Local Government
Disaster Recovery Assistance Guidelines
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1 Overview

Introduction

1.1 The South Australian Government ("government") disaster assistance arrangements provide a mechanism to assist local councils (councils) with managing the costs associated with disaster recovery eligible measures following a natural disaster.

1.2 For the purposes of these Guidelines, a disaster recovery eligible measure means an act of relief or recovery that is carried out by a council to alleviate damage arising as a direct result of a natural disaster and is one of the following types:

1.2.1 the restoration or replacement ("reconstruction") of essential public assets
1.2.2 counter disaster operations
1.2.3 a community recovery fund designed to administer community recovery, development and capacity building initiatives.

1.3 For the purposes of these Guidelines, a natural disaster means a serious disruption to a community or region following a naturally occurring event that causes damage to essential public assets, other property and/or the environment. Such serious disruption can be caused by any one, or a combination of, the following natural hazards:

1.3.1 bushfires
1.3.2 earthquakes
1.3.3 flood
1.3.4 storm, storm surge and/or tsunami
1.3.5 cyclone or tornado
1.3.6 landslide
1.3.7 meteorite strike.

1.4 The following are not natural disasters for the purposes of these Guidelines:

1.4.1 drought
1.4.2 frost
1.4.3 heatwave
1.4.4 epidemic; events where human activity is a significant contributing cause (e.g., poor environmental planning, commercial development, personal intervention (other than arson or accident).

1.5 The government’s eligible measures comply with the Commonwealth Government’s Natural Disaster Relief and Recovery Arrangements (NDRRA) by which the Commonwealth assists jurisdictions with expenses associated with relief and recovery assistance measures to disaster affected communities. Accordingly:

1.5.1 a financial threshold mechanism is used to establish the level of assistance to be provided to a council undertaking an eligible measure as detailed in section 4 of these Guidelines.

1.6 In accordance with Treasurer’s Instruction 14: Ex Gratia Payments, the following approvals are required before any voluntary assistance payments are made by the government to a council:

1.6.1 where the amount is $10,000 (inclusive of GST) or less - the Minister for Finance
1.6.2 where the amount is in excess of $10,000 (inclusive of GST) - the Treasurer.
General Principles

1.7 The government’s assistance is directed towards alleviating the damage caused as a direct result of a natural disaster. It is not intended to fund every loss incurred by a council or to provide compensation to assist with any indirect and consequential impacts. The assistance is intended to complement other strategies adopted by councils that promote disaster resilience and management.

1.8 This approach means that councils should undertake appropriate self-help and disaster mitigation strategies such as acquiring insurance.

1.9 The government’s assistance must achieve an efficient allocation of public resources. It should provide value-for-money outcomes for the government, councils and also the Commonwealth Government where assistance under NDRRA will be sought by the State. This principle is particularly important for the reconstruction of essential public assets, which represent a significant cost to all governments.

1.10 Fundamental to the government’s assistance is the concept of extraordinary expenditure, i.e., those expenses in excess of what a council would be reasonably expected to manage within its resource capacity.

1.11 Councils are expected to direct their own resources in undertaking eligible measures, and only where additional resources are needed should a council claim assistance from the government. Note:

1.11.1 normal administrative and operational expenditure, such as wages and salaries of regular employees and the use of council owned equipment, whether diverted from their normal work or otherwise, are generally not eligible for government assistance.

1.12 The government’s assistance will usually be in the form of proportional reimbursement of actual expenditure incurred by a council in undertaking eligible measures. The government may provide advance payments if the Minister for Finance and/or Treasurer is satisfied that exceptional circumstances exist.

1.13 For the purposes of these Guidelines, actual expenditure means the amount spent, or expected to be spent in a financial year by a council on an eligible measure, i.e. the amount recognised as an expense in accordance with accrual accounting concepts.

1.14 The amount of actual expenditure referred to in any claim to the government must have been recognised by the council within 24 months after the end of the financial year in which the disaster event occurred (otherwise known as the allowable time limit), unless exceptional circumstances are accepted by the Minister for Finance.

General Conditions for Assistance

1.15 The government’s assistance will be provided if:

1.15.1 the council has or will incur actual expenditure on eligible measures that are as a direct result of a natural disaster

1.15.2 the council has or will direct its own resources to undertaking the required eligible measures

1.15.3 the council has complied with the conditions set out in these Guidelines

1.15.4 the council has adequately demonstrated the capacity and capability to deliver the required outcomes associated with an eligible measure

1.15.5 the council has established sound administrative processes, systems and controls to support the appropriate management of government funds.
1.16 When a natural disaster occurs and the council knows or expects that eligible measures will be required, the council must notify the government’s Director, State Recovery Office within 24 hours of the natural disaster event.

1.17 The council must not make any public announcements regarding undertaking an eligible measure without consultation with the Director, State Recovery Office if assistance is required. Note:

1.17.1 that the State has certain obligations under NDRRA regarding the public acknowledgement of Commonwealth assistance that must be complied with regarding the reconstruction of essential public assets.

1.18 The council must demonstrate disaster mitigation strategies undertaken in respect of likely or recurring natural disaster events. Note:

1.18.1 the council will be required to detail its disaster mitigation strategies when submitting a preliminary assessment of damages and claim for government assistance for the reconstruction of a damaged essential public asset, where the asset has previously incurred damages as a result of a natural disaster event.

1.19 The council must have established or assessed the cost-effectiveness of commercial coverage of essential public assets. Note:

1.19.1 the onus is on the council to assess a range of commercial insurance options regarding essential public assets on a cost-benefit basis.

1.19.2 the Local Government Association of South Australia (LGA) assessment of insurance arrangements and the cost-effectiveness of insuring or not insuring certain assets may be used by a council for this purpose.

1.19.3 where an uninsured essential public asset is damaged, the council will be required to demonstrate when submitting a preliminary assessment of damages or claim for government assistance that an assessment of the cost-effectiveness of insuring the damaged asset was undertaken within the past three financial years prior to the natural disaster event date.

1.20 The council, following receipt of government assistance for the reconstruction of an essential public asset, must submit a Post Disaster Asset Reconstruction Report as soon as possible upon completion of the reconstruction works.

1.21 A council receiving government assistance for an eligible measure(s) must on request by the Department of Treasury and Finance provide estimates of total expenditure to be incurred on eligible measures in the current financial year and future financial year(s). Note:

1.21.1 the State is required to provide the Commonwealth Government with such estimates on a quarterly basis in accordance with the NDRRA.

Administrative Arrangements

1.22 Any government assistance to councils is provided within the context of the State Emergency Management Arrangements.

1.23 The government is committed to the Council of Australian Governments (COAG) recommendation to shift the focus of emergency management beyond response and reaction, to anticipation and mitigation. In doing so, the State has adopted the National Principles of Disaster Recovery that identify recovery as integral to emergency preparation and mitigation.

1.24 The Emergency Management Act 2004 establishes the framework for the management of emergencies in South Australia. The Act provides for the establishment of the:
1.24.1 Emergency Management Council
1.24.2 State Emergency Management Committee
1.24.3 State Emergency Management Plan
1.24.4 Coordinating Agency
1.24.5 Control Agency
1.24.6 Declarations of emergencies and specified powers.

1.25 The State Emergency Management Committee (SEMC) has established a number of advisory groups to provide an oversight role in the areas of prevention, preparedness, response and recovery, including the State Recovery Committee (SRC). The SRC advises SEMC on the State’s preparedness for recovery management, and during an event, provides regular reports on aspects of recovery management.

1.26 The SRC has several sub-committees including the SRC Local Government Disaster Assistance Sub-Committee (SRC LGDA Sub-Committee).

1.27 The SRC LGDA Sub-Committee has been established to administer the government’s assistance measures for Local Government in accordance with these Guidelines.

1.28 The SRC LGDA Sub-Committee membership and responsibilities are detailed in Attachment A of these Guidelines.

1.29 The SRC LGDA Sub-Committee is administered by the Department of Treasury and Finance.
2 Assistance for Eligible Measures

Assistance for the Reconstruction of Essential Public Assets and Betterment

Meaning of Essential Public Asset

2.1 For the purposes of these Guidelines, an essential public asset is an asset owned by a council and agreed with the government to be:

2.1.1 an integral and necessary part of the council’s infrastructure, which is associated with health, education, transport or welfare

2.1.2 would, if lost or damaged, severely disrupt the normal functioning of a local community

2.1.3 would, if lost or damaged, be restored or replaced as a matter of urgency.

2.2 Examples of generally considered eligible council essential public assets under these Guidelines include:

2.2.1 roads and associated infrastructure, e.g. road signs, guard rails, culverts

2.2.2 bridges

2.2.3 tunnels

2.2.4 footpaths

2.2.5 levees

2.2.6 stormwater infrastructure.

2.3 Examples of council assets generally not considered to be essential public assets under these Guidelines include:

2.3.1 sporting, recreational or community facilities, e.g. playgrounds and associated facilities

2.3.2 memorials

2.3.3 environmental initiatives where the primary focus is on restoring the natural environment rather than the reconstruction of a damaged essential public asset.

2.4 The government may consider a cost-sharing arrangement for the reconstruction of a council owned asset that is not considered to be an essential public asset in circumstances that are, in the opinion of the Minister for Finance, exceptional, or as part of an approved community recovery fund.

Reconstruction of Essential Public Asset to its Pre-Disaster Standard

2.5 The government provides assistance to a council for the reconstruction of an essential public asset to its pre-disaster standard, in accordance with current building and engineering standards. This assistance is intended to support the reconstruction of an asset ‘like for like’, i.e., to restore the pre-disaster functionality or utility of an asset only.

2.6 The application of current building and engineering standards ensures that contemporary construction methodologies and building materials can be used to restore the pre-disaster functionality or utility of the damaged essential public asset. For example, using steel rather than timber, or pre-fabricated concrete rather than brick.

2.7 While it may be opportune or even required under State regulation to improve or enhance the essential public asset’s functionality or utility following a natural disaster, any expenses associated with the improvement or enhancement are ineligible for assistance under this arrangement. Additional expenses associated with improving an asset’s functionality or
utility are the responsibility of the council. For example, additional expenses associated with restoring a road to a greater width than its pre-disaster standard (i.e. increasing the number of lanes) in order to improve or enhance its functionality would be ineligible for government assistance under this provision. Note expenses associated with incidental widening which does not enhance road functionality would be eligible for government assistance under this provision in the context of contemporary construction methodologies only.

2.8 The government does encourage councils to improve the functionality or utility of a damaged essential public asset following a natural disaster where this represents value-for-money and the council has the financial capacity to undertake such additional works. The council would still be able to claim assistance for the eligible component of the reconstruction works in such circumstances.

2.9 The additional expenses associated with improving an asset’s resilience may be eligible for government assistance under the betterment provisions as detailed in clauses 2.11 – 2.15 of these Guidelines. For example, additional expenses associated with preventing a future flooding event may be eligible for government assistance in addition to that provided for the reconstruction of an essential public asset.

2.10 The council should not commence an asset reconstruction project until approved by the government if financial assistance is required.

**Betterment of an Essential Public Asset**

2.11 For essential public assets that have been previously damaged by natural disasters, a council may apply for betterment assistance to improve the disaster resilience of the asset.

2.12 For the purposes of these Guidelines, betterment means the reconstruction of an essential public asset to a more disaster-resistant standard than its pre-disaster standard. It does not refer to improvements designed primarily to improve or enhance an asset's functionality or utility.

2.13 Betterment is intended to limit the cost of rebuilding repeatedly damaged assets by allowing essential public assets to be rebuilt to a more disaster-resilient standard where it is cost-effective to do so.

2.14 The government may approve assistance to a council for the betterment of an essential public asset in certain circumstances. In most cases, this would be subject to Commonwealth approval in accordance with the NDRRA and identified funding capacity within the government’s budget.

2.15 The council should not commence an asset betterment project until approved by the government if financial assistance is required.

**Assistance for Counter Disaster Operations**

2.16 For the purposes of these Guidelines, eligible counter disaster operations are activities carried out by councils to protect communities and ensure public health and safety in public urban areas following a natural disaster. Note:

2.16.1 the controlling government agency will maintain primary operational responsibility for undertaking counter disaster operations following a natural disaster and will generally incur directly most of the expenses associated with such operations

2.16.2 the government assistance outlined in these Guidelines relates to any other expenses directly incurred by councils in performing counter disaster operations.
2.17 For an activity to be considered an eligible counter disaster operation, it must:
2.17.1 be intended to alleviate community hardship and distress
2.17.2 be incurred as a direct result of a natural disaster event
2.17.3 be undertaken within the immediate proximity of residential properties and completed within days of the natural disaster event
2.17.4 result in the council incurring extraordinary expenses, that is, expenses in excess of what a council would be reasonably expected to manage within its resources capacity.

2.18 Examples of eligible council counter disaster operations include:
2.18.1 sandbagging to prevent inundation of residential properties
2.18.2 construction of temporary levees to prevent inundation of residential properties
2.18.3 establishment of bushfire control lines to protect residential properties
2.18.4 establishment of temporary access routes required for disaster relief operations to allow residents to return to their homes
2.18.5 activities to render a damaged house safe and habitable, e.g., tarping damaged roofs or structural integrity assessments on residential properties
2.18.6 general clean-up works including the removal of debris and other hazardous objects
2.18.7 provision for necessary consumables such as tarps, ropes, chain, chain saws and fuel used during eligible activities
2.18.8 eligible staffing expenses – refer clauses 2.20 – 2.21
2.18.9 eligible equipment expenses – refer clauses 2.22 – 2.23
2.18.10 activities to restore direct damage incurred whilst undertaking eligible counter disaster operations, e.g., repairing fencing that was directly damaged while undertaking an eligible counter disaster operation.

2.19 The government’s assistance for council counter disaster operations is not intended to cover a broad range of preparedness and response type activities. Examples of ineligible council counter disaster operations include:
2.19.1 ineligible council labour and equipment expenses
2.19.2 environmental initiatives, where the primary focus is on restoring or cleaning-up the natural environment rather than to protect communities and ensure public health and safety in public urban areas.

2.20 Eligible council staffing expenses are expenses incurred while undertaking eligible counter disaster operations where:
2.20.1 the expenditure relates directly to an eligible natural disaster event
2.20.2 the expenditure is considered extraordinary, i.e. expenses in excess of what a council would be reasonably expected to manage within its resources capacity.

2.21 Examples of eligible staffing expenses include:
2.21.1 staff allowances and overtime, and any other expenses associated with staff working outside of normal working hours, including travel and accommodation expenses, and associated on-costs such as workers compensation premiums and payroll tax
2.21.2 employment of sub-contractors and contractors
2.21.3 Expenditure relating to backfilling staff who are seconded to assist with eligible counter disaster operations activities.

2.22 Eligible council equipment expenses are those incurred while performing eligible counter disaster operations where:

2.22.1 the expenditure relates directly to an eligible natural disaster event

2.22.2 the expenditure relates to the hiring of additional plant and equipment and associated operational expenses where necessary to undertake eligible counter disaster operations

2.22.3 the expenditure is considered extraordinary, i.e. expenses in excess of what a council would be reasonably expected to manage within its resources capacity.

2.23 Examples of potential eligible equipment expenditure include:

2.23.1 vehicle or equipment repairs and additional servicing requirements required (as a direct consequence of undertaking eligible counter disaster operations)

2.23.2 transportation of manpower, equipment and materials necessary to support eligible counter disaster operations.

2.24 Where a council is directed by a controlling government agency to provide its equipment and any other resource for counter disaster operations associated with a natural disaster event outside of its local government boundary, the council should seek reimbursement for expenses incurred from the controlling government agency.

2.25 Where a council provides its equipment and any other resource to another council for use in the other council’s counter disaster operations associated with a natural disaster event, the council should seek reimbursement for expenses incurred from the other council. In this case, the other council may be able to claim government assistance for expenses, including the other council’s equipment charges, incurred in performing counter disaster operations following a natural disaster.

2.26 A council should proceed with counter disaster operations irrespective of government assistance where it is considered necessary to protect communities and ensure public health and safety in public urban areas.

Assistance for Community Recovery Fund Activities

2.27 For the purposes of these Guidelines, a community recovery fund may provide a range of assistance measures for individuals, community groups, not-for-profit organisations and businesses within the disaster affected community.

2.28 A condition for government assistance in providing a community recovery fund is that the community has been severely affected by a natural disaster event and there is a clear need for assistance to restore social networks, functioning and community facilities.

2.29 In determining the severity of the impact on the community, the council in consultation with the Director, State Recovery Office, must demonstrate one or more of the following:

2.29.1 the community is at risk of losing essential businesses as a direct result of the natural disaster

2.29.2 there is measurable loss or reduction in essential services in the community

2.29.3 there is measurable loss or damage to sporting, recreational or community assets and facilities

2.29.4 a significant number of community activities have ceased and/or been disrupted
2.29.5 there is evidence of secondary impacts to normal community functioning, community facilities and community social networks.

2.30 The objectives of an eligible community recovery fund must be aimed at community recovery, community development and community capacity building. Given each community and disaster event is different, the objectives and activities associated with a community recovery fund will also be community and disaster specific.

2.31 Examples of eligible council community recovery fund activities include, but are not limited to:

2.31.1 employment of community development workers
2.31.2 grants to community service organisations providing recovery services
2.31.3 assistance for the reconstruction of recreational or community assets and facilities owned by either a council or non-profit organisations
2.31.4 community information initiatives
2.31.5 community commemorative events and/or memorials
2.31.6 advocacy and monitoring services
2.31.7 economic development initiatives including tourism and small business initiatives
2.31.8 heritage and cultural sites initiatives, excluding environmental restoration initiatives.

2.32 A condition for government assistance is that the community recovery fund be administered by the government in close collaboration with a council, or by a community recovery committee with government representation. It is essential that appropriate administrative systems are established for the management of government funding.

2.33 A council should not commence a community recovery fund until approved by the government if financial assistance is required.
3 Application and Approval Process

3.1 The application and approval process for councils obtaining government assistance in undertaking eligible measures is depicted in Attachment B of these guidelines and consists of:

3.1.1 the council notifying the Director, State Recovery Office of the natural disaster event within 24 hours of the disaster event occurring and providing an initial assessment of damages incurred.

3.1.2 the council submitting a preliminary assessment of damages incurred to the Chair, LGDA Sub-Committee in accordance with Form 1 (Local Council Preliminary Damages Assessment) as soon as practical following the formal notification of the natural disaster event.

3.1.3 the Chair, LGDA Sub-Committee, approving (in writing) the council’s eligibility for government assistance.

3.1.4 the council submitting a claim to the Chair, LGDA Sub-Committee in accordance with Form 2 (Local Council Damages Claim) as soon as practical following receipt of the Chair, LGDA Sub-Committee approval for the council’s eligibility for government assistance.

3.1.5 where betterment of a damaged essential public asset is applicable, the council submitting a proposal to the Chair LGDA Sub-Committee in accordance with Form 3 (Local Council Asset Betterment Proposal) in conjunction with a submitted claim (Form 2) that includes the reconstruction of a damaged essential public asset to its pre-disaster standard.

3.1.6 the Minister for Finance and/or Treasurer, based on advice from the Chair, LGDA Sub-Committee, approving (in writing) the level of government assistance to be provided to the council for delivery of eligible measures.

3.2 A council may submit subsequent preliminary assessment and claim forms if additional requirements and/or information are identified.

3.3 With respect to Form 1 (clause 3.1.2), and the reconstruction of a damaged essential public asset, an independent engineers assessment is required to be undertaken in accordance with the LGA’s Infrastructure Damage Assessment Guidelines. Note:

3.3.1 service provider expenses incurred in undertaking this independent assessment may be included in any subsequent claim for government assistance.

3.4 With respect to Form 1 (clause 3.1.2), and the reconstruction of a damaged essential public asset, the Minister for Finance must be satisfied that reasonable progress has been made towards the development and implementation of disaster mitigation strategies by a council where there is a history of natural disaster events impacting upon the damaged asset. Note:

3.4.1 where the Minister for Finance is not satisfied that reasonable progress has been made, the assistance the government would otherwise have provided to the council will be reduced by 10 per cent.

3.4.2 the Minister for Finance may seek a commitment from the council to address identified issues prior to finalising the claim assessment process.

3.5 With respect to Form 1 (clause 3.1.2), and the reconstruction of a damaged essential public asset, the council is required to detail any commercial insurance arrangements, including, where the asset is not insured, the previous evaluation of the cost-effectiveness of insuring the damaged asset. Note:

3.5.1 where the council has not assessed the cost-effectiveness of insuring the damaged asset within the past three financial years prior to the natural disaster.
event date, the assistance the government would otherwise have provided to the council will be reduced by 10 per cent.

3.5.2 The Minister for Finance may seek a commitment from the council to address this issue prior to finalising the claim assessment process.

3.6 The approval of council eligibility for government assistance (clause 3.1.3) is designed to enable the council’s recovery planning and development of a damages claim (Form 2) for government assistance only. This approval will not establish the level of government assistance to be provided to a council.

3.7 With respect to Form 2 (clause 3.1.4) and the reconstruction of a damaged essential public asset, evidence of a procurement process is required for the reconstruction of the damaged asset to its pre-disaster standard, from which a preferred contractor, works schedule and finalised expenditure requirements are to be determined, unless otherwise approved by the Minister for Finance. Note the procurement process:

3.7.1 must be undertaken in compliance with the relevant council’s procurement policies and guidelines pursuant to Section 49 of the Local Government Act 1999

3.7.2 should be consistent with the principles outlined in the LGA Procurement Handbook.

3.8 A council may seek assistance from the government or propose to use its own resources for the reconstruction of the damaged essential public works where:

3.8.1 it is evidenced that the procurement process was unsuccessful in attracting suitably qualified contractors to undertake the required reconstruction works

3.8.2 it is evidenced that the procurement process did not demonstrate value-for-money outcomes.

3.9 With respect to Form 2 (clause 3.1.4) and the reconstruction of a damaged essential public asset, the detailed total claimable expenditure amount must be net of any amount already included in the council’s capital works budget for works on the damaged asset that is in excess of the minimum asset reconstruction value of $150 000. For example, where the total expenditure required to reconstruct a damaged asset is $350 000 and the council had prior to the natural disaster event budgeted to spend $200 000 on works associated with the damaged asset, the claimable expenditure amount would be $150 000 ($350 000 less $200 000); not $200 000 ($350 000 less $150 000). Note:

3.9.1 this is consistent with the principle that the council direct its own resources towards eligible measures before seeking assistance from the government.

3.10 With respect to Form 2 (clause 3.1.4), the detailed total claimable expenditure amount must be net of any amount recovered or to be recovered from commercial insurance arrangements.

3.11 With respect to Form 2 (clause 3.1.4) and the reconstruction of a damaged essential public asset, any proposal for government assistance must include details for acknowledging State Government and Commonwealth Government NDRRA assistance (refer clause 1.17.1). For example:

3.11.1 proposed media releases regarding the assistance measure provided for the reconstruction of the damaged essential public asset

3.11.2 asset reconstruction ceremonies

3.11.3 signage at asset reconstruction project sites.
3.12 With respect to Form 2 (clause 3.1.4) and the undertaking of counter disaster operations, supporting evidence must be provided that eligible expenditure has been incurred by the council. Eligible expenditure evidence includes but is not limited to:

3.12.1 copies of paid invoices to sub-contractors for undertaking eligible counter disaster operations activities

3.12.2 copies of paid invoices to suppliers for materials consumed in undertaking eligible counter disaster operations activities

3.12.3 appropriate records detailing eligible council staffing and equipment expenses incurred while performing counter disaster operations activities.

3.13 Given the broad nature of a community recovery fund, the rationale for deciding whether government assistance will be provided will need to be determined as part of the assessment process by the LGDA Sub-Committee and considered by the Minister for Finance.

3.14 In assessing any claim for assistance for a community recovery fund, reference may be made by the LGDA Sub-Committee to the principles, concepts and considerations identified in the Australian Emergency Manual – Recovery and community development in recovery from disaster; Community and personal support services; Psychological services in the disaster context; Economic and financial aspects of recovery; and Community development in the disaster recovery context, as published by Emergency Management Australia.

3.15 Where the community recovery fund involves the reconstruction of a council asset that is not considered to be an essential public asset, e.g., sporting, recreational or community facilities, the requirements as detailed in clauses 2.5 – 2.15 and the relevant clauses concerning the reconstruction of a damaged essential public asset in this section of these Guidelines are applicable.

3.16 Once the total level of government assistance has been determined and approved in writing to the council (clause 3.1.6), the council may claim actual reimbursement from the government after incurring expenses on the delivery of eligible measures up to the approved level of government assistance. Accordingly:

3.16.1 the council is required to submit to the Chair, LGDA Sub-Committee a claim for reimbursement in the form set out in Form 4 (Local Council Disaster Measure(s) Reimbursement).

3.17 The Minister for Finance may approve advance payments to a council based on the anticipated progress payments for approved asset reconstruction projects where:

3.17.1 the council has requested advance payments as part of its claim application

3.17.2 the council has demonstrated that the progress payments are a significant cash outlay relative to the size of its budget and other expenditure commitments

3.17.3 the required advance payments are evenly allocated over period in which the eligible measure(s) will be delivered.

3.18 An approved advance payment will normally represent the first scheduled progress payment. Subsequent advance payment will normally require the council to provide evidence that the previously provided funds have been spent in accordance with the government assistance approval.

3.19 Where the Minister for Finance has approved an advance payment, the council is required to submit to the Chair, LGDA Sub-Committee a claim for the next advance payment in accordance with Form 5 (Local Council Disaster Measure(s) Advance Payment).
3.20 A condition for receiving advance payments is that the council refund any unused advance payments to the government immediately after completion of an approved eligible measure(s).
4 Basis for Calculating the Level of State Government Assistance

Components

4.1 The total amount of government assistance to a council undertaking eligible measures is determined with reference to:

4.1.1 the minimum asset reconstruction value of $150,000, where the council's claim for assistance involves the reconstruction of an essential public asset

4.1.2 the total claimable expenditure amount

4.1.3 the council’s two financial thresholds.

4.2 The total claimable expenditure amount is the amount stated in Form 2 (Local Council Disaster Measures Claim). This amount:

4.2.1 must be substantiated, e.g. by a final quote by a preferred external contractor following a procurement process with respect to an asset reconstruction claim and/or paid invoices or other detailed expenditure reports with respect to counter disaster operations and a community recovery fund

4.2.2 may include contractor expenses incurred in undertaking the preliminary assessment of damages to an essential public asset

4.2.3 must be net of any amount already included in the council’s budget that could be reasonable redirected to undertaking eligible measures

4.2.4 must be net of any amount recovered or to be recovered from commercial insurance arrangements.

4.3 The level of government assistance to be provided to a council undertaking eligible measures is based on a financial threshold mechanism. Note:

4.3.1 the applied financial thresholds give consideration to the council’s capacity to fund eligible measures according to their average rate revenue; therefore, the financial thresholds will vary among councils

4.3.2 the average rate revenue is based on the council’s actual rate revenue of the past two audited financial years, indexed for inflation by a rate to be determined by the Department of Treasury and Finance

4.3.3 government’s assistance increases once the financial thresholds have been reached to ensure the council maintains the financial capacity to continue delivering essential services and associated infrastructure to the community at the same standard as prior to the natural disaster.

4.4 The council’s first financial threshold is:

4.4.1 the greater of either the minimum asset reconstruction value or two per cent of the council’s average rate revenue, where a council’s claim for assistance includes the reconstruction of an essential public asset

4.4.2 two per cent of the council’s average rate revenue where a council’s claim for assistance does not include the reconstruction of an essential public asset.

4.5 The council’s second threshold is 1.75 times the first threshold.
Claims excluding asset betterment proposals

4.6 If a council’s total claimable expenditure for all eligible measures is less than the council’s first threshold, the council:

4.6.1 is unable to claim assistance from the government for expenses incurred reconstructing a damaged essential public asset

4.6.2 may be able to claim 50 per cent of claimable expenditure incurred in undertaking counter disaster operations and/or community recovery fund activities subject to the requirements detailed in clause 4.7.

4.7 If a council’s total claimable expenditure for all eligible measures is less than its first financial threshold, extraordinary assistance may be approved at the discretion of the Minister of Finance where:

4.7.1 the council’s minimum average rate revenue is less than $10,000,000

4.7.2 the total expenses incurred for undertaking eligible counter disaster operations and/or community recovery fund activities are in excess of $10,000.

4.8 If a council’s total claimable expenditure for all eligible measures is greater than the council’s first financial threshold, the council may claim 50 per cent of the claimable expenditure between the first and second financial thresholds.

4.9 If a council’s total claimable expenditure for all eligible measures is greater than the council’s second financial threshold, the council may claim 50 per cent of the claimable expenditure between the first and second financial thresholds; and 75 per cent of expenditure in excess of the second financial threshold.

Claims involving an asset betterment proposal

4.10 If Commonwealth approval has been granted for the council to undertake a betterment of a damaged essential public asset, the total amount of government assistance to a council will be two-thirds of the betterment costs in addition to any assistance provided for the reconstruction works up to the pre-disaster standard.

4.11 In the absence of Commonwealth approval, the level of government assistance to a council for the betterment of an essential public asset will be determined as part of the government’s budget process. Note:

4.11.1 generally such assistance will be based on 50 per cent of the betterment expenditure requirements in addition to any assistance provided to the council for the reconstruction works up to the pre-disaster standard.

Extraordinary Assistance

4.12 It is recognised that in the event of a catastrophic natural disaster event and/or for other natural disaster events impacting on councils with limited financial capacity, there may be a need to vary the basis for calculating the level of government assistance from that outlined in clauses 4.1 to 4.11 of these Guidelines.

4.13 The Minister for Finance and/or the Treasurer may approve extraordinary assistance to a council in such circumstances. Normally this will involve re-assessing the council contribution in meeting the total claimable expenditure for all eligible measures.

4.14 The level of extraordinary assistance will normally be determined on a case by case basis with reference to the general principles outlined in these Guidelines by the SRC LGDA Sub-Committee following consultation with the council.
Example 1:  Total claimable expenditure in excess of T2

The council’s first and second threshold is $150 000 and $262 500 respectively.

The total expenses for eligible measures incurred by a council is $355 000, made up by the reconstruction of a damaged essential public asset to its pre-disaster standard ($350 000) and counter disaster operations ($5 000).

<table>
<thead>
<tr>
<th>Total claimable expenditure</th>
<th>Unclaimable Amount(1)</th>
<th>Claimable: T1 to T2(2)</th>
<th>Claimable: &gt; T2(3)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amounts</td>
<td>$355,000</td>
<td>$150,000</td>
<td>$112,500</td>
<td>$92,500 $355,000</td>
</tr>
</tbody>
</table>

(1) The unclaimable amount in this case is the minimum asset reconstruction value of $150 000.

(2) The claimable amount between T1 and T2 is the T2 amount less the T1 amount, that is, $262 500 less $150 000 which equals $112 500, multiplied by 50 per cent.

(3) The claimable amount in excess of T2 is the total claimable expenditure less the T2 amount, that is, $355 000 less $262 500 which equals $92 500, multiplied by 75 per cent.

Example 2:  Total claimable expenditure between T1 and T2

The council’s first and second threshold is $150 000 and $262 500 respectively.

The total expenses for eligible measures incurred by a council is $175 000, made up by the reconstruction of a damaged essential public asset to its pre-disaster standard ($165 000) and community recovery fund activities ($10 000).

<table>
<thead>
<tr>
<th>Total claimable expenditure</th>
<th>Unclaimable Amount(1)</th>
<th>Claimable: T1 to T2(2)</th>
<th>Claimable: &gt; T2(3)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amounts</td>
<td>$175,000</td>
<td>$150,000</td>
<td>$25,000</td>
<td>$-    $175,000</td>
</tr>
</tbody>
</table>

(1) The unclaimable amount in this case is the minimum asset reconstruction value of $150 000.

(2) As the total claimable amount is less than T2, the claimable amount between T1 and T2 is the total claimable expenditure less the T1 amount, that is, $175 000 less $150 000 which equals $25 000, multiplied by 50 per cent.

(3) The claimable amount in excess of T2 is zero in this case.
**Example 3: Total claimable expenditure for counter disaster operations only**

The council has incurred *counter disaster operations* expenses totalling $12 500 only.

The council’s average rate revenue is less than $10 000 000.

<table>
<thead>
<tr>
<th>Total claimable expenditure</th>
<th>Unclaimable Amount (^{(1)})</th>
<th>Claimable Expenses (^{(2)})</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Amounts</td>
<td>12,500</td>
<td>10,000</td>
<td>2,500</td>
</tr>
<tr>
<td>Assistance Rate</td>
<td>50%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Claim Amount</strong></td>
<td>0</td>
<td>1,250</td>
<td><strong>1,250</strong></td>
</tr>
</tbody>
</table>

(1) The unclaimable amount in this case is $10 000.

(2) As the total claimable expenses is the total *claimable expenditure* less the unclaimable amount, that is, $12 500 less $10 000 which equals $2 500, multiplied by 50 per cent.

(3) The total claim amount is the claimable expenses ($2 500) multiplied by the appropriate assistance rate as shown.

**Example 4: Total claimable expenditure in excess of T2 and betterment proposal**

The council’s first and second threshold is $150 000 and $262 500 respectively.

The total expenses for *eligible measures* incurred by a council is $355 000, made up by the reconstruction of a damaged *essential public asset* to its pre-disaster standard ($350 000) and *counter disaster operations* ($5 000). In addition, the State Government only has approved support for the council’s proposal to spend a further $60 000 on increasing the disaster resilience of the damaged *essential public asset* based on 50 per cent of the *betterment* expenditure requirements.

<table>
<thead>
<tr>
<th>Total claimable expenditure</th>
<th>Unclaimable Amount (^{(1)})</th>
<th>Claimable: T1 to T2(^{(2)})</th>
<th>Claimable: T2(^{(3)})</th>
<th>Betterment</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Amounts excluding betterment</td>
<td>355,000</td>
<td>150,000</td>
<td>112,500</td>
<td>92,500</td>
<td>355,000</td>
</tr>
<tr>
<td>Assistance Rates</td>
<td>50%</td>
<td>75%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub-Total Claim Amount</strong></td>
<td>0</td>
<td>56,250</td>
<td>69,375</td>
<td>0</td>
<td><strong>125,625</strong></td>
</tr>
<tr>
<td>Betterment</td>
<td>60,000</td>
<td></td>
<td></td>
<td>60,000</td>
<td>60,000</td>
</tr>
<tr>
<td>Assistance Rate</td>
<td>50%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Betterment Assistance Amount (^{(4)})</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>30,000</td>
<td><strong>30,000</strong></td>
</tr>
<tr>
<td><strong>Total Claim Amount (^{(5)})</strong></td>
<td>-</td>
<td>56,250</td>
<td>69,375</td>
<td>30,000</td>
<td><strong>155,625</strong></td>
</tr>
</tbody>
</table>

(1) The unclaimable amount in this case is the minimum *asset reconstruction value* of $150 000.

(2) The claimable amount between T1 and T2 is the T2 amount less the T1 amount, that is, $262 500 less $150 000 which equals $112 500, multiplied by 50 per cent.

(3) The claimable amount in excess of T2 is the total *claimable expenditure* less the T2 amount, that is, $355 000 less $262 500 which equals $92 500, multiplied by 75 per cent.

(4) The *betterment* assistance amount is the *betterment* total *claimable expenditure* amount multiplied by the appropriate assistance rate, that is, $60,000 multiplied by 50 per cent.

(5) The total claim amount is the summation of the sub-total claim amount and *betterment* assistance amount as shown.
5 State Government Acquittal and Auditing Requirements

**Financial Year Acquittal Requirement**

5.1 Where a council has incurred expenditure on eligible measures during the financial year, the council is required to provide the Chair, LGDA Sub-Committee with an audited financial statement (acquittal) of actual payments made on eligible measures within six months after the end of the financial year in which the expenditure took place in accordance with Form 6 (Local Council Disaster Measure(s) Audit Report).

5.2 The financial statement must be certified by the council’s Chief Executive Officer and external auditor.

5.3 After receipt of the financial statement, the Minister for Finance or delegate may at any time ask the council to provide information that is considered necessary to ensure that the council payments were made in accordance with the principles outlined in these Guidelines.

5.4 Note in accordance with clause 3.20, a condition for receiving advance payments is that the council refund any unused advance payments to the government immediately after completion of an approved eligible measure(s).

5.5 The Minister for Finance or delegate may undertake assurance activities prior to or after a council submits a claim or acquittal for assistance in undertaking an eligible measure. These activities may include, but are not limited to, site inspections; obtaining relevant documentary evidence to support value-for-money assessments; and/or verification reviews on measures or projects including in a claim or acquittal. The Minister for Finance may appoint an independent adviser to conduct these activities or refer to an advisor appointed by the Commonwealth Government to undertake such activities.

**Post-Disaster Asset Reconstruction Report**

5.6 The council upon receiving government assistance for the reconstruction of an essential public asset must submit a post disaster assessment upon completion of the reconstruction works in accordance with Form 7 (Local Council Post Disaster Asset Reconstruction Report).

5.7 Post disaster assessment reporting will allow for the collection of consistent State data on the total expenditure incurred as a direct result of natural disaster events and may enable an improved national understanding on the cost of response, relief and recovery measures following natural disaster events.

5.8 A Post Disaster Assessment Report must be submitted to the Chair, LGDA Sub-Committee as soon as possible following completion of the reconstruction works.
6  **State Government Contacts**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Contact Details</th>
</tr>
</thead>
</table>
| Disaster/Terrorist Notification                   | Director, State Recovery Office  
Ronnie Faggotter  
Department for Communities and Social Inclusion  
Phone: 8415 4301                                                                                                                                 |
| General Enquiries                                 | Executive Officer, State Recovery Committee Local Government Disaster Assistance (SRC LGDA) Sub-Committee  
Roy Yates  
Department of Treasury and Finance  
Phone: 8226 0058  
Local Government Association of South Australia |
| Preliminary Assessment of Damaged Public Assets   | Assistance – Local Government Association of South Australia and Executive Officer, SRC LGDA Sub-Committee  
Claim - SRC LGDA Sub-Committee  
Roy Yates  
Department of Treasury and Finance  
Level 7, State Administration Centre  
GPO Box 1045, Adelaide, S.A. 5001 DX 56205 |
| (Form 1)                                          |                                                                                                                                                 |
| Damages Claim (Form 2)                            | Chair, SRC LGDA Sub-Committee                                                                                                                                 |
| Asset Betterment (Form 3)                         | Assistance - Executive Officer, SRC LGDA Sub-Committee  
Claim - Chair, SRC LGDA Sub-Committee                                                                                                                                 |
| Disaster Measure Reimbursement and Advance Payment| Executive Officer, SRC LGDA Sub-Committee                                                                                                                                 |
| (Forms 4 and 5)                                   |                                                                                                                                                 |
| Disaster Measures Audit Report (Form 6)           | Chair, SRC LGDA Sub-Committee                                                                                                                                 |
| Post Disaster Asset Reconstruction Report         | Chair, SRC LGDA Sub-Committee                                                                                                                                 |
The State Recovery Committee Local Government Disaster Assistance (SRC LGDA) Sub-Committee has been established to administer the government’s assistance measures for Local Government in accordance with these Guidelines.

The SRC LGDA Sub-Committee reports to the Minister for Finance and State Recovery Committee on the government’s assistance measures provided to council as a direct result of natural disaster events. These eligible measures are for:

- the reconstruction of councils essential public assets
- counter disaster operations
- a community recovery fund designed to administer community recovery, development and capacity building initiatives.

The SRC LGDA Sub-Committee is administered by the Department of Treasury and Finance.

The SRC LGDA Sub-Committee will include a representative(s) from the Department of Treasury and Finance, State Recovery Office, Local Government Association of South Australia and the Department of Planning, Transport and Infrastructure.

The SRC LGDA Sub-Committee responsibilities include:

- ensuring appropriate information, support and advice is available to councils on the availability and accessibility of the government’s assistance measures following a natural disaster event
- assessing council applications for assistance in undertaking eligible measures following a natural disaster event
- recommending to the Minister for Finance an appropriate response to an application for assistance by a council in undertaking an eligible measure in accordance with the principles and procedures outlined in these Guidelines
- ensuring appropriate approval, payment and acquittal administrative processes and controls are established when providing government assistance to councils undertaking eligible measures
- implementing administrative arrangements that ensure the State complies with the Commonwealth’s requirements under the NDRRA wherever possible in order to maximise assistance to the State in undertaking eligible measures
- informing councils and the State Recovery Committee in a timely manner of the outcome of any assessment and approval process undertaken in response to an application for assistance
- assessing Post Disaster Asset Reconstruction Reports submitted by councils following receipt of government assistance and informing the State Recovery Committee accordingly.
Chair, Department of Treasury and Finance

The Chair is responsible for ensuring that the LGDA Sub-Committee effectively undertakes its responsibilities. In particular, the Chair will:

• formally receive council applications for assistance in undertaking eligible measures
• arrange for LGDA Sub-Committee consideration of such application(s)
• recommend to the Minister for Finance an appropriate response to an application for assistance by a council in undertaking eligible measure(s) in accordance with the principles and procedures outlined in these Guidelines
• ensuring appropriate approval, payment and acquittal administrative processes and controls are established when providing government assistance to councils undertaking eligible measures
• implementing administrative arrangements that ensure the State complies with the Commonwealth’s requirements under the NDRRA wherever possible in order to maximise assistance to the State in undertaking eligible measures
• recommend approval for the required expenditure authority to provide financial assistance to a council undertaking eligible measures following a natural disaster event if applicable
• informing councils and the State Recovery Committee in a timely manner of the outcome of any assessment and approval process undertaken in response to an application for assistance.

Deputy Chair, State Recovery Office Representative

The Deputy Chair’s specific responsibilities include:

• providing an holistic understanding of the extent of the natural disaster and the total provision government relief and recovery measures being provided in the affected communities
• ensuring that assistance measures provided to councils are appropriately communicated in advice concerning the State’s response to a natural disaster event to Cabinet, the Premier, relevant Ministers, the SEMC and EMC.

Local Government Association of South Australia Representative(s)

The LGA representative’s specific responsibilities include:

• ensuring appropriate information, support and advice is available to councils on the availability and accessibility of the government’s assistance measures following a natural disaster event
• support councils prepare application’s for government assistance and in particular, the preliminary assessment of damaged public assets.

Department of Planning, Transport and Infrastructure Representative

The Department of Planning, Transport and Infrastructure (DPTI) representative will provide advice and support to the SRC LGDA Sub-Committee in assessing a council’s application for the reconstruction of essential public assets from an engineering and project delivery perspective.
Attachment B  Application and Approval Process

Within 24 hours of disaster event

Natural Disaster Event

- Undertake initial assessment of damages and community impacts
- Notify Director, State Recovery Office

If the disaster event has severely impacted the community

- Develop Community Recovery Fund Proposal

If counter disaster operations are required to be undertaken by the local council

- Engage independent engineer to assess damages. Assess need for asset reconstruction.

If essential local council public assets have been damaged

- Confirm local council average rate revenue is less than $10,000,000 and the estimated expenditure requirement is greater than $10,000.

Estimated Expenditure Requirements

- Confirm local council average rate revenue is less than $10,000,000 and the estimated expenditure requirement is greater than the local council’s first threshold.

- Confirm the estimated expenditure requirement is greater than the local council’s first threshold.

- Confirm local council average rate revenue is less than $10,000,000 and the estimated expenditure requirement is greater than $10,000.

Preliminary Assessment Phase

- Prepare and Submit Local Council Preliminary Assessment Claim (Form 1)

Upon receiving confirmation of eligibility for State Government Assistance in undertaking eligible measures

- Finalise all payments for required counter disaster operations
- Finalise required works for essential public asset reconstruction to pre-disaster standard.
- Finalise analysis of the severity of community impacts
- Undertake procurement activities - open tender process. Select preferred procurement approach.
- Finalise development of Community Recovery Fund

Finalise Expenditure Requirements

- Identify other sources of Funding

Calculate Claimable Expense

- Confirm local council average rate revenue is less than $10,000,000 and the estimated expenditure requirement is greater than $10,000.
- Confirm the estimated expenditure requirement is greater than the local council’s first threshold.
- Confirm local council average rate revenue is less than $10,000,000 and the estimated expenditure requirement is greater than $10,000.

- Calculate Claimable Expense
- Determine any reductions to be applied relating to disaster mitigation strategies and insurance arrangements.

Damages Assessment Phase

- Prepare and Submit Local Council Damages Claim (Form 2)
Form 1: Local Council Preliminary Damages Assessment (1)

Please refer to the South Australian Government’s Local Government Disaster Assistance Guidelines when completing this form. The Guidelines are available on the Department of Treasury and Finance’s website.

Note more than one preliminary damages assessment can be submitted by a local council if required. Each submitted form should be appropriately numbered.

Section 1: Applicant Details

1. Local Council applying for assistance

2. Address

3. Contact

   Name of Officer
   Position
   Phone

4. Chief Executive Sign-Off

   Signature
   Name
   Date

Section 2: Disaster Event Details

5. Disaster Name/Type of Event

   Refer to list detailed in clause 1.3 of these Guidelines.

6. Date(s) Event Occurred

7. Geographical Scope of the Disaster

   Summarise the geographical scope of the disaster and the approximate number of residents impacted upon by the disaster event.

8. Other Local Council Impacts

   Discuss whether the event has impacted on other local councils.
Section 3: Summary of Preliminary Damages Assessment

9. Required Eligible Measures

Refer to list detailed in clause 1.2 of these Guidelines.

10. Preliminary Estimate of Expenditure required to undertake Eligible Measures

<table>
<thead>
<tr>
<th>Eligible Measure</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconstruction of Essential Public Asset - Roads</td>
<td></td>
</tr>
<tr>
<td>Reconstruction of Essential Public Asset - Other</td>
<td></td>
</tr>
<tr>
<td>Counter Disaster Operations</td>
<td></td>
</tr>
<tr>
<td>Community Recovery Fund Activities</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Section 4: Preliminary Damages Assessment: Essential Public Asset(s)

Only complete if applicable.

11. Asset(s) Description

Asset name.

Include specifics such as width and length measurements. Describe state of the asset prior to the disaster event and when this was assessed. Please include as much detail as possible. Attachments may be used.

12. Asset Owner


13. Asset Number

Refer to Local Council asset register details.

14. Year Asset(s) Built


15. Asset Value

Refer to Written Down Value or Replacement Value as per Local Council asset register and accounting information.
16. Asset Location

17. Description of Damages

Describe the cause of and extent of damages with reference to asset specifics (as detailed in section 11 of this Form).
Attach photographic evidence or refer to EARS or other available location.

18. Disaster Mitigation Strategy Assessment

Detail any previous disaster events that damaged the same essential public asset or state that the asset has never been damaged by a natural disaster event.
Where the asset has previously been damaged, demonstrate the progress made in implementing disaster mitigation strategies to increase the resilience of the damaged asset.

19. Insurance Coverage

State whether in part or whole the asset is covered by a pre-existing insurance arrangement. If not, detail previous assessment of cost-effectiveness and rationale applied for not insuring the damaged asset.

20. Need for Asset Reconstruction

Demonstrate that the damaged asset is essential. Refer clause 2.1 – 2.2 of the Guidelines.

21. Independent Engineer Details

Provide details of the Independent Engineer employed to undertake the preliminary assessment of damages to the essential public asset.

22. Identified Required Works – Pre-Disaster Standard

Describe the works required to restore asset to pre-disaster functionality and utility following independent assessment. Provide estimate time required to complete reconstruction works.

23. Estimated Expenditure Requirement

Note the need to separate road restoration and replacement from other assets.
$XX. Attach detailed calculations, e.g. unit of measures, unit rate, overheads and quantity estimates used in estimate. Identify which financial year the expenses will be incurred. State these costs relate to restoring/replacing to pre-disaster standard.
The amount shown here should be consistent with the amount quoted in section 10.

Attach the independent engineers assessment report that should cover the asset specific details, asset condition, damages incurred, restoration/restoration works required and estimated expenditure requirements to restore/replace the damaged asset to its pre-disaster standard.
Section 5: Preliminary Damages Assessment: Counter Disaster Operations

Only complete if applicable.

24. Identified Required Eligible Counter Disaster Operations

Detail counter disaster operations undertaken by State Government agencies.
Details the required eligible counter disaster operations to be undertaken by the local council.
Describe how the operations to be undertaken by the local council are necessary to protect communities and ensure public health and safety in urban areas. Describe operations to be undertaken.
Attach photographic evidence.

25. Delivery of Counter Disaster Operations

Detail how and when eligible counter disaster operations will be delivered and by whom, for example, external contractors or within local council existing resources.

26. Estimated Expenditure Requirement

$XX. Attach detailed calculations, e.g. unit of measures, unit rate, overheads and quantity estimates used in estimate. Identify which financial year the expenses will be incurred.
The amount shown here should be consistent with the amount quoted in section 10.
Section 6: Preliminary Damages Assessment: Community Recovery Fund

27. Assessment of the Severity of Community Impacts

Refer to section 7 of this Form – discuss geographical ‘footprint’ of the disaster and the number of community residents impacted upon.

Refer to clause 2.29 of the Guidelines in order to demonstrate the severity of the impact on the community.

Provide any additional comments about substantiating a need to provide additional assistance for the community.

28. Objectives of a Proposed Community Recovery Fund

Detail the recoverable objectives of the Fund and any specific outcomes it aims to achieve.

29. Proposed Community Recovery Fund Governance Arrangements

Detail how the Fund will be administered, including governance arrangements, monitoring and reporting requirements and membership of any committee that has delegation regarding the distribution of grants (if applicable).

30. Proposed Community Recovery Fund Activities

Refer to clause 2.31 of these Guidelines in order to detail the activities that are proposed to be provided.

31. Delivery of Community Recovery Fund Activities

Detail how and when activities will be delivered to the community and by whom.

If the activities include providing grants to community service organisations, detail the application and decision making process that will be undertaken.

If the activities include asset reconstruction, provide an independent preliminary assessment of damages and scope of reconstruction works as per section 4 of this form.

32. Estimated Expenditure Requirement

$XX. Attach detailed calculations, e.g. unit of measures, unit rate, overheads and quantity estimates used in estimate. Identify which financial year the expenses will be incurred.

The amount shown here should be consistent with the amount quoted in section 10.
Form 2: **Local Council Damages Claim (Number 1)**

Please refer to the South Australian Government’s *Local Government Disaster Assistance Guidelines* when completing this form. The Guidelines are available on the Department of Treasury and Finance’s website.

Note more than one claim can be submitted by a local council if required. Each submitted form should be appropriately numbered.

**Section 1: Applicant Details**

1. **Local Council applying for assistance**

2. **Address**

3. **Contact**

   Name of Officer
   Position
   Phone

4. **Chief Executive Sign-Off**

   Signature
   Name
   Date

**Section 2: Disaster Event Details**

5. **Disaster Name/Type of Event**

6. **Date(s) Event Occurred**

7. **Geographical Scope of the Disaster**

   Finalise preliminary assessment information.

8. **Other Local Council Impacts**

   Finalise preliminary assessment information.
Section 3: Summary of Final Damages Assessment

9. Required Eligible Measures

Finalise preliminary assessment information.

10. Finalised Expenditure Requirement(s)

<table>
<thead>
<tr>
<th>Eligible Measure</th>
<th>Total Expenditure Requirement $</th>
<th>Total Claimable Expenses $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconstruction of Essential Public Asset - Roads</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reconstruction of Essential Public Asset - Other</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Community Recovery Fund Activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 4: Reconstruction of Essential Public Asset(s) – Pre-Disaster Standard

Only complete if applicable.

11. Asset(s) Description

Finalise preliminary assessment information.

12. Asset Owner

Finalise preliminary assessment information.

13. Asset Number

Finalise preliminary assessment information.

14. Year Asset(s) Built

Finalise preliminary assessment information.

15. Asset Value

Finalise preliminary assessment information.

16. Asset Location

Finalise preliminary assessment information.
17. Description of Damages

Finalise preliminary assessment information.

18. Disaster Mitigation Strategy Assessment

Finalise preliminary assessment information.

19. Insurance Coverage

Finalise preliminary assessment information.

20. Need for Asset Reconstruction

Finalise preliminary assessment information.

21. Identified Required Works – Pre-Disaster Standard

Describe the works required to restore asset to pre-disaster functionality and utility. Estimate time required to complete works.

Note the need to incorporate proposals for acknowledging Commonwealth Government and State Government assistance.

22. Performance Indicators

Detail measures to be used in determining that asset functionality and utility has been restored to pre-disaster condition following completion of the identified required works.

23. Procurement Analysis

Detail procurement process undertaken, proponent details (work schedule, estimated costs), selection of preferred contractor and rationale for selecting a preferred contractor (if applicable).

State and detail the rationale for selection of the preferred contractor.

24. Expenditure Requirement

Note the need to separate road restoration and replacement from other assets

$XX. Attach detailed calculations, e.g. unit of measures, unit rate, overheads and quantity estimates used in estimate. Identify which financial year the expenses will be incurred. State these costs relate to restoring/replacing to pre-disaster standard.

The amount shown here should be consistent with the amount quoted in section 10.

25. Estimated Work and Payment Schedule

Note the need to separate road restoration and replacement from other assets.

Detail timing of works required and progress payments for the preferred procurement method. The amount shown here should be consistent with the amount quoted in section 10.

26. Acknowledgements

Detail proposals incorporated into the required works for acknowledging Commonwealth Government and State Government assistance. Use attachments if required.
27. Other Funding Sources – Capital Works Budget

$XX Identify any amount in the current Capital Works Budget allocated for works on the damaged essential public asset that are in excess of the minimum asset reconstruction amount of $10,000.

28. Other Funding Sources – Insurance Recoveries

$XX Identify amount and detail commercial insurance arrangements. Where the asset is uninsured, insert N/A and refer to the cost-effectiveness evaluation of insurance options detailed in the preliminary assessment (Form 1).

29. Claimable Expenses

Item 24 Expenditure Requirement less
Item 27 Other sources of funding – Capital Works Budget less
Item 28 Other sources of funding – Insurance Recoveries
Less 10% where the Minister has advised that insufficient progress was made in implementing disaster mitigation strategies
Less 10% where the Minister has advised that an insufficient assessment of commercial insurance arrangements has been undertaken in the past three years.
The amount shown here should be consistent with the amount quoted in section 10.

Attach procurement documentation and contractor quotations.

Attach internal local council calculations for undertaking the required works (if applicable).

Attach details of the current Capital Works Budget and insurance policies (if applicable).
Section 5: Counter Disaster Operations

Only complete if applicable.

30. Identified Required Eligible Counter Disaster Operations

Finalise preliminary assessment information.

31. Delivery of Counter Disaster Operations

Finalise preliminary assessment information.

32. Expenditure Requirement

$XX.
Where a contractor has performed the operations, attach copies of the invoice(s) and evidence of payments.
Where a local council has performed the operations (in part or whole), attach evidence that expenses have been incurred, e.g. payroll records detailing overtime and allowances payment, other records regarding equipment used and actual invoices that have been paid for materials consumed and other suppliers.
The amount shown here should be consistent with the amount quoted in section 10.

33. Other Funding Sources – Capital Works and/or Operating Budgets

$X., Identify any amount in the current Capital Works Budget or any other operating budget that was set aside for activities closely associated with the counter disaster operations.

34. Claimable Expenses

Item 32 Expenditure Requirement less
Item 33 Other sources of funding
The amount shown here should be consistent with the amount quoted in section 10.
**Section 6: Community Recovery Fund**

Only complete if applicable.

<table>
<thead>
<tr>
<th>35. Assessment of the Severity of Community Impacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finalise preliminary assessment information.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>36. Objectives of a Proposed Community Recovery Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finalise preliminary assessment information.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>37. Proposed Community Recovery Fund Governance Arrangements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finalise preliminary assessment information.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>38. Proposed Community Recovery Fund Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finalise preliminary assessment information.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>39. Delivery of Community Recovery Fund Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finalise preliminary assessment information.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>40. Expenditure Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>$XX. Attach detailed calculations, e.g. unit of measures, unit rate, overheads and quantity estimates used in estimate. Identify which financial year the expenses will be incurred.</td>
</tr>
<tr>
<td>The amount shown here should be consistent with the amount quoted in section 10.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>41. Other Funding Sources – Operating Budgets</th>
</tr>
</thead>
<tbody>
<tr>
<td>$XX., Identify any amount in the current Operating Budget that was set aside for activities closely associated with the community recovery fund activities.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>42. Claimable Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>$XX Expenditure Requirement less $XX Other sources of funding</td>
</tr>
<tr>
<td>The amount shown here should be consistent with the amount quoted in section 10.</td>
</tr>
</tbody>
</table>
Form 3: **Local Council Asset Betterment Proposal**

Only complete if required.

Please refer to the South Australian Government’s Local Government Disaster Assistance Guidelines when completing this form. The Guidelines are available on the Department of Treasury and Finance’s website.

**Section 1: Applicant Details**

1. Local Council applying for assistance

2. Address

3. Contact

   Name of Officer:  
   Position:  
   Phone

4. Chief Executive Sign-Off

   Signature  
   Name  
   Date

**Section 2: Disaster Event Details**

5. Disaster Name/Type of Event

   Refer to list detailed in clause XX of the Guidelines.

6. Date(s) Event Occurred

7. History of Disaster Events

   Detail the history of natural disaster events that have impacted upon and/or damaged the essential public asset(s) Refer to event name, event date, local government areas affected by the disaster event and other significant damages associated with the disaster event.

   Detail any State Government assistance provided for the reconstruction of the damaged asset associated with previous disaster events.
8. **Disaster Mitigation Strategy Assessment**

Refer to Claim Form details (Form 2).

9. **Likely Future Disaster Events**

*Discuss with reference to previous disaster events, mitigation strategies and any other information the likelihood of future natural disaster events impacting on the essential public asset.*

**Section 3: Betterment of Essential Public Asset(s)**

10. **Asset(s) Description**

Refer to Claim Form details (Form 2).

11. **Asset Owner**

Refer to Claim Form details (Form 2).

12. **Asset Number**

Refer to Claim Form details (Form 2).

13. **Year Asset(s) Built**

Refer to Claim Form details (Form 2).

14. **Asset Value**

Refer to Claim Form details (Form 2).

15. **Asset Location**

Refer to Claim Form details (Form 2).

16. **Description of Damages**

Refer to Claim Form details (Form 2).

17. **Need for Asset Reconstruction**

Refer to Claim Form details (Form 2).
18. Identified Required Works and Expenditure Requirement – Pre-Disaster Standard

Refer to Claim Form details (Form 2).

19. Identified Betterment Requirements

Detail the required betterment works. Reference may be made to work schedule associated with restoring or replacing the asset to pre-disaster standard if necessary.

20. Betterment Objectives and Benefits

Detail the main objectives and benefits in undertaking betterment of the asset, e.g., describe how and to what extent it will provide an increased disaster resilient asset and mitigate against the impact of future natural disaster events.

21. Procurement Analysis

Refer to Claim Form details (Form 2) and provide specific details regarding the betterment proposal.

22. Expenditure Requirement

Note the need to separate road restoration and replacement from other assets

$XX. Attach detailed calculations, e.g. unit of measures, unit rate, overheads and quantity estimates used in estimate. Identify which financial year the expenses will be incurred. State these costs relate to restoring/replacing to pre-disaster standard.

23. Estimated Work and Payment Schedule

Note the need to separate road restoration and replacement from other assets

Detail timing of works required and progress payments for the preferred procurement method for the betterment proposal only.

24. Acknowledgements

Detail proposals incorporated into the required works for acknowledging Commonwealth Government and State Government assistance. Use attachments if required.
25. Other Funding Sources – Capital Works and Operating Budgets

$XX Identify any amount in the current Capital Works and/or Operating Budget that could be allocated for betterment works on the damaged essential public asset.

26. Claimable Expenses

Item 21 Expenditure Requirement less
Item 24 Other sources of funding – Capital Works and/or Operating Budget less
The amount shown here should be consistent with the amount quoted in section 10.

Attach procurement documentation and contractor quotations.

Attach internal local council calculations for undertaking the required works (if applicable).

Attach details of the current Capital Works Budget and insurance policies (if applicable).

Attach if available a natural-hazard risk assessment of the asset.

Attach if available a cost effectiveness analysis of the betterment proposal from the State Government's perspective.

Attach if available and applicable any engineering reports, hydrologist reports, regional flood mitigation plans, flood maps, bushfire building standards.

Attach any other document that is relevant in assessing this proposal.
Form 4:  **Local Council Disaster Measure(s) Reimbursement**

Please refer to the South Australian Government’s *Local Government Disaster Assistance Guidelines* when completing this form. The Guidelines are available on the Department of Treasury and Finance’s website.

This Form should not be used if an advance payment has been approved – refer to Form 5.

Note more than one claim can be submitted by a local council if required. Each submitted form should be appropriately numbered.

**Section 1: Applicant Details**

1. **Local Council applying for assistance**
   
   Refer to Claim Form details (Form 2).

2. **Address**

3. **Contact**
   
   Name of Officer
   Position
   Phone

4. **Chief Executive Sign-Off**
   
   Signature
   Name
   Date

**Section 2: Disaster Event Details**

5. **Disaster Name/Type of Event**
   
   Refer to Claim Form details (Form 2).

6. **Date(s) Event Occurred**
   
   Refer to Claim Form details (Form 2).

7. **Date of Claim Approval**
   
   Detail as per formal approval correspondence.

8. **Approved Eligible Measures**
   
   Detail as per formal approval correspondence.
Section 3: Reimbursement Claim

9. Reimbursement – Reconstruction of Essential Public Asset Claim

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Progress Payment Schedule&lt;sup&gt;(1)&lt;/sup&gt;</td>
<td>Approved Total Expenses&lt;sup&gt;(1)&lt;/sup&gt;</td>
<td>Approved Total Claimable Expense&lt;sup&gt;(1)(2)&lt;/sup&gt;</td>
<td>Substantiated Actual Expenses Incurred&lt;sup&gt;(3)&lt;/sup&gt;</td>
<td>Amount Claimed for Reimbursement&lt;sup&gt;(4)&lt;/sup&gt;</td>
</tr>
<tr>
<td>1 (date)</td>
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<td>2 (date)</td>
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<tr>
<td>3 (date)</td>
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<tr>
<td>Total</td>
<td>$</td>
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</tr>
</tbody>
</table>

Total Claim - Restoration or Replacement of Essential Public Asset<sup>(5)</sup> $

10. Reimbursement - Betterment of Essential Public Asset Claim

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Progress Payment Schedule&lt;sup&gt;(1)&lt;/sup&gt;</td>
<td>Approved Total Expenses&lt;sup&gt;(1)&lt;/sup&gt;</td>
<td>Approved Total Claimable Expense&lt;sup&gt;(1)(2)&lt;/sup&gt;</td>
<td>Substantiated Actual Expenses Incurred&lt;sup&gt;(3)&lt;/sup&gt;</td>
<td>Amount Claimed for Reimbursement&lt;sup&gt;(4)&lt;/sup&gt;</td>
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<tr>
<td>1 (date)</td>
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<td>2 (date)</td>
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<tr>
<td>3 (date)</td>
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<tr>
<td>Total</td>
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</tbody>
</table>

Total Claim - Betterment of Essential Public Asset<sup>(5)</sup> $

11. Reimbursement – Counter Disaster Operations Claim

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Payment Date(s)</td>
<td>Approved Total Expenses&lt;sup&gt;(1)&lt;/sup&gt;</td>
<td>Approved Total Claimable Expense&lt;sup&gt;(1)(2)&lt;/sup&gt;</td>
<td>Substantiated Actual Expenses Incurred&lt;sup&gt;(3)&lt;/sup&gt;</td>
<td>Amount Claimed for Reimbursement&lt;sup&gt;(4)&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Total</td>
<td>$</td>
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<td>$</td>
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</tbody>
</table>
### Total Claim – Counter Disaster Operation\(^{(5)}\) $ 

#### 12. Reimbursement – Community Development Fund Claim

<table>
<thead>
<tr>
<th>1 (date)</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Progress Payment Schedule(^{(1)})</td>
<td>Approved Total Expenses(^{(1)})</td>
<td>Approved Total Claimable Expense(^{(1)(2)})</td>
<td>Substantiated Expenses Incurred (^{(3)})</td>
<td>Amount Claimed for Reimbursement(^{(4)})</td>
</tr>
<tr>
<td>1 (date)</td>
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<td>$</td>
<td>$</td>
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<tr>
<td>2 (date)</td>
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<tr>
<td>3 (date)</td>
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<tr>
<td><strong>Total</strong></td>
<td>$</td>
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<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Available rows for additional entries as required.

1. As per the approved claim which has been confirmed in writing following the Local Council Damages Claim submission (Form 2).

2. As per the approved claim which has been confirmed in writing following the Local Council Damages Claim submission (Form 2). The total approved claimable expense should be apportioned in accordance with the approved payment schedule.

3. Evidence of actual expenses incurred must be attached to this form, for example, invoices, accounting records and detailed payroll information.

4. Show in bold the current reimbursement claim

   Where the actual expenses incurred by the local council (column 4) is equal to or greater than the approved total claimable expense as apportioned for the relevant progress payment (column 3), the amount to be claimed for reimbursement should equal the approved total claimable expense (column 3).

   Where the actual expenses incurred by the local council (column 4) is less than the approved total claimable expense as apportioned for the relevant progress payment (column 3), for example, the council has withheld part of the payment due to contractor falling behind schedule, the amount to be claimed for reimbursement (column 5) should be reduced accordingly.

5. The amount shown in column 5 should reflect the current total amount being claimed with this claim form, for example, if this claim relates to progress payment number two, the amount shown here should reflect the amount claimed in progress payment number two. This amount is to be included in the Total Reimbursement Claim shown on page 1 of this Form.
Form 5: Local Council Disaster Measure(s) Advance Payment

Please refer to the South Australian Government’s Local Government Disaster Assistance Guidelines when completing this form. The Guidelines are available at XXXXXXXXXXXX.

Note more than one claim can be submitted by a local council if required. Each submitted form should be appropriately numbered.

Section 1: Applicant Details

1. Local Council applying for assistance

2. Address

3. Contact
   Name of Officer
   Position
   Phone

4. Chief Executive Sign-Off
   Signature
   Name
   Date

Section 2: Disaster Event Details

5. Disaster Name/Type of Event
   Refer to Claim Form details (Form 2).

6. Date(s) Event Occurred
   Refer to Claim Form details (Form 2).

7. Date of Claim Approval
   Detail as per formal approval correspondence.

8. Approved Eligible Measures
   Detail as per formal approval correspondence.
9. Reimbursement - Restoration or Replacement of Essential Public Asset Advance Payment Claim

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approved Progress Payment Schedule</strong>&lt;sup&gt;(1)&lt;/sup&gt;</td>
<td><strong>Approved Total Expenses</strong>&lt;sup&gt;(1)&lt;/sup&gt;</td>
<td><strong>Approved Total Claimable Expense</strong>&lt;sup&gt;(1)(2)&lt;/sup&gt;</td>
<td><strong>Advance Payments Made</strong>&lt;sup&gt;(3)&lt;/sup&gt;</td>
<td><strong>Actual Expenses Incurred</strong>&lt;sup&gt;(4)&lt;/sup&gt;</td>
<td><strong>Amount Over Reimbursed</strong>&lt;sup&gt;(5)&lt;/sup&gt;</td>
</tr>
<tr>
<td>1 <em>(date)</em></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2 <em>(date)</em></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>3 <em>(date)</em></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td><strong>Total</strong></td>
<td>$</td>
<td>$</td>
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<td>$</td>
</tr>
</tbody>
</table>

**Total Advance Payment Claim - Restoration or Replacement of Essential Public Asset Advance Payment**<sup>(5)(6)</sup> $

Insert additional rows as required.

1. As per the approved claim which has been confirmed in writing following the Local Council Damages Claim submission (Form 2).
2. As per the approved claim which has been confirmed in writing following the Local Council Damages Claim submission (Form 2). The total approved claimable expense should be apportioned in accordance with the approved payment schedule.
3. As per the approved claim where the Minister has approved an advance payment.
4. Evidence of actual expenses incurred must be attached to this form, for example, invoices, accounting records and detailed payroll information.
5. Where the actual expenses incurred by the local council (column 5) is equal to or greater than the approved total claimable expense as apportioned for the relevant progress payment (column 3), the advance payment has been acquitted and the amount to be shown in column 6 is zero. The total advance payment claim would equal the next approved claimable expense (column 3). Where the actual expenses incurred by the local council (column 5) is less than the approved total claimable expense as apportioned for the relevant progress payment (column 3), for example, the council has withheld part of the payment due to contractor falling behind schedule, the amount to be shown in column 6 should reflect the proportion of the advance payment made that has not been acquitted. The total advance payment claim would equal the next approved claimable expense (column 3) less the amount over paid (column 6).
6. The amount shown here should reflect the current advance payment being claimed, for example, if the form relates to progress payment number two, the amount shown here should reflect the advance payment associated with progress payment number three (less any amount over paid). This amount is to be included in the Total Advance Payment Claim shown on page 1 of this Form.
Form 6: Local Council Audit Financial Statement

[local council] DISASTER RECOVERY EXPENSES DURING THE [financial year] FINANCIAL YEAR

<table>
<thead>
<tr>
<th>Event Name(s)</th>
<th>Detail as per formal approval correspondence.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s) Event(s) Occurred</td>
<td>Detail as per formal approval correspondence.</td>
</tr>
<tr>
<td>Date of Claim Approval(s)</td>
<td>Detail as per formal approval correspondence.</td>
</tr>
<tr>
<td>Approved Eligible Measure(s)</td>
<td>Detail as per formal approval correspondence.</td>
</tr>
<tr>
<td>Total Expenses Incurred in undertaking eligible measures in Financial Year</td>
<td>$X. This amount must be reconcilable to total actual expenses incurred to date as detailed in claim forms (Form 4 or 5) submitted by the local council. For example, where expenses have been incurred between approved progress payment dates, these must be detailed separately.</td>
</tr>
</tbody>
</table>

I certify the above stated expenditure by the [local council] is correct and conforms to the State Government’s Local Government Disaster Assistance Guidelines.

Signature

Chief Executive, Local Council
Date

Audit Opinion

In my opinion:

(a) the reported expenditures is based on proper accounts and records, and fairly presents the relevant expenditures by [local council]; and

(b) the reported expenditures by [local council] are only in respect of ‘eligible measures’ undertaken in response to the above mentioned disaster event(s) and conform with the State Government’s Local Government Disaster Assistance Guidelines.

Name of Auditor
Position
Organisation
Signature
Date
## Form 7: Local Council Post Disaster Asset Reconstruction Report

| Event Name | Detail as per formal approval correspondence.
|------------|--------------------------------------------------|
| Local Council | Detail as per formal approval correspondence.
| Type of Event | Detail as per formal approval correspondence.
| Date(s) Event Occurred | Detail as per formal approval correspondence.
| Date of Claim Approval | Detail as per formal approval correspondence.
| Name of Asset | Refer to Claim Form details (Form 2).
| Description | Refer to Claim Form details (Form 2).
| Number | Refer to Claim Form details (Form 2).
| Owner | Refer to Claim Form details (Form 2).
| Year Asset was built | Refer to Claim Form details (Form 2).
| Location | Refer to Claim Form details (Form 2).
| Description of damages | Refer to Claim Form details (Form 2).
| Need for restoration or replacement | Refer to Claim Form details (Form 2).
| Required Works | Refer to Claim Form details (Form 2).
| Total Expenditure Requirement | Refer to Claim Form details (Form 2).
| Claimable Expense | Refer to Claim Form details (Form 2).
| Estimated Work Schedule | Refer to Claim Form details (Form 2).
| Completion of Required Works | Refer to Claim Form details (Form 2).
| Completed Work Schedule | Refer to Claim Form details (Form 2).
| Actual Expenses Incurred | Refer to Claim Form details (Form 2).
| Actual Amount Reimbursed by Government | Refer to Claim Form details (Form 2).
<table>
<thead>
<tr>
<th><strong>Performance Indicators</strong></th>
<th>Refer to Claim Form details (Form 2).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sign- Off</strong></td>
<td>Signature and Name of Chief Executive</td>
</tr>
<tr>
<td><strong>Contact Details</strong></td>
<td>Name of Officer:</td>
</tr>
<tr>
<td></td>
<td>Position:</td>
</tr>
<tr>
<td></td>
<td>Phone:</td>
</tr>
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<td></td>
<td>Email:</td>
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</tbody>
</table>