



Invoices and Photo Guidelines for Contractors

This document outlines the strict guidelines we must follow to ensure that we can access support funding through the Disaster Recovery Funding Arrangements (DRFA) to optimally support our community in its recovery when impacted by a disaster.

What is DRFA?

The Disaster Recovery Funding Arrangements (DRFA) is a cost sharing arrangement between the Commonwealth and State governments to support certain expenditure relief and recovery measures following an extreme weather event or terrorist act.

The arrangements primary purpose is to relieve some of the financial burden that may be experienced following a disaster event (including but not limited to: Storm, Flood, Bushfire etc) by allowing Councils to claim expenditure involved in eligible cleanup, recovery and reconstruction work activities that may impact their districts.

Documentation required for works related to a disaster event

Detailed evidence such as invoices and photographs demonstrating how costs incurred by Council are related to a disaster event must be provided in a specific format for any DRFA claims for financial assistance to be eligible.

This means when a contractor is engaged by Macedon Ranges Shire Council (MRSC) for work related to an event, there are very specific requirements to be mindful of which are critical to Council being able to claim support for any goods or services contractors provide.

Issuing invoices for works related to a disaster event

Invoices must clearly identify the address, the date works were completed or service was provided, the event, the public asset impacted, and the treatment applied.

- The event is identified by a specific code called Australian Government Reference Number (AGRN). Council will inform contractors of the AGRN to use for each event. If the event has not yet been assigned an AGRN, please identify the event on your invoice by using a description and a date, e.g. "Storm event 9 June 2021".
- The public asset is the physical structure that was impacted by the event e.g. road, stormwater drain, bridge, embankment, etc. The asset must be clearly identified on the invoice by the full address e.g. #17, Smith Street, Macedon.
- The treatment is the detail of the works undertaken e.g. "15/06/2021: Removed 4 x fallen trees on roadside at 55 Falloons Road, Ashbourne. 5 x staff, 9.5 hrs with traffic control crew, 3 x tipper, 13.5 T excavator and ute.". Please break down the costs per day and per asset. This part



of the invoice must also show how the works are connected to the event if it is not obvious.

- If applicable, always include the CRM/Pathway request number that relates to the works undertaken.
- Please be mindful to split the costs per financial year: if the works were completed over two different financial years, please issue two separate invoices. For instance, if works on a job were completed on 15/06/23 and 02/07/2023, issue one invoice for the works completed 15/06/23 (financial year 22/23) and another separate invoice for the works done on 02/07/23 (financial year 23/24).

If no public asset was impacted, and the works are for goods or services which relate to emergency assistance to individuals; please provide as much information as possible, including a detailed description, the date and the location if applicable. Examples of possible goods or services which may be provided post a disaster are: essential food, counselling, sandbags, skip bins, generators, portable showers/toilets etc.

Timely provision of invoices and their supporting evidence to Council is critical. Please send your invoices to accountspayable@mrsc.vic.gov.au and all supporting evidence/photos to DRFA@mrsc.vic.gov.au shortly after works are completed.

Providing photos of works related to a disaster event

As part of the DRFA claims process, Council is required to provide photographic evidence of the initial damage and the works listed on each invoice related to an event. Noting that ongoing photo evidence is also required throughout the entire reconstruction works process of an asset.

- Photos should be clear, in colour, and show the full extent of the asset damage (and of the repairs if applicable).
- In some cases there is no damage to the asset itself, however works are undertaken to prevent potential damage e.g. dangerous branches hanging over road. In these cases, although close-up photos are encouraged, they must be supported with images showing the horizon and the complete asset to provide context and to establish a reference for location.
- Before/after (damage/repair) photos should be taken from the same angle and location for easy comparison.
- The number of photos provided must be proportional to the extent of the works undertaken and the level of costs incurred. E.g. a couple of photos for a small job is okay, but a large job requiring several days of work and costing over \$5,000 will require more images.
- For photos of tree works on private or residential properties, clearly show where the tree or debris are located.



What is geospatial metadata and why is it important?

Image metadata is information and specific details pertaining to an image or visual file that can commonly be found in a digital files' properties. Some metadata is generated automatically by the system capturing the image and allows assets to be easily identified.

Capturing image metadata is an integral component to DRFA claims and digital asset management record keeping as if we do not have photographic evidence to provide with an invoice to the DRFA assessor, the works are not claimable. If we do have photographic evidence, however the location of the images cannot be identified by their file metadata or are not geographically stamped with their coordinates and date – these photos are unusable, ie not claimable.

This is why we encourage the use of a relevant software to embed GPS location data into an image to ensure we can verify the location of the works completed.

MRSC recommends the App 'Solocator': There is both a free version, and a full version available for a small fee. Using this software, it is possible to ensure all images have technical metadata and can be embedded with the specific details and naming conventions in which DRFA claims require: Latitude, longitude, township, street, date taken etc.



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Macedon Ranges Shire is located on Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Country.

Invoice Standards Example

Example 1

Invoice# 5678 Date issued: 23/10/2022 Event number: AGRN 1037 Purchase order: PO056789	
Description	Amount excl. GST
CRM: 123456 (if applicable) Completed date: 14/10/2022 Asset/Location: 43 Darraweit Valley Road, Darraweit Guim Drain cleaning	
- Tandem truck hire 8.5 hrs, excavator hire 4 hrs, traffic management	\$1,600.00

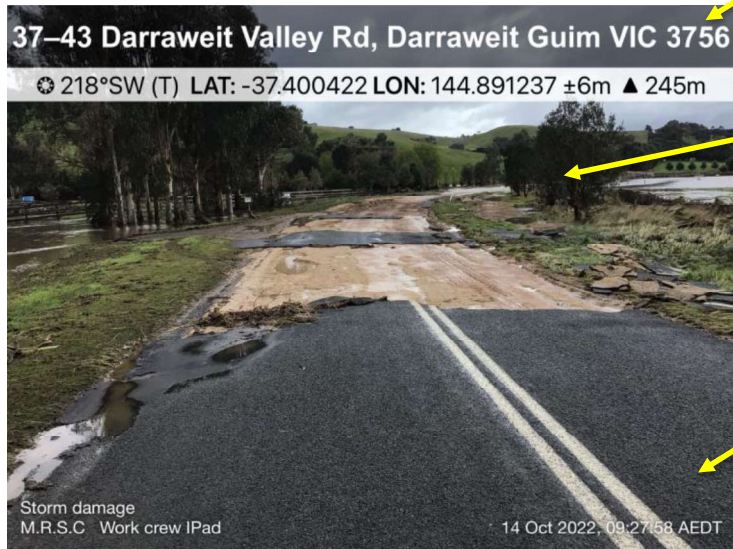
Example 2

Invoice# 1234 Date issued: 20/06/2021 Event number: Storm event 9 June 2021 Purchase order: PO012345	
Description	Amount excl. GST
Completed date: 16/6/2021 Asset/Location: 220 Ashbourne Road, Woodend	
- Traffic management, staff x 2 (xx hours), chipper and ute	\$5,900.00



Photographic Standards Example

Example 1 Image shows road damage

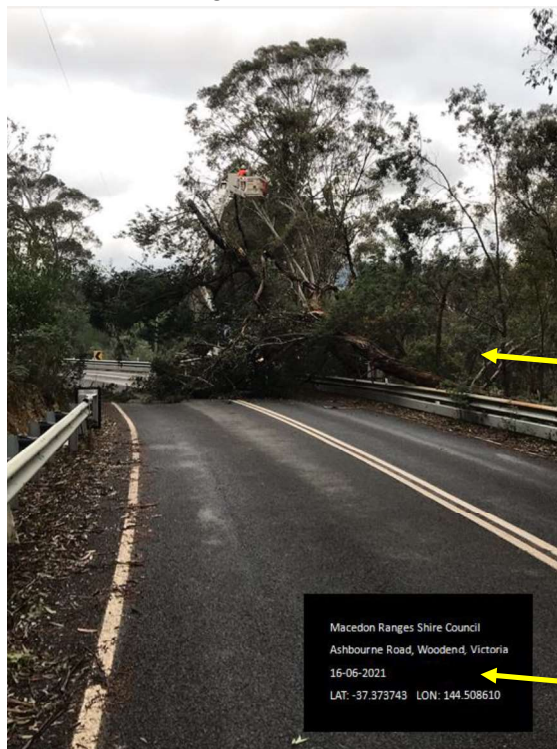


GPS location and Address easily identifiable as embedded into image

Photo is showing the horizon and complete asset to provide context and establish a reference for location

Date and time stamped on image (add to the file name or as per below example if the image is not stamped)

Example 2 Image shows tree over road



Clear evidence of damage/impact to asset

Address, GPS data and date has been added to the file/image as it was not embedded



Checklist

Invoice:

- Is the AGRN code included on my invoice?
- Is it clear that the works relate to the disaster event?
- Does the invoice provide details about the works undertaken?
- Is the location of the works listed for each job (street number, road name and township)?
- Is the date of the works listed for each job on the invoice?
- Are the CRM/Pathway request numbers listed on the invoice (if applicable)?
- Are the costs split per asset and/or per request number?
- Are the costs split per financial year?

Photos:

- Are the photos latitude and longitude timestamped?
- Are the photos labelled with the date taken and the full address?
- Do the photos show the full extent of the damage to the asset, at every location?
- Is the amount of photos taken proportionate to the extent and value of the works?
- For reconstruction works: do the photos show the full extent of the repairs?
- For reconstruction works: were the before/after (damage/repairs) photos taken from the same angle and location?
- Do the photos provided to council have their file metadata intact (preferably)?

Further information

If you have any questions, please contact your Council liaison officer.