Victorian Disaster Recovery Funding Arrangements

How To Sheet: Photographic Evidence

## Introduction

Victoria's Natural Disaster Financial Assistance (NDFA) scheme is available to Delivery Agencies including local councils, to relieve some of the financial burden that may be experienced following a disaster in accordance with the [Australian Government’s Disaster Recovery Funding Arrangements (DRFA)](https://www.disasterassist.gov.au/Documents/Natural-Disaster-Relief-and-Recovery-Arrangements/disaster-recovery-funding-arrangements-2018.pdf). The DRFA does not cover all costs resulting from a disaster.

This How To Sheet relates to how Delivery Agencies should provide photographic evidence from June 2024. to maximise reimbursement of expenditure associated with undertaking the:

* Category A Clause 4.2.2 d) **Removal of Debris on Residential properties**;
* Category A Clause 4.3.2 e) **Counter Disaster Operations;**
* Category B Clause 4.3.2 b) **Emergency works**;
* Category B Clause 4.3.2 c) **Immediate Reconstruction works;** and the
* Category B clause 4.3.2 d) **Reconstruction of Essential Public Assets**.

## Photographic evidence using a mandatory Photos.zip folder structure

Photos need to be representative of the cost, damage, and location. Where damage is continuous, the supply of photos must also be representative of the affected asset location. Frequency required should be determined by the visibility of damage captured in the images. Refer to **Table 2: Post disaster photo consideration** in this How To document for details regarding the recommended frequency of capture for each of the standard treatments category.

Delivery Agencies are required to use the Photos.zip folder located at the following link: <https://www.vic.gov.au/drfa-resources-guidelines-and-forms#category-b> - for each of the Category A and B claim types.

Photos **must have** intact metadata which includes geolocation and datetime stamp for ‘Date Taken’. Where photos do not have intact/correct metadata, a ***QGIS Compatible Photo Report*** must be completed for those files only.

Please refer to the following Table 1: CMS photo upload submission guide on what zipped folder structure to use for each of the claim types across Category A and B above.

Table 1: CMS photo upload submission guide

|  |  |  |
| --- | --- | --- |
| Folder Name | Description of Contents | Applicable Category A and/or B Claim Type |
| 01\_Pre-Event\_Photos | Pre-Event photos demonstrating condition of the asset prior to the event. These should be as close to the event date as possible, and ideally no older than 3 years.  Photos older than 4 years will not be accepted as supporting evidence of condition. | **Required\***   * Immediate Reconstruction * Reconstruction of Essential Public Assets |
| 02\_Post-Disaster\_Photos | Photos capturing Relief and Recovery/CDO activities resulting from the disaster event.  Post-Disaster photos capturing evidence of damage caused by the event.  If damage is not clearly visible in the photo it is recommended that a copy of the image marked up is supplied as well. | **Required**   * Removal of debris on residential properties * Counter Disaster Operations * Emergency Works * Immediate Reconstruction * Reconstruction of Essential Public Assets |
| 03\_TempRepair\_MakeSafe\_Photos | Where a Temporary Repair or a Make Safe was undertaken as emergency works to make the site safe but further works are still required, please include photos of the work undertaken. | **Recommended**   * Immediate Reconstruction * Reconstruction of Essential Public Assets |
| 04\_Damage\_Monitoring \_Photos | If monitoring of the damage is undertaken at regular intervals between the initial identification and the final repair being undertaken, please include photos captured. | **Recommended**   * Immediate Reconstruction * Reconstruction of Essential Public Assets |
| 05\_Construction\_Photos | Where construction monitoring and surveillance is undertaken (e.g., safety, quality, etc.), please include photos captured.  Highly recommended these are supplied for complex projects. | **Recommended**   * Immediate Reconstruction * Reconstruction of Essential Public Assets |
| 06\_Completed\_Works\_Photos | Completed Works photos demonstrating the works undertaken at the relevant location. | **Required**   * Immediate Reconstruction * Reconstruction of Essential Public Assets   **Recommended**   * Removal of debris on residential properties * Counter Disaster Operations * Emergency Works |
| 07\_Reimpacted\_Location\_Photos | Where the current event results in re-impact and an increase to damage of previously identified locations moving any new/outstanding repairs to the current event, please include previous images.  Comments in the claim form should identify link to previous event/s in the claim form. | **Recommended**   * Immediate Reconstruction * Reconstruction of Essential Public Assets |

\*Pre-Event photographic evidence is strongly recommended to be supplied to verify pre-event condition of the asset. Where photographic evidence cannot be supplied, the Delivery Agency must supply a completed Appendix E Form with supporting documentation to verify pre-event condition of the asset.

## Folder and File Naming

Please maintain the folder structure and naming even if you do not have photos to add to all folders. The only exception to this is where the zipped Photos folder will exceed the 2GB maximum limit.

Where the Photos folder exceeds 2GB maximum limit when compressed to a .zip file, please zip and upload the sub-folders (refer to Table 1 above) separately. If the sub-folder exceeds 2GB maximum limit, split the photos across multiple folders of the same name with additional numbers as needed and zip separately.

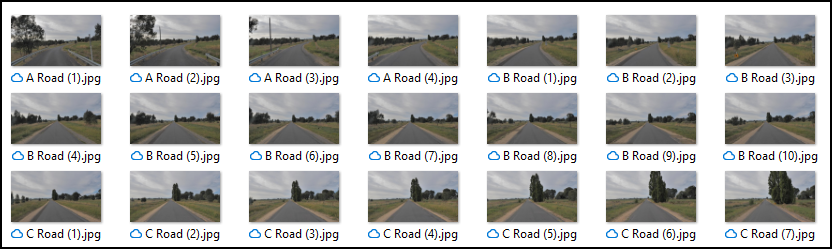
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Description automatically generated

When adding photos to each of the folders for upload to the CMS (refer to Table 1), please ensure naming convention below is followed. This ensures the Assessing Authority can identify if an image has been attributed incorrectly to a different asset and can advise the Delivery Agency.

## Rename individual photos with the Asset Name

Photos must be named with the ***Asset Name*** they are representative of. Please maintain the datetime sequence if using this method when renaming. Bulk renaming of photos will apply in sequential numbers for the photos from the first name changed, so when updating the file name, please ensure the first photo in the sequence is selected.



There is no need to rename photos with a link to the claim lines. If the metadata is complete and correct, the supplied photos will be linked to claim lines during the Assessing Authority claim assessment.

## Standard of photographic evidence

The collection of visual imagery (photographic or videographic), which includes geospatial metadata of longitude, latitude and date taken, is considered the strongest form of evidence to demonstrate post-disaster damage. This visual imagery should be captured at a scope and resolution that facilitates visual assessments of the extent (width, length, depth and height – where relevant) of the post-disaster damage. The timely collection of event-related visual imagery is essential to ensure that the post-disaster damage can be identified and directly attributed to the eligible event. The prompt collection of the evidence also facilitates the development of the cost estimate for reconstruction works.

### Post Disaster Damage

To establish a basis that the damage sustained was a direct result of an eligible disaster, the Delivery Agency submitting the claim should be able to provide evidence of the exact location, nature and extent of damage to an essential public asset through the following means: photographic evidence, including details of latitude, longitude and date taken.

It is recommended that this evidence is collected as soon as possible up to six months but no more than 12 months following the eligible disaster. This evidence may also be supported by other imagery that may include satellite or aerial imagery that depicts the extent of damage sustained.

The Delivery Agency should engage with the Assessing Authority as soon as possible after the occurrence of an eligible disaster event, to establish the link between the damage and the eligible event, and to commence discussions on the scope, development and lodgement of claims associated with the damage.

Inspections to verify damage and restoration works by the Assessing Authority are also recommended to be undertaken on a progressive basis.

**it is recommended that:**

* *Photos should be clear, in colour and must contain geospatial metadata of longitude, latitude and date taken*.
* *Actual post-disaster damage must be visible in the photos.* Photos of completed emergency works or completed reconstruction works are not suitable to establish event related damage.
* *Close-up photos are encouraged.* Close-up photos can be used to demonstrate the disaster damaged components to support the proposed treatment(s). Close-up photos need to be supported with photos of the same damage showing the horizon and the complete asset to provide context and to establish a reference for location.
* *The photos should identify the full extent of the damage*. For example, where full-width reconstruction works are proposed, the post-disaster damage photos should demonstrate damage across the full width of the pavement to justify this treatment. Similarly, photos of the side view of culverts, structures and floodways’ can be used to show the extent of the washout, blocked or collapsed pipe, or end structure damage.
* *Immediate and Asset Reconstruction works repair photos* should be taken at similar location as the post disaster photos for easy comparison.
* *Take photos of the damage at every location*. The photos need to show consistent damage and variances in the degree of damage. For example, for pavement that is deformed (i.e. by rutting), the degree of rutting is recommended to be identified with a 3 metre straight edge and measuring device.
* Where damage is difficult to identify, the asset should be marked to highlight damage and extent.
* Additional photos of the environmental surroundings of the asset may be required to provide evidence of the event and resulting damage (e.g. build-up of washed away pavement gravel, dislodged end wall and culvert components located in creek, scouring and washing away of rock protection seen in drain, grass debris on fence lines).

**What to avoid:**

* Photos that do not contain geospatial metadata of longitude, latitude and date taken as it is then difficult to ascertain the exact location of the damage.
* Photos taken from inside the car or through the windscreen that obscure the image or don’t show the full extent of the damage.
* Any objects that obscure the view of the damage (e.g. structures, vehicles, people).
* Photos with glare or dark shadows on the ground. These can obscure the view of the damage.
* The use of star pickets, sticks, pens, posts and guideposts etc. as straight edges. It is recommended to use a 2-3 metre straight edge.

## Further information

For further information, refer to the:

* [*Victorian DRFA Guideline 1: Assistance for Essential public assets - Category B*](https://www.emv.vic.gov.au/how-we-help/disaster-recovery-funding-arrangements-drfa/disaster-recovery-funding-arrangements-drfa-claims/gl-1-victorian-drfa-guideline-1-claims-and-eligibility-for-essential-public-assets)*);*
* [*Victorian DRFA Guideline 2: Cost Estimation – Category B*](https://www.emv.vic.gov.au/how-we-help/disaster-recovery-funding-arrangements-drfa/disaster-recovery-funding-arrangements-drfa-claims/gl-2-victorian-drfa-guideline-2-cost-estimation)*;*
* [*Victorian DRFA Guideline 3: Category A Early relief and recovery expenditure and Category B Counter Disaster operations*](file:///G:\NDFA\NDFA%20Working%20Documents%20for%20DTF%20Website\2024\mockup%20of%20new%20GLs%20tip%20sheets%20etc\Cat%20A%20and%20Cat%20B%20CDO%20-%20February%202024\Victorian%20DRFA%20Guideline%203:%20Claims%20and%20eligibility%20for%20relief%20and%20recovery%20activities%20(Category%20A)%20and%20counter%20disaster%20operations%20(CDO)%20–%20Category%20A%20&%20B.)*;*
* [*Tip Sheet 2: Removal of debris from residential properties (Category A – Clause 4.2.2 e)*](https://www.emv.vic.gov.au/how-we-help/disaster-recovery-funding-arrangements-drfa/disaster-recovery-funding-arrangements-drfa-claims/victorian-drfa-tip-sheet-2-category-a-removal-of-debris-on-residential-properties)*;*
* *Tip Sheet 5: Category B – Counter Disaster Operations;* and
* *How to 3: How the Assessing Authority uses QGIS to validation information to assess claims and REPA certified estimates.*

## Document details

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