opted-out of the interim NSW Day Labour Co-Funding Arrangements, the time limit is 21 days). <i>If required, contact OEM for information.</i>
<b>Claim submission time limit</b>	<b>3 months</b>	Within 3 months of either (whichever date is the later): <ul style="list-style-type: none"> <li>✓ completion date of Emergency Works, or</li> <li>✓ the eligible disaster's Natural Disaster Declaration (NDD) date</li> </ul>
<b>Pre-disaster function</b>	<b>No variation accepted</b>	Variation to the asset's pre-disaster function can not be claimed for under this sub-category.
<b>Pre-disaster condition evidence</b>	<b>Mandatory</b>	Pre-disaster condition evidence: <ul style="list-style-type: none"> <li>✓ must be the latest evidence available, but no older than 4 years prior to the Natural Disaster Declaration (NDD) date</li> <li>✓ must demonstrate the exact location and have a clear link to the same asset's damage evidence</li> </ul>
<b>Damage evidence</b>	<b>Mandatory</b>	Damage evidence must be obtained: <ul style="list-style-type: none"> <li>✓ as soon as reasonably practicable</li> <li>✓ before Emergency Works is carried out</li> <li>✓ no later than 3 months from the date the damaged asset becomes accessible to the council, and</li> <li>✓ must demonstrate the time/date and a clear link to the same asset's pre-disaster condition evidence.</li> </ul>
<b>Completion of works evidence</b>	<b>Mandatory</b>	Completion of works evidence: <ul style="list-style-type: none"> <li>✓ must be obtained as soon as possible after Emergency Works completion</li> <li>✓ must include photographs or video footage with metadata intact that clearly identify the time/date, exact location and scope of the completed works</li> <li>✓ must be provided for each location at which eligible works have been completed</li> <li>✓ must include representative photo of each of the key types of works carried out</li> <li>✓ must demonstrate a clear link to the same asset's pre-disaster condition evidence and damage evidence</li> </ul>
<b>Estimated reconstruction cost</b>	<b>Not required</b>	<i>(Estimated reconstruction cost is only required for full restoration of essential public assets that take longer than 3 months to complete and/or for treatments that result in a variation to the asset's pre-disaster function.)</i>
<b>Normal use of 'Day Labour'</b>	<b>'opt-in' only</b>	Only councils that opted-in to the interim NSW Day Labour Co-funding Arrangements may claim for normal use of day labour (incl. internal plant and equipment hire). <i>If required, contact OEM for information.</i>
<b>Claim submission form</b>	<b>Form 306 EW</b>	All funding assistance claims for Restoration of Essential Public Assets must be submitted to the administering agency using the Form 306. Each sub-category is to be submitted using the relevant sub-category tab.
<b>General ledger</b>	<b>Mandatory</b>	A copy of the general ledger clearly identifying the damaged asset and linking expenditure to the eligible restoration works must be included in the claim submission.
<b>Provision of funds</b>	<b>Actuals</b>	Subject to eligibility and expenditure approval: <ul style="list-style-type: none"> <li>• funding is provided on the basis of actual expenditure, excl. GST</li> <li>• council's co-funding arrangements are applied by the administering agency</li> </ul>
<b>Document retention</b>	<b>7 years</b>	The council must keep an accurate audit trail for a minimum of 7 years from the end of the financial year in which the expenditure was claimed. If requested the council must make available all relevant documentation within 3 weeks.

## Immediate Reconstruction Works

**Immediate Reconstruction Works** are immediate reconstruction activities to **fully reconstruct** an essential public asset within 3 months from the date the damaged asset is accessible to the council.

**Immediate Reconstruction Works are reconstruction works which the council would carry out as a matter of urgency, even if the disaster is not declared and funding is not made available.**

<b>Damage notification</b>	<b>asap</b>	Council to advise and seek agreement by the administering agency as soon as possible, and before reconstruction works commence, on: <ul style="list-style-type: none"> <li>✓ the scope of works</li> <li>✓ the estimated cost (if possible)</li> </ul> (This can be done progressively as required reconstruction works is identified.)
<b>Works completion time limit</b>	<b>3 months</b>	All Immediate Reconstruction Works must be completed within 3 months from the date the damaged asset is accessible to the council. (If the reconstruction of a damaged asset cannot be completed within the 3 month time limit, or if the reconstruction treatment result in a variation to the asset's pre-disaster function, the council has to claim for funding assistance under the category of Essential Public Asset Reconstruction Works.)
<b>Claim submission time limit</b>	<b>3 months</b>	Within 3 months of either (whichever date is the later): <ul style="list-style-type: none"> <li>✓ completion date of Immediate Reconstruction Works, or</li> <li>✓ the eligible disaster's Natural Disaster Declaration (NDD) date</li> </ul>
<b>Pre-disaster function</b>	<b>No variation accepted</b>	Variation to the asset's pre-disaster function can not be claimed for under this sub-category.
<b>Pre-disaster condition evidence</b>	<b>Mandatory</b>	Pre-disaster condition evidence: <ul style="list-style-type: none"> <li>✓ must be the latest evidence available, but no older than 4 years prior to the Natural Disaster Declaration (NDD) date</li> <li>✓ must demonstrate the exact location and have a clear link to the same asset's damage evidence</li> </ul>
<b>Damage evidence</b>	<b>Mandatory</b>	Damage evidence must be obtained: <ul style="list-style-type: none"> <li>✓ as soon as reasonably practicable</li> <li>✓ before Immediate Reconstruction Works is carried out</li> <li>✓ no later than 3 months from the date the damaged asset becomes accessible to the council, and</li> <li>✓ must demonstrate the time/date and a clear link to the same asset's pre-disaster condition evidence</li> </ul>
<b>Completion of works evidence</b>	<b>Mandatory</b>	Completion of works evidence: <ul style="list-style-type: none"> <li>✓ must be obtained as soon as possible after Immediate Reconstruction Works completion</li> <li>✓ must include photographs or video footage with metadata intact that clearly identify the time/date, exact location and scope of completed works</li> <li>✓ must be provided for each location at which works have been completed</li> <li>✓ must include representative photo of each of the key types of works carried out, and</li> <li>✓ must demonstrate a clear link to the same asset's pre-disaster condition evidence and damage evidence</li> </ul>
<b>Estimated reconstruction cost</b>	<b>Not required</b>	<i>(Estimated reconstruction cost is only required for full restoration of essential public assets that take longer than 3 months to complete and/or for treatments that result in a variation to the asset's pre-disaster function.)</i>
<b>Normal use of 'Day Labour'</b>	<b>'opt-in' only</b>	Only councils that opted-in to the interim NSW Day Labour Co-funding Arrangements may claim for normal use of day labour (incl. internal plant and equipment hire). <i>If required, contact OEM for information.</i>
<b>Claim submission form</b>	<b>Form 306 IRW</b>	All funding assistance claims for Restoration of Essential Public Assets must be submitted to the administering agency using the Form 306. Each sub-category is to be submitted using the relevant sub-category tab.
<b>General ledger</b>	<b>Mandatory</b>	A copy of the general ledger clearly identifying the damaged asset and linking expenditure to the eligible restoration works must be included in the claim submission.
<b>Provision of funds</b>	<b>Actuals</b>	Subject to eligibility and expenditure approval: <ul style="list-style-type: none"> <li>• funding is provided on the basis of actual expenditure, excl. GST</li> <li>• council's co-funding arrangements are applied by the administering agency</li> </ul>
<b>Document retention</b>	<b>7 years</b>	The council must keep an accurate audit trail for a minimum of 7 years from the end of the financial year in which the expenditure was claimed. If requested the council must make available all relevant documentation within 3 weeks.

## Essential Public Asset Reconstruction Works

**Essential Public Asset Reconstruction Works** are restoration activities to **fully reconstruct** an essential public asset to its pre-disaster function. For this sub-category, councils must submit estimated reconstruction costs for approval by the administering agency before the reconstruction works start.

<b>Damage notification</b>	<b>6 months</b>	<p>Council to seek approval for estimated reconstruction costs by administering agency before any Essential Public Asset Reconstruction Works has started:</p> <ul style="list-style-type: none"> <li>✓ Estimated reconstruction must be submitted within 6 months from the Natural Disaster Declaration (NDD) date of the eligible disaster. (Subject to approval by the administering agency, the time frame can be extended to 12 months after the end of the financial year in which the disaster occurred.)</li> <li>✓ Estimated reconstruction costs can be submitted progressively.</li> </ul>
<b>Works completion time limit</b>	<b>2 years</b>	<p>All Essential Public Asset Reconstruction Works must be completed within 2 years after the end of the financial year in which the eligible disaster occurred. (Subject to approval by the administering agency the time frame can be extended to a maximum of 2 years and 9 months after the end of the financial year in which the disaster occurred.)</p>
<b>Claim submission time limit</b>	<b>3 months</b>	<p>The final reimbursement claims for Essential Public Asset Reconstruction Works is to be lodged to the administering agency within 3 months of the reconstruction works completion date.</p> <p>Final reimbursement claims are based on actual expenditure for completed reconstruction works and can be progressively lodged.</p>
<b>Pre-disaster function</b>	<b>Variation may be eligible</b>	<p>Documentation is required to identify if the restoration of the damaged asset results in any variation to its pre-disaster function. Any variation must be approved by the administering agency and special requirements apply.</p>
<b>Pre-disaster condition evidence</b>	<b>Mandatory</b>	<p>Pre-disaster condition evidence:</p> <ul style="list-style-type: none"> <li>✓ must be the latest evidence available, but no older than 4 years prior to the Natural Disaster Declaration (NDD) date</li> <li>✓ must demonstrate the exact location and have a clear link to the same asset's damage evidence</li> </ul>
<b>Damage evidence</b>	<b>Mandatory</b>	<p>Damage evidence must be obtained:</p> <ul style="list-style-type: none"> <li>✓ as soon as reasonably practicable</li> <li>✓ before Essential Public Asset Reconstruction Works is carried out</li> <li>✓ no later than 6 months from the date the damaged asset becomes accessible to the council, and</li> <li>✓ must demonstrate the time/date and a clear link to the same asset's pre-disaster condition evidence</li> </ul>
<b>Completion of works evidence</b>	<b>Mandatory</b>	<p>Completion of works evidence:</p> <ul style="list-style-type: none"> <li>✓ must be obtained as soon as possible after Essential Public Asset Reconstruction Works completion</li> <li>✓ must include photographs or video footage with metadata intact that clearly identify the time/date, exact location and scope of completed works</li> <li>✓ must be provided for each location at which works have been completed,</li> <li>✓ must include representative photo of each of the key types of works carried out</li> <li>✓ must demonstrate a clear link to the same asset's pre-disaster condition evidence and damage evidence</li> </ul>
<b>Estimated reconstruction cost</b>	<b>Mandatory</b>	<p>Estimated reconstruction cost:</p> <ul style="list-style-type: none"> <li>• must be submitted for approval to the administering agency prior to commencing any Essential Public Asset Reconstruction Works.</li> <li>• must be developed by means of cost estimation or market response.</li> </ul>
<b>Normal use of 'Day Labour'</b>	<b>'opt-in' only</b>	<p>Only councils that opted-in to the interim NSW Day Labour Co-funding Arrangements may claim for normal use of day labour (incl. internal plant and equipment hire). <i>If required, contact OEM for information.</i></p>
<b>Claim submission form</b>	<b>Form 306 EPA-RW</b>	<p>All funding assistance claims for Restoration of Essential Public Assets must be submitted to the administering agency using the Form 306. Each sub-category is to be submitted using the relevant sub-category tab.</p>
<b>General ledger</b>	<b>Mandatory</b>	<p>A copy of the general ledger clearly identifying the damaged asset and linking expenditure to the eligible restoration works must be included in the claim submission.</p>
<b>Provision of funds</b>	<b>Total Upper Limit Grant</b>	<p>If the estimated reconstruction costs are approved:</p> <ul style="list-style-type: none"> <li>• A Total Upper Limit Grant amount (excl. GST) is offered by the administering agency.</li> <li>• After works are completed, the council can claim reimbursement of the actual reconstruction costs (excl. GST).</li> <li>• Any expenditure above the approved Total Upper Limit Grant value is not eligible for funding, unless the council can demonstrate eligible special circumstances.</li> </ul>
<b>Document retention</b>	<b>7 years</b>	<p>The council must keep an accurate audit trail for a minimum of 7 years from the end of the financial year in which the expenditure was claimed. If requested the council must make available all relevant documentation within 3 weeks.</p>