

# FACT SHEET

## How to make a claim under the DRFAWA

For an event to be deemed an eligible disaster under these arrangements it must satisfy all three of the Commonwealth's prescribed criteria:

- ✓ must be a terrorist act or one, or a combination of, the 10 specified rapid onset natural disaster events;
- ✓ must require a coordinated, multi-agency response; and
- ✓ the anticipated costs to the State, for eligible assistance measures, must exceed the Small Disaster Criterion (SDC), currently set at \$240,000.

Before any claims can be made, the DRFAWA must be activated and the relevant Australian Government Reference Number (AGRN) provided.

### **Steps that may assist agencies manage their claim**

Asset owners and support agencies can undertake a few simple steps that will make tracking costs and processing claims easier once an event has been proclaimed an eligible disaster:

- As soon as is practicable after the impact of an event, create a new cost centre to capture potentially eligible DRFAWA costs associated with the event.
- Ensure all documentation associated with an eligible disaster event references the Commonwealth's allocated 'Australian Government Reference Number' (AGRN) as advised by DFES, once the event has been proclaimed.
- Use your organisation's asset register and/or maintenance records to support essential public asset pre-disaster condition.
- Download documents and information from the DFES Recovery webpages to ensure you're using the most up to date forms and information sheets;  
<https://www.dfes.wa.gov.au/recovery/Pages/Recovery-Resources.aspx>
- Contact the DRFAWA team if you have any questions or need additional support

### **How to make a claim?**

All claim related information must be sent to the DFES Disaster Recovery Funding Officers (DRFO) via the email address [drfawa@dfes.wa.gov.au](mailto:drfawa@dfes.wa.gov.au)

If the files are too large for email, please send an email to the above address advising that you have a large amount of documents to submit and a DRFO will send you a link so that you can upload larger files.

### **Making claims for restoration of Essential Public Assets (EPA)**

After asset owners have submitted the damage assessment and comprehensive cost estimate for their EPA and received approval from a DRFO, restoration work can commence.

Note: Document templates have been developed to assist asset owners in the preparation of estimates for EPA repairs and are to be used as a guide only, as they provide an indication of the information required. The templates are not required to be used through the assessment and estimation process if the asset owner can provide the same required level of information in a pre-existing format.

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Depending on the size of the project, asset owners may submit a reimbursement claim at the completion of the reinstatement program, or through regular instalments for larger projects to ease potential cashflow issues.

Payment and receipt documentation that support asset owners' claims are to be submitted to a DRFO for review and approval prior to a DRFAWA claim form is prepared or an invoice is raised. The supporting documents are to be accompanied by an itemised list that outlines the evidence provided.

Supporting documents for reimbursement may include, but are not limited to:

- plant and equipment records (trucks, graders, pumps) detailing hours, dates and locations utilised (i.e. road name, SLK) and work undertaken;
- staff and labour records, including pay rates, dates, hours worked supported by timesheets;
- records of materials and quantities (water, concrete, culverts) purchased and used in the restoration;
- distance travelled for the collection or supply of materials (water, gravel);
- traffic management services;
- sign<sup>1</sup> and guide post replacement; and
- labour accommodation costs.

The DRFO will undertake a review of the claim information provided to verify eligibility and ensure work undertaken aligns with the damage report and costs estimate information previously submitted. Any queries that may arise will be addressed directly with asset owners.

Depending on the size and nature of claim queries, items or amounts in dispute may be withdrawn from claims to be resolved separately. In such cases, a part payment of the claim may be paid in an effort to minimise disruption to restoration activities and avoid cashflow issues.

Once the submitted claim documentation has been reviewed and approved by a DRFO, a DRFAWA claim form will then be emailed to asset owners' with a request to raise a GST exclusive tax invoice for the approved amount.

Note: The total approved amount for reimbursement will take into account the State Government body or local government contribution amounts of:

- 25% of Category B eligible expenditure total for State Government bodies, or
- 25% of Category B eligible expenditure total for local governments (up to a specified maximum contribution for each LG), also
- Asset Repair Working Capital repayment amounts, if applicable (Asset Repair Working Capital is only available to local governments).

Once the signed DRFAWA claim form and tax invoice have been returned to the DRFO, payments will be checked and forwarded to DFES Finance for payment.

Note: The State's allowable time limit for local government and state government bodies to make claims against eligible disaster events continues to be 24 months, after the end of the financial year in which an event occurs.

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<sup>1</sup> Only signs that provide information on road laws that must be obeyed (such as warning signs, hazard markers, essential service and rest stop signs) are eligible.