**<Name of Event>**

**<Name of Delivery Agency>**

**<Claim No. MC-xxxxxx>**

**Relief and Recovery Validation Checklist**

**Works Package <No.>**

**Total amount $........**

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| Relief and Recovery Activities  |
| Step | Activity |
| 1 | The DRFA has eight sub-categories of disaster assistance under Category A for the provision of emergency assistance for individuals which is available to the State to activate, subject to the severity and nature of the disaster event. Refer to Guideline 4 Claims and Eligibility for relief and recovery activities and counter disaster operations (CDO – Category A, B (CDO only), C and D for advice on eligibility of particular relief and recovery activities and the evidence requirements for each of the activity/expenditure types.This Validation checklist is associated with the following relief and recovery activities:* the establishment and operation of relief and recovery centres
* the provision of temporary accommodation
* repair or replacement of essential items of furniture and personal effects
* essential repairs to housing, including temporary repairs and repairs necessary to restore housing to a habitable condition
* demolition or rebuilding to restore housing to a habitable condition
* personal and financial counselling
* the employment of a Community Recovery Officer

Assessors should refer and use the *Validation Checklist – Counter Disaster Operations* where counter disaster activities (such as the establishment of Municipal Emergency Coordination Centres, the removal of debris and clean-up activities and cleaning and refilling of a potable water tank). have been included in a claimEarly Relief and Recovery claims are based on actual eligible expenditure incurred. No approval is required for the Delivery Agency to undertake these activities following a disaster event, but the Assessing Authority and Administering Authority should be informed regarding the need to undertake such activities.All early Relief and Recovery claims are to be validated by the Assessing Authorities and lodged with the Administering Authority, no later than eight weeks following the end of the early relief and recovery and counter disaster operations period. It is recommended that these particular claims are lodged on a regular basis. Eligible expenditure incurred during the financial year is required to be lodged by the 31 July of each year (within one month from the end of the financial year). |
| 3 | Generally, other relief and recovery activities are undertaken within the first three months following a disaster. However subject to the severity and nature of the event, further time may be required, especially where a Recovery Centre is required to be in operation for a more substantial period or personal and financial counselling needs to be provided to impacted households.If further time is required, Delivery agencies should liaise with the Administering Authority, to incur eligible recovery centre or personal and financial counselling expenditure. The Administering Agency is required to advise the Australian Government if any relief and recovery expenditure needs to be incurred 12 months following a disaster event. |
|  | When Delivery Agencies lodge claims for their relief and recovery activities, they are required to complete claim forms (V Form-D-DEC (2) and V Form-A-CDO). On receipt of the completed claim forms V Form-D-DEC (DEC) and V Form A-CDO, the Assessing Authority will review the forms using the DRFA Claim Validation Form – Relief and Recovery Activities to ensure all information from the Delivery Agency is provided and adequate. |
| 4 | For relief and recovery activities excluding counter disaster operations, there should be representative evidence of each of the key work types (i.e. that a relief and/or recovery centre was established and closed). It is appropriate that the Delivery Agency provide photographic and/or supporting documentation indicating the service provided and the link to the disaster, to ensure sufficient evidence supports the level of actual costs incurred.Post-disaster photos are to be representative of damage. Refer to evidence requirements under each of the expenditure types in Guideline 4 Claims and Eligibility for relief and recovery activities and counter disaster operations (CDO – Category A, B (CDO only), C and D. |
| 5 | If the claim form is complete and accurate, the Assessing Authority will endorse/approve the claim. |
| 6 | If the claim from the requires corrective action, the Assessing Authority will return the claim form to the Delivery Agency for further action. When Delivery Agency returns completed claim form, the Assessing Authority will refer to Step 3, 4 and 5 |

**DRFA Claim Validation Form – Relief and Recovery Activities**

|  |  |
| --- | --- |
|  | **Assessing Authority Check** |
| **Date claim received from Delivery Agency** | 00/00/0000 |
| **Date Delivery Agency advised Assessing Authority of intent to undertake works** | 00/00/0000 |
| **All fields on form V Form D-DEC (2) are completed correctly** | Y [ ]  N [ ]  |
| * Delivery Agency internal reference number
* Event
* Type of claim
* Summary details of claim (activities undertaken and value)
* Delivery Agency contact officer name
* Declaration and signature from Delivery Agencies’ Chief Executive Officer
* Form assessed by Assessing Agency
 |  |
| **Each line on form V Form A-CDO represents an activity undertaken and the associated cost type (Relief and/or Recovery Centre (establishment and de-commissioning, staffing – extraordinary wages, overtime, allowances)** | Y [ ]  N [x]  |
| **Delivery Agency has provided required evidence to support claim** |  |
| * *General ledger/transaction listing*
	+ this must correlate to expenditure in VF-A-CDO
	+ must include minimum of date, invoice number, supplier and description of works undertaken
	+ does the claim exclude costs associated with alcohol and/or excessive junk food? If so, this is ineligible;
	+ does the claim include the purchase of capital assets including phones and/or other equipment. If so, this is ineligible.
	+ Does the claim include costs associated with farms and/or farm operations? If so this is eligible.
* *Payroll costs*
	+ Payroll reports for extraordinary payroll costs (overtime) and evidence of the additional resources required
	+ Position description for role(s) created for eligible activities (approved by the Assessing Authority in consultation with the Administering Authority) supported by payroll records. Note approved roles must only correlate to works being undertaken 1 week post the disaster
	+ Payroll costs must correlate to general ledger/transaction listing
	+ Timesheets to be available for sampling upon request.
 | Y [ ]  N [ ]  |
| * *Invoices/Purchase orders and/or relevant contracts*
	+ Must be verified against all expenditure incurred with regards to the link to the disaster, the scope of the activities undertaken and the location and/or residential property.
	+ All invoices must correlate to general ledger/transaction listing
	+ Where invoices do not fully outline the link to the event and/or the works undertaken, source documents are to be provided when lodging that claim i.e. purchase orders and contracts.
 | Y [ ]  N [ ]  |
| * *Photos*
	+ Post-disaster photos to be representative of damage to impacted residential property and of a quantity to be appropriate to the area of damage sustained and the value of works undertaken.
	+ Photos are clear, in colour and must contain geospatial metadata of longitude, latitude and date taken.

*Note: No pre-disaster photo comparison is required.* | Y [ ]  N [ ]  |
| * Reports
	+ Where above documentation not sufficient, other reports may need to be provided by the Delivery agency including agendas, minutes of meetings, any reports developed on particular works undertaken, copies of handout materials, and recovery plans and/or recovery reports.
 | Y [ ]  N [ ]  |
| **Is the nature of the relief and recovery activities undertaken eligible to be claimed under a counter disaster operations claim?****Has the Delivery Agency provided advice from the Bureau of Meteorology or SES or local media articles outlining impacts to the local government area?** | Y [ ]  N [ ]  |
| **Have the works been completed and expenditure incurred within the allowable time period?**  | Y [ ]  N [ ]  |
| **Have key issues been brought to the attention of the Administering Authority and appropriately resolved and documented?** | Y [ ]  N [ ]  |

**Assessing Officer Declaration:**

I hereby declare that the claim has been assessed for completeness and accuracy.

Signed: Date:

Date: