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| Supporting documentation |
| Category B: Emergency Works |

The following claim forms and supporting documentation are required to be uploaded in the below format and separate zip files. **Please note the size limit of 2 GB per zip file:**

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| **Supporting documentation** | **File type and name** |
| Claim Lodgement Declaration Form - **Form ID V Form D-DEC** | D-Dec.pdf or V Form D-Dec.xlsx |
| Claim form - **V Form-B-EW**  Including date of access to the asset, to be presented at the asset type level . Clam form provided must reconcile to the final amount in the claim lodgement declaration form. | V Form B-EW.xlsx |
| **Proof of expenditure/General Ledger** (providedfrom the Council’s financial system) including a detailed general ledger/transaction report displaying all expenditure incurred for eligible activities, being claimed within a specific financial year. ***General ledger provided must reconcile to the final amount in the claim lodgement declaration form.*** | Zipped folder: **Financials.zip** |
| **Invoices** to include:   * reference to the disaster event, descriptions of works/activities and dates when  undertaken. * Source documents (e.g. contracts and purchase orders) supporting the invoice to be available for sampling upon request. * Where invoices do not fully outline the link to the event and/or the works/activities undertaken, source documents are to be provided when lodging that claim. |
| **Photographic evidence**  Photos need to be representative of the cost, damage and location.  For small events, comprehensive photos per asset and for large events, a reasonable sample of photos   * Emergency Works photo report or, * Post disaster photo files * Photo reports/files should be presented in subfolders within the zipped folder, grouped by asset with metadata intact (e.g. road link) and are to be assigned a unique photo ID that corresponds with the reference to the photo within the relevant claim form. For photos that do not contain the metadata, a separate folder should be provided for the original photo files containing the metadata, within the asset folder.   Delivery Agencies should refer to the How To Guide 2: Photographic Evidence for advice on how they should provide photographic evidence from July 2024. to maximise reimbursement of expenditure associated with undertaking emergency works. | Zipped folder: **Photos.zip** |
| **Payroll reports**   * Payroll for extraordinary payroll costs (overtime). * Timesheets to be available for sampling upon request. | Zipped folder: **Payroll.zip** |
| **Day Labour**  Where day labour is claimed, refer to DRFA Guideline 1 for supporting information required, such as internal invoices, methodology etc | Zipped folder:  **Day Labour.zip** |
| **Reports and additional supporting paperwork**  Other examples of source documents that may be provided include customer service requests, agendas, minutes of meetings, any reports developed on particular works/activities being undertaken, copies of handout materials etc. | Zipped folder: **Reports/additional supporting documents.zip** |

Please refer to **Guideline 1** for further information around Category B: Emergency Works, including documents which supports damage/cost of claim.

Updated 25 February 2024