

Fact Sheet

Essential Public Assets – Sub-categories for DRFA Category B restoration works

October 2025

This fact sheet is for local councils and NSW State agency asset owners. It provides a summary of the requirements for the DRFA Category B sub-categories under the NSW Essential Public Assets Restoration Disaster Grants Program Guidelines (the guidelines).

Explanation of sub-categories

The Disaster Recovery Funding Arrangements (DRFA) has three sub-categories of disaster assistance relating to the restoration of essential public assets. These are:

- Emergency Works (EW)
- Immediate Reconstruction Works (IRW)
- Essential Public Asset Reconstruction works (EPAR)

Emergency Works

Emergency Works (EW) are urgent activities necessary to temporarily restore an essential public asset to enable it to operate at an acceptable level of efficiency to support the immediate recovery of a community. Emergency Works should be regarded as works which the asset owner would carry out as a matter of urgency, even if disaster funding was not made available, and they should not be delayed until a natural disaster is declared as an eligible disaster. For further information refer to Table 1: Summary of Emergency Works requirements.

Immediate Reconstruction Works

Immediate Reconstruction Works (IRW) are immediate reconstruction activities following an eligible disaster carried out to fully reconstruct a damaged essential public asset, and where no Essential Public Asset Reconstruction works are required. The type of reconstruction works that should be undertaken under the Immediate Reconstruction Works sub-category are works that are urgent, essential and limited in nature. They would be reconstruction works which the asset owner would carry out, even if NSW Government disaster funding was not made available. For further information refer to Table 2: Summary of Immediate Reconstruction Works requirements.

Essential Public Asset Reconstruction works

Essential Public Asset Reconstruction works (EPAR) are reconstruction works on an essential public asset damaged as the direct result of an eligible disaster, that do not meet the intent and timeframes of IRW, and for which an estimated reconstruction cost has been developed. The asset owner must secure funding approval from the Reconstruction Authority (RA) prior to commencing works and the process of securing this approval includes the establishment of the estimated reconstruction cost. For further information refer to Table 3: Summary of Essential Public Asset Reconstruction work requirements.

Table 1: Summary of Emergency Works requirements

Requirement	Timeframe/ applicability	Details
Damage notification	24 to 72 hours	Asset owner to notify the administering agency within 24 to 72 hours: <ul style="list-style-type: none"> • when the EW are being carried out • the scope of works • the estimated cost (if possible).
Works completion time limit	3 months (opt-in councils) 21 days (opt-out councils)	Works must be completed within 3 months from the date the damaged asset is accessible for opt-in councils and state agencies. Works must be completed within 21 days from the date the damaged asset is accessible for councils who have opted out of the NSW Day Labour Co-funding Arrangements. Evidence of the date the damaged asset became accessible is required where works are undertaken later than 3 months from the date of the event.
Claim submission time limit	3 months from the end of financial year (EOFY)	Claims for EW should be lodged as soon as possible after the works are completed, but no later than 3 months after the EOFY in which the EW were completed.
Asset eligibility and location	Mandatory	Asset owners are required to provide evidence of asset eligibility and location.
Pre-disaster function	Not required	The asset owner must identify the asset's type. For example, arterial road, sub-arterial road or local road. No additional information is required to define the assets pre-disaster function.
Pre-disaster condition evidence	Not required	Pre-disaster condition evidence is not required for EW.
Damage evidence	Mandatory	Must be obtained: <ul style="list-style-type: none"> • as soon as reasonably practicable • before EW is carried out • no later than 3 months from the date the damaged asset becomes accessible to the asset owner, and Must demonstrate: <ul style="list-style-type: none"> • the damage was incurred directly as a result of the eligible event; and • a clear link to damage at the asset's claimed location.
Completion of works evidence	Mandatory	Must: <ul style="list-style-type: none"> • be obtained as soon as possible after EW completion • include photographs with metadata intact that clearly identify the time/date, exact location and scope of the completed works • be provided for each location at which eligible works have been completed • demonstrate a clear link to the asset's location and damage evidence
Estimated reconstruction cost	Not required	Establishing the estimated reconstruction cost is not required for EW.
Normal use of 'Day Labour'	Opt-in councils and State agencies only	Only councils that opted into the NSW Day Labour Co-funding Arrangements and State agencies may claim for normal use of day labour and internal plant and equipment. If unsure, contact RA for more information.
Claim submission form	SmartyGrants	All funding assistance claims for EW must be submitted to RA using the SmartyGrants system using the relevant application form.
General ledger	Mandatory	A copy of the general ledger reconciling to the claim amount, confirming expenditure is within the time limits, clearly identifying the damaged asset and linking expenditure to the eligible restoration works must be included in the claim submission.
Provision of funds	Actuals	Subject to eligibility and expenditure approval: <ul style="list-style-type: none"> • funding is provided on the basis of actual expenditure, ex-GST • council co-funding arrangements are applied by the RA
Document retention	7 years	Asset owners must keep an accurate audit trail for a minimum of 7 years from the end of the financial year in which the expenditure was claimed. If requested, the asset owner must make available all relevant documentation within 2 weeks, or shorter timeframe where deemed as urgent requirement for audit.



Table 2: Summary of Immediate Reconstruction Works requirements

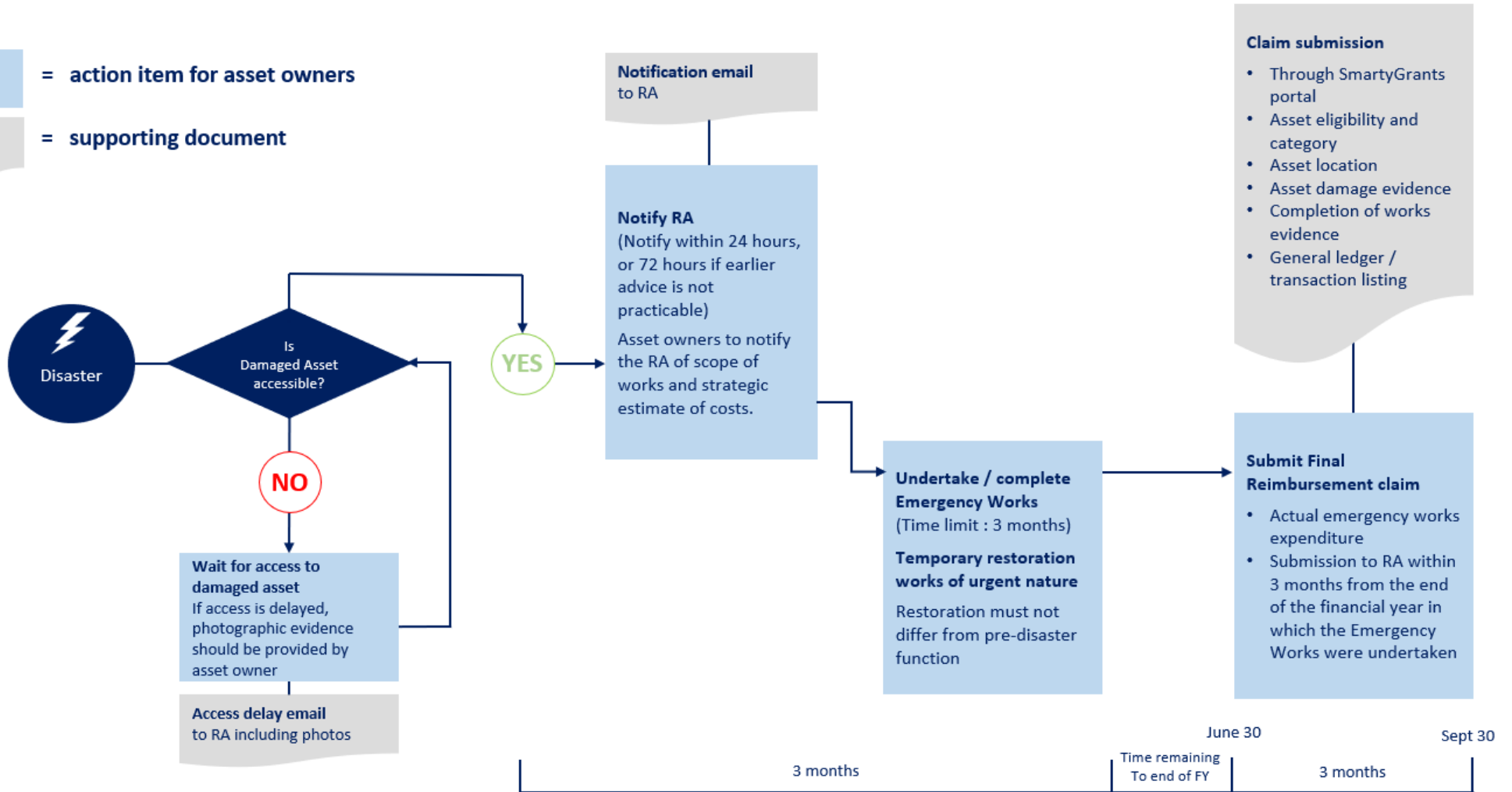
Requirement	Timeframe/ applicability	Details
Damage notification	As soon as possible	Asset owner to advise and seek agreement from the administering agency as soon as possible, and before reconstruction works commence, on: <ul style="list-style-type: none"> the scope of works the estimated cost (if possible) This can be done progressively as required reconstruction works are identified.
Works completion time limit	3 months (opt-in councils) 21 days (opt-out councils)	Works must be completed within 3 months from the date the damaged asset is accessible for opt-in councils and state agencies, or 21 days for councils who have opted out of the NSW Day Labour Co-funding arrangements. Evidence of the date the damaged asset became accessible is required where works are undertaken later than three months from the date of the event. If the reconstruction cannot be completed within the time limit, or if the reconstruction treatment results in a variation to the asset's pre-disaster function, the asset owner must claim for funding assistance under the category of EPAR works.
Claim submission time limit	3 months from the EOFY	Claims should be lodged as soon as possible after the works are completed, but no later than 3 months from the end of the financial year in which the works were completed.
Asset eligibility and location	Mandatory	Must provide evidence of asset eligibility and location.
Pre-disaster function	No variation accepted	Asset owner must define the asset's pre-disaster function for IRW. No variation to the asset's pre-disaster function can be claimed for under IRW.
Pre-disaster condition evidence	Mandatory	Must: <ul style="list-style-type: none"> be the latest evidence available, but no older than 4 years prior to the eligible disaster date for councils and 2 years for state agencies demonstrate the exact location and have a clear link to the asset's damage evidence.
Damage evidence	Mandatory	Must be obtained: <ul style="list-style-type: none"> as soon as reasonably practicable before IRW is carried out no later than 3 months from the date the damaged asset becomes accessible to the asset owner, and must also demonstrate: <ul style="list-style-type: none"> the damage was incurred directly because of the eligible event; and a clear link to damage at the asset's claimed location.
Completion of works evidence	Mandatory	Must: <ul style="list-style-type: none"> be obtained as soon as possible after IRW completion include photographs with metadata intact that clearly identify the time/date, exact location and scope of the completed works include representative photographs of each of the key types of works carried out be provided for each location at which eligible works have been completed demonstrate a clear link to the asset's pre-disaster condition and damage evidence.
Estimated reconstruction cost	Not required	Not applicable
Normal use of Day Labour	Opt-in councils and state agencies only	Only councils that opted into the NSW Day Labour Co-funding Arrangements and State agencies may claim for normal use of day labour and internal plant and equipment. If unsure, contact RA for more information.
Claim submission form	SmartyGrants	All funding assistance claims for IRW must be submitted to RA using the SmartyGrants system using the relevant application form.
General ledger	Mandatory	A copy of the general ledger reconciling to the claim amount, confirming expenditure is within the time limits, clearly identifying the damaged asset and linking expenditure to the eligible restoration works must be included in the claim submission.
Provision of funds	Actuals	Subject to eligibility and expenditure approval: <ul style="list-style-type: none"> funding is provided on the basis of actual expenditure, ex-GST council co-funding arrangements are applied by the RA
Document retention	7 years	Asset owners must keep an accurate audit trail for a minimum of 7 years from the end of the financial year in which the expenditure was claimed. If requested, the asset owner must make available all relevant documentation within 2 weeks or less when deemed as urgent requirement for audit.

Table 3: Summary of Essential Public Asset Reconstruction work requirements

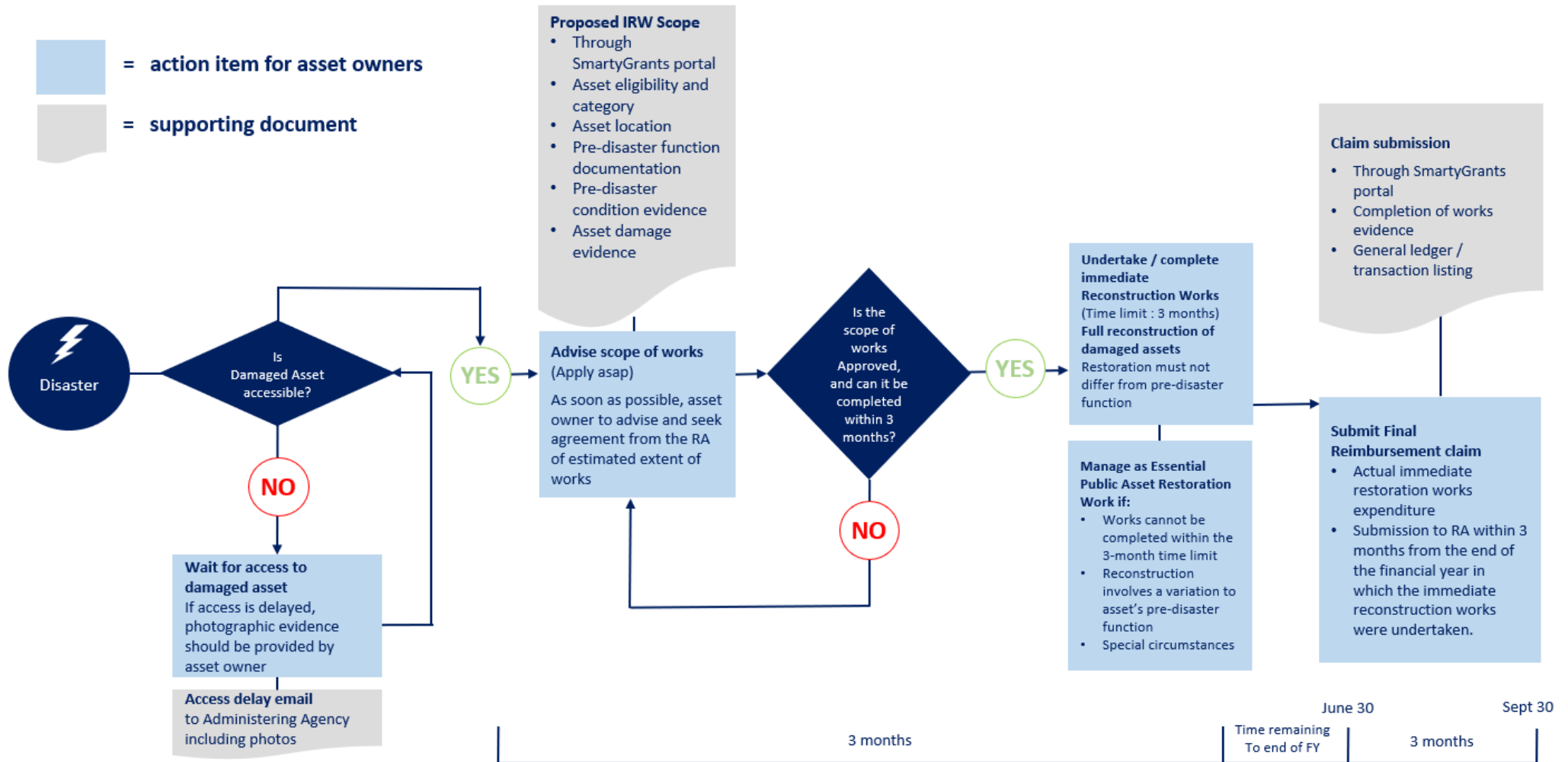
Requirement	Timeframe/ applicability	Details
Damage notification	As soon as practical	Asset owners must advise RA as soon as practical of intended EPAR application items and provide a strategic cost estimate. Approval from RA is required before EPAR works commence, but pre-construction activities required to scope and estimate the reconstruction costs can begin beforehand. Contact RA, if unsure of eligibility or pre-construction activities.
Works completion time limit	2 years	All EPAR works must be completed within 2 years after the end of the financial year in which the reconstruction cost is established. In exceptional circumstances, RA may approve an extension of up to 9 months.
Claim submission time limit	Every 3 months	Progress claims must be submitted quarterly to RA following EPAR approval. Final reimbursement claims must reflect actual expenditure for completed reconstruction works.
Asset eligibility and location	Mandatory	Asset owners are required to provide evidence of asset eligibility and location.
Pre-disaster function	Mandatory	Documentation must identify the asset's pre-disaster function in accordance with the Essential Public Asset Function Framework. Any variation requires RA approval and special requirements apply.
Pre-disaster condition evidence	Mandatory	Must: <ul style="list-style-type: none"> be the latest evidence available, but no older than 4 years prior to the date of the Natural Disaster Declaration for councils and 2 years for state agencies demonstrate the exact location and have a clear link to the asset's damage evidence
Damage evidence	Mandatory	Must demonstrate the time/date and a clear link to the asset's pre-disaster condition evidence and be obtained: <ul style="list-style-type: none"> as soon as reasonably practicable before EPAR works are carried out no later than 12 months from the date of the eligible disaster, and
Completion of works evidence	Mandatory	Must: <ul style="list-style-type: none"> be obtained as soon as possible after EPAR works completion include photographs with metadata intact that clearly identify the time/date, exact location and scope of the completed work include representative photograph of each of the key types of works carried out be provided for each location at which eligible works have been completed demonstrate a clear link to the same asset's pre-disaster condition evidence and damage evidence
Estimated reconstruction cost	Mandatory	Must be: <ul style="list-style-type: none"> submitted and approved by RA prior to commencing any EPAR works developed by means of cost estimation or market response with appropriate evidence of historic costs and procurement compliance
Normal use of Day Labour	Only opt-in councils & state agencies	Only councils that opted into the NSW Day Labour Co-funding Arrangements and state agencies may claim for normal use of day labour and internal plant and equipment. Contact RA, if unsure.
Claim submission form	SmartyGrants	All EPAR claims must be submitted via SmartyGrants using the relevant form. Claims must: <ul style="list-style-type: none"> be submitted within 6 months from the Natural Disaster Declaration are subject to approval by RA Timeframe may be extended to 9 months after the EOFY in which the disaster occurred. Applications can be submitted progressively in packages of works aligned with delivery and procurement.
General ledger	Mandatory	A copy of the general ledger must: <ul style="list-style-type: none"> clearly identifying the damaged asset link expenditure to the eligible restoration works be included in the progress claim reporting submissions and final acquittal be reconciled to the amount reported or claimed.
Provision of funds	Total Upper Grant Limit (TUGL)	If the estimated reconstruction costs are approved: <ul style="list-style-type: none"> RA offers a TUGL amount (ex-GST) the asset owner can progressively claim reimbursement of the actual reconstruction costs (ex-GST) forecasting of costs is required in progress reports expenditure above the approved TUGL value is not eligible unless RA approves a variation.
Document retention	7 years	Asset owners must keep an accurate audit trail for 7 years from the EOFY in which the expenditure was claimed. All relevant documentation must be made available within 2 weeks (or sooner if urgently required for audit).

Appendix A – Flowchart – Emergency Works

 = action item for asset owners
 = supporting document



Appendix B – Flowchart – Immediate Reconstruction Works



Appendix C – Flowchart – Essential Public Asset Reconstruction Works

