



Transport for NSW (TfNSW) is helping councils in disaster-affected areas to repair roads and other key infrastructure to restore access to local communities.



## Claim submission checklist

Under the Disaster Recovery Funding Arrangements 2018 (DRFA), Councils can apply for funding to repair Category B Essential Public Assets damaged by eligible natural disasters. Use the checklist below to ensure your documentation is complete when submitting a funding claim.

### Mandatory documentation and Upper Limit Funding

All submissions require certification by council and the following documentation:

- Approval to proceed:** obtained written approval from TfNSW for scope of work by agreement (for IRW & EPAR).
- Form 306:** must be signed by council (claimant tab) and all relevant tabs filled out and no blank cells (insert N/A if not applicable to claim).
- Council Notification Letter:** letter from Council, on Council Letterhead, indicating intention to claim against an eligible AGRN.
- Pre-disaster condition evidence:** photographs of asset, however if photographs are not available, visual data, geospatial data, maintenance records, inspection report, certification may be acceptable.
- Damage evidence:** photographic evidence is mandatory.
- Completion of work evidence:** photographs or video footage with metadata intact must be provided for each location at which eligible restoration works have been completed.
- Signed Agreed Funding Scheduled Letter (AFS):** TfNSW will issue a funding letter, which council is required to sign and date and return within the required timeframe. Work cannot commence until the AFS is completed.

## Financial claims

A detailed breakdown of general ledger. Refer to the [transaction listing fact sheet](#):

- Signed cover letter/written notification from council outlining details of the claim as per the guidelines.
- Supporting documentation and post-completion evidence (photographic evidence is mandatory).
- Form 306 with the reimbursement tab completed and signed in the claimant tab.



This claim documentation is needed to meet auditing requirements for NSW Reconstruction Authority and/or the National Recovery and Resilience Agency (Disaster Recovery).

- Council agrees to comply with TfNSW Natural Disaster Arrangements (November 2018) and the Disaster Recovery Funding Arrangements (DRFA) Determination 2018.
- Council agrees to submit any supporting evidence related to this claim in the event of an audit, within three weeks of receiving a written request. This may include, but not limited to invoices, vehicle logs, photographic evidence, and timesheets.

If you are unable to provide adequate evidence, your application may be ineligible, or may result in reduced funding and/or recovery of overpaid funds.

Where possible, TfNSW will provide support to negotiate solutions with both levels of government for Disaster Recovery Funding to assist communities recover from disasters and enhance regional development.

## Supporting documentation

A general ledger to account level with a breakdown of the following:

- Costs associated with day labour, employee cost allocation, etc. (please differentiate between on-time or overtime costs). Applicable to opt-in councils only. (Opt-out can claim overtime costs - refer to the [Restoration of Essential Public Assets Fact Sheet](#)).
- Plant hire or equipment for opt in councils
- Material purchased.
- Other direct costs associated with the claim (on costs).

### Resources

- [NSW Natural Disaster Guidelines \(2018\)](#)
- [Restoration of Essential Public Assets](#)
- [Transaction listing fact sheet](#)
- [Direct costs](#)
- [Reimbursement of costs](#)
- [Pre-disaster condition & Damage evidence](#)
- [Collection of evidence \(best practice\)](#)

### Additional information

Web: [TfNSW.work/naturaldisasters](https://transport.nsw.gov.au/naturaldisasters)

Email: [TransportNaturalDisasters@transport.nsw.gov.au](mailto:TransportNaturalDisasters@transport.nsw.gov.au)

### 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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[Natural Disaster arrangements](#)

