

## Purpose

Claims for payment under the *Natural Disaster Essential Public Asset Restoration Guidelines 2018*, must be accompanied by a transaction listing.

The purpose of this document is to provide local councils with guidance on how to prepare the transaction listing to ensure payments are streamlined.

## Background

Transport for NSW (TfNSW) is supporting councils to deliver improved outcomes for the community, particularly following a natural disaster. However, there are strict requirements regarding payments for Restoration of Essential Public Assets. This applies to

- emergency work
- immediate reconstruction work
- essential public asset reconstruction work.

Claims for disasters after November 2018, are made under the [NSW Natural Disaster Essential Public Asset Restoration Guidelines 2018](#). These Guidelines specify the eligibility, pre-disaster condition and damage evidence requirements and claim payment process/documentation required.

## Requirements for transaction listing

Claims for payment will not be approved unless a transaction listing accompanies the payment request by local council.

General ledger/transaction listing must, as a minimum:

- be presented in Excel format
- contain a total amount that correlates to the total claim for payment amount
- contain eligible expenditure items only. Note: Where ineligible items cannot be excluded, they must be highlighted and the ineligible amount
- specify separately, expenditure paid by local council and TfNSW if required



# Supporting evidence

When submitting a claim for payment, evidence to support the transactions must be provided. Supporting evidence includes, but is not limited to, receipts, invoices, timesheets. It is recommended that the supporting evidence is uploaded to 'Recover' when submitting claims for payment.

Please note that transaction listings must align with claims or will be returned to councils to be adjusted.

## Further information

### Declared disasters prior to 1 November 2018 – payment process

The payment process for disasters declared prior to 1 November 2018 is set out in the Roads and Maritime Services *Natural Disaster Arrangements Guidelines*.

At a minimum, with a claim for payment councils must submit:

- certified expenditure for the completion of work or by month
- general ledger/transaction listing in Excel format where the total transactions amount equals to the total claim for payment amount.

## Streamlining claims

TfNSW is working with local government to support the efficient and effective recovery of damaged essential infrastructure and streamline the payment of claims, however there is a framework within which claims are assessed and minimum requirements that must be met. By working together we can improve the way we do business and help our communities to recover from disasters as quickly as possible.

## Contact us

If you have any questions or would like more information on Natural Disaster Recovery please contact the Local Government Team in our regional offices.



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