<Insert Event Name>

<Insert Australian Government Reference Number (AGRN)>

<Insert Council Name>

<Insert Date >

**Prepared by** <Insert Name, Position > **Sign** …………………………

< Insert qualifications and/or number of years of experience >

**OR** (if person preparing the cost estimates does not have the required qualifications as outlined in the Disaster Recovery Funding Guidelines, verification is required).

**Verified by:**  <Insert Name, Position >  **Sign** ……………………………

<Insert Engineer/Quantity Surveyor/Appropriate Expertise and experience >

**Authorised by:**

**CHIEF EXECUTIVE OFFICER:** <Insert Name >

**Sign** ……………………………

# Introduction

This document has been produced for the assessment and review of essential public assets, caused by <insert event name and date>.

Contained in this document is an assessment of the damage and a scope of works for recommended corrective actions to repair the asset to its pre-disaster function.

This outlines the works that <insert council name> will undertake and claim reimbursement on.

The <insert asset/s being assessed> meets the definition of an essential public asset: “An asset which must be a transport or public infrastructure asset of an eligible undertaking which, the Territory considers and the Commonwealth agrees, is an integral part of the Territory’s infrastructure and normal functioning of a community.”

# Event overview

## Location summary

<Insert a high-level summary of the location of the damage>

## Time and date

<Insert details>

## Description of event

<Insert a description of the event impact within the local government area>

## Assets damaged

|  |  |  |
| --- | --- | --- |
| Asset Number | Asset Name | Location of Asset |
|  |  |  |
|  |  |  |
|  |  |  |

## Summary of damage

<Provide a summary of the damage sustained. For example, this can include:

* the area worst affected;
* type of damage, but specific comment about key damage (such as culvert or bridge washed away);
* roads closed or services interrupted in the immediate and longer terms; or
* temporary arrangements established.>

## Evidence of impact

<It is a DRFA requirement that as a minimum, councils provide indicative evidence for each asset and for each major type of asset damage, that is, at least one photo of each asset and at least one photo of the major asset damage. Examples of such evidence include:

* a photo of the affected road, 180 degrees from the damaged section;
* a satellite image of the road section prior to the event; and
* maintenance log records.>

## Pre-disaster condition of asset

<Insert the appropriate evidence, which must be the most current available and not more than four years old. Examples to include at least one of the following:

* Geospatial data, including satellite photos;
* Visual data, including photographs or video footage (for example, a photo 180 degrees from the damaged section of the road to demonstrate the pre-disaster condition);
* Maintenance records;
* Asset registers (if it contains information on condition maintenance records); or
* Inspection report or certification undertaken at the time of damage assessment (as soon as practicable after the event) conducted or verified by a suitably qualified professional with expertise or experience to confirm damage was caused by the eligible disaster.>

## Pre-disaster function of assets

**<Note**: An Essential Public Asset Pre-disaster Function Template has been developed to capture this information and to include as an attachment if required.

For a single asset, information can be captured in a simple table as shown below. See also the **Disaster Recovery Funding Guidelines** for further examples.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Asset Number | Category | Sub-category | Type | Capacity | Layout and Materials |
| *Example*: XYZ | Transport | Road | Arterial/Major | X metres wide,  one lane in each direction | Unsealed with guide posts |

**Note:** The table is not required for very minor repairs where there could be no change to functionality, for example, pot-hole repairs.>

## Investigation and assessment

All roads affected by this event in the <insert council area> were inspected and assessed by <insert name and title> and <insert name and title> for the purpose of this report on <insert full date (day, month and year)>.

<Add detail as required.>

## Detailed damage assessment and scope of works cost estimates

<Refer to the **Essential Asset Reconstruction – Detailed Damage Assessment and Cost Estimates Template**.

**Note:** This information provides the basis for the build-up of the cost estimates so that the estimate can be verified when reviewing the damage. It is recognised that councils may not have this level of detail for all assets but should work towards completing the table as thoroughly as possible.