Appendix B: Standard treatment guidelines

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# Introduction

Victoria's Natural Disaster Financial Assistance (NDFA) scheme is available to Delivery Agencies including local councils and Catchment Management Authorities (CMAs), 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).

Under the DRFA, the Australian Government will reimburse the states on an actual costs basis for Emergency and Immediate Reconstruction Works and under a certified estimate- based model for the Reconstruction of Essential Public Assets following an eligible disaster. To facilitate consistency and ease of estimation, an estimating tool for typical and common treatments undertaken in response to damage sustained from natural disasters has been developed.

The estimating tool includes twenty-five (25) standard treatments for the reconstruction of essential public assets (REPA). The standard treatments can be customised to the applicant’s local plant, labour and material rates, and specific arrangements. Where non-standard treatments are required, a first principles or itemised cost estimate can also be provided using the ‘other’ category in the cost estimating tool.

The five (5) standard treatments associated with emergency works are not included in the estimating tool but can be used in the [V Form B-EW form](https://www.emv.vic.gov.au/how-we-help/disaster-recovery-funding-arrangements-drfa/disaster-recovery-funding-arrangements-16).

The Category B works on essential public assets is as per the hierarchy below:



# Purpose

The purpose of this guideline is to support and supplement Victorian DRFA Guideline 1 Claims and Eligibility for Essential Public Assets, and Guideline 2 Cost Estimation, by describing the work activities and scope of the thirty (30) standard treatments commonly undertaken in response to damage sustained from an eligible disaster event. It aims to advise on the application of Standard Treatments to recovery works and provide differentiation between allowable activities and scope completed under Emergency Works and Reconstruction Works.

# Scope

This guideline applies to all Emergency and Reconstruction Works undertaken following damage from disaster events activated under Category B, 4.3.2(b), (c) and (d) of the DRFA. Counter disaster operations is out of scope for the purpose of this Guideline.

# Standard treatments

Standard treatments most commonly used in Victoria’s reconstruction activities have been collated. The use of common terminology and unit of measure aims to provide consistency across REPA works to:

* assist applicants during scoping;
* assist the review process; and
* audit of claims.

Twenty-nine (29) standard treatments have been identified, with an ‘other’ category provided for non-standard treatments that are unique in nature. The standard treatments are detailed below.

**Table 1: Standard treatments**

| **Category** | **No.** | **Treatment** | **Unit** |
| --- | --- | --- | --- |
| Unsealed pavements | ST1.1 | Light formation grading | m |
| ST1.2 | Pothole repair (unsealed roads) | tonne |
| ST2 | Medium formation grading | m |
| ST3 | Heavy formation grading | m |
| ST4 | Gravel material supply | m3 |
| ST5 | Gravel resheeting | m3 |
| Sealed pavement repairs | ST6 | In-situ stabilisation – including additional material as required | m2 |
| ST7 | Granular overlay – overlay with imported material(≤150mm) | m2 |
| ST8 | Reconstruct unbound granular pavement | m2 |
| ST9 | Patch repair – patch unbound pavement failure | m3 |
| ST10 | Pothole repair | tonne |
| ST11 | Heavy shoulder grading | m |
| ST12 | Shoulder reconstruction | m |
| ST13 | Asphalt | m3 |
| Clearing and earthworks  | ST14 | Bulk excavate surplus material or debris and remove from site | m3 |
| ST15 | Bulk fill | m3 |
| ST16 | Rock protection | m3 |
| ST17 | Reshape table drain | m |
| Road furniture and delineation | ST18 | Replace road signage | each |
| ST19 | Replace roadside barriers | m |
| ST20 | Replace guide posts or markers | each |
| Concrete | ST21 | Reconstruct reinforced concrete | m3 |
| Drainage structures | ST22 | Repair drainage structure – excavate, repair and reinstate | m |
|  | ST23 | Replace Reinforced Concrete Box Culvert (RCBC) | m |
| ST24 | Replace concrete pipe | m |
| Other | OT1 | ‘Other’ – including structures, retaining items and removal of debris from essential public infrastructure | lump sum |
| Emergency Works  | ST25 | Clear disaster related silt & debris (Public Infrastructure) |  |
|  | ST26 | Clearing and removal of disaster related fallen or damaged trees & vegetation |  |
| ST27 | Processing of stockpiled disaster related fallen or damaged trees, vegetation & green waste |  |
| ST28 | Inspection costs associated with identifying Emergency Works |  |
| ST29 | Traffic management including temporary lights, closures, fencing, signs |  |

# Standard Treatment – Quick Reference Guide

Table Eligibility matrix



# Unsealed pavements

Treatment selection for the restoration of unsealed roads must be commensurate with the classification of the asset and its maintained condition prior to the disaster. Unsealed road assets are generally classified as either unformed, formed or gravelled.

## Unformed road

An unformed road has no constructed or maintained formation, or surface drainage.

Unformed roads may have had vegetation intentionally cleared or may simply be the result of vehicles travelling the same path over time.

Generally, grading works (ST1, ST2, ST3) are ineligible on unformed roads, unless the asset owner can demonstrate an appropriate level of maintenance has occurred. The treatments applicable to a maintained unformed road are bulk excavate (ST14) and bulk fill (ST15).

## Formed road

A formed road has a constructed formation and, in most cases, table drains with no gravel on the road surface.

As no gravel is generally imported for this road classification, the import of gravel is generally not eligible. Where scouring or loss of material has occurred, bulk fill (ST15) from within the road corridor should be used.

Where sufficient material remains on the road, but loss of shape has occurred, the treatment should be limited to a medium formation grading (ST2).

Where rutting and loss of shape is extensive, heavy formation grading (ST3) may be considered. The displaced formation material should be recovered from the table drains or within the road corridor.

## Gravel road

A gravel road has had a layer of gravel imported (ST4) (from borrow pits or quarries),

compacted and maintained atop the formation.

Where rutting, loss of shape and gravel displacement has resulted, a medium formation grading (ST2) should be undertaken, using gravel that is recoverable from the drainage lines.

Where the displaced gravel is non-recoverable or heavily contaminated and extensive damage to the roadway has resulted, import of material will likely be required.

All grading and resheet treatments (ST5) include the following work operations:

* establishment and disestablishment of all plant, labour and materials;
* provision for traffic control during the works;
* removing and reinstating roadside furniture such as guide posts, signs, etc. as required; and
* cleaning site and disposing of any waste or removed material in accordance with applicable Victorian Government legislation or local government by-laws.

## ST1.1 – Light formation grading

**Table 2: ST1.1 details**

Table ST1.1 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Unformed road
* Formed road
* Gravel road
 |
| **Unit of measure** | m |
| **Description** | Scope includes:* light trimming by grader of the existing roadway to restore rideability by filling holes and other depressions; and
* removal of waste trimmed from carriageway.
 |
| **Exclusions** | Scarifying, compaction, import of water or material or table drain works. If required, use ST2 or ST3 |
| **Emergency Works** | YesLimitations:* < 200lm treatment length per site
* Where multiple sites per asset, <10% of total asset length cumulative
 |
| **Reconstruction Works** | YesLimitations:* Nil
 |

## ST1.2 – Pothole repair (unsealed road)

Table : ST1.2 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Unformed road
* Formed road
* Gravel road
 |
| **Unit of measure** | tonne |
| **Description** | Scope includes:* Minor removal of failed pavement material;
* supply of gravel or material to the work site;
* imported gravel should be consistent with material in-place pre-disaster, or material the asset owner currently uses for maintenance in the area,
* Hand placement, compaction and trimming of imported material to match adjoining surface.
 |
| **Exclusions** | Grading. |
| **Emergency Works** | YesLimitations:* <5m2 per site (multiple pothole repairs allowed per site)
 |
| **Reconstruction Works** | YesLimitations:* Nil
 |

##

## ST2 – Medium formation grading

Table : ST2 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Formed road
* Gravel road
 |
| **Unit of measure** | m |
| **Description** | Scope includes:* roughening of top of road surface (approx. 50mm by grader);
* clearing and grubbing, and recovery of suitable material from table drains (by grader);
* incorporation of water and compaction; and
* grading to restore the road surface to pre-disaster profile and condition.
 |
| **Exclusions** | No import of material. If required, use ST3 & ST4/ST15No resheeting works. If required, use ST5 |
| **Emergency Works** | YesLimitations:* < 200lm treatment length per site
* Where multiple sites per asset, <10% of total asset length cumulative
 |
| **Reconstruction Works** | YesLimitations:* Nil
 |

## ST3 – Heavy formation grading

Table : ST3 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Formed road
* Gravel road
 |
| **Unit of measure** | m |
| **Description** | Scope includes:* clearing and grubbing, and recovery of suitable material from table drains (by grader);
* tyne <100mm depth (150mm if supported by depth of rutting);
* reinstatement of formation and profile;
* incorporation of additional gravel or material; and
* trimming and compaction.
 |
| **Exclusions** | No import of material. If required, use ST4 or ST15No resheeting works. If required, use ST5 |
| **Emergency Works** | YesLimitations:* < 200lm treatment length per site
* Where multiple sites per asset, <10% of total asset length cumulative
 |
| **Reconstruction Works** | YesLimitations:* Nil
 |

##

## ST4 – Gravel material supply

Table : ST4 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Formed road
* Gravel road
 |
| **Unit of measure** | m3 |
| **Description** | Scope includes:* supply of gravel or material to the work site; and
* imported gravel should be consistent with material in-place pre-disaster, or material the asset owner currently uses for maintenance in the area.
 |
| **Exclusions** | Excludes all operations for placement, trimming and rolling. |
| **Emergency Works** | YesLimitations:* Must be associated with ST3 works
 |
| **Reconstruction Works** | YesLimitations:* Must be associated with ST3 works
 |

## ST5 – Gravel resheeting

Table : ST5 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Gravel road
 |
| **Unit of measure** | m3 |
| **Description** | Scope includes:* addition of imported gravel or material to the roadway to reinstate the running surface and correct profile;
* preparation of the formation through heavy formation grading;
* supply and spreading of imported gravel or material to reinstate the running surface and correct profile; and
* imported material should be consistent with material in place pre-disaster or material the asset owner currently uses for maintenance in the area.
 |
| **Exclusions** | Additional material required for inclusion in the heavy formation grading (prior to resheet) is not included. Any additional material should be included as gravel or material supply or bulk fill. |
| **Emergency Works** | No |
| **Reconstruction Works** | YesLimitations:* Nil
 |

# Sealed pavements

The width of treatments for sealed roads can generally be categorised as follows:

* Part width – where there has been damage to the outer wheel path or sealed shoulder. In this case a repair of approximately 2m (machine width) is considered eligible.
* Half width – where there has been damage to both the outer wheel path an inner wheel path on a single carriageway. In this case, the repair of the road to the centreline is considered eligible.
* Full width – where there has been damage to the outer and inner wheel paths in both carriageways. In this case, a repair of the full sealed width across both carriageways is considered eligible.

Consideration of the type of treatment to be adopted needs to include the condition of the underlying subgrade and usefulness of the in-situ granular pavement material. Where additional pavement strength is required and where still able to represent a value-for- money option compared to the use of pavement reconstruction, a granular overlay (ST7) may also be nominated.

All sealed pavement repair treatments include the following work operations:

* establishment and disestablishment of all plant, labour and materials;
* provision for traffic control during the works;
* removing and reinstating roadside furniture such as guide posts, signs etc. as required; and
* cleaning site and disposing of any waste or removed material in accordance with applicable Victorian Government legislation or local government by-laws.

Treatment selection for the restoration of sealed pavements should be appropriate to the road type, functionality, pre-disaster condition and value-for-money outcomes with reference to site-specific constraints.

## ST6 – In-situ stabilisation – including additional material as required

Table : ST6 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Sealed pavements
 |
| **Unit of measure** | m2 |
| **Description** | Where limited damage to the underlying subgrade has occurred, but loss of shape is extensive, in-situ stabilisation may be appropriate.Scope includes:* pulverisation of existing road surface;
* removal of material not suitable for stabilisation;
* importation and spreading of unbound granular material to replace unsuitable material;
* pulverisation;
* supply and spreading of stabilising agents;
* stabilisation of granular material;
* compaction, trimming and curing of stabilised granular material; and
* two coat bitumen seal.
 |
| **Exclusions** | Asphalt, if required use ST13 |
| **Emergency Works** | No |
| **Reconstruction Works** | YesLimitations:* Nil
 |

## ST7 – Granular overlay – overlay with imported material (≤150mm)

Table : ST7 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Sealed pavements
 |
| **Unit of measure** | m2 |
| **Description** | Scope includes:* preparation or scarification of existing road surface;
* importation and spreading of unbound granular material to replace unsuitable material;
* provision of onsite stockpiles (if required);
* shaping and compaction, and trimming of granular material; and
* two coat bitumen seal.
 |
| **Exclusions** | Treatment of in-situ material or preparation of sub-base and formation work in accommodation of extra pavement height. |
| **Emergency Works** | No |
| **Reconstruction Works** | YesLimitations* Nil
 |

## ST8 – Reconstruct unbound granular pavement

Table : ST8 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Sealed pavements
 |
| **Unit of measure** | m2 |
| **Description** | Where extensive subgrade failure or material contamination has occurred, and the use of an overlay or stabilised layer cannot economically or suitably bridge the failure, removal and reconstruction of failed pavement will likely be required.Scope includes:* removal of failed or damaged pavement material;
* allowance for replacement of unsuitable subgrade material;
* compaction of subgrade;
* importation of granular material;
* provision of onsite stockpiles (if required);
* placement, compaction and trimming of unbound granular material in layers to match adjoining; and
* two coat bitumen seal.
 |
| **Exclusions** | Stabilisation works, if required use ST6 |
| **Emergency Works** | No |
| **Reconstruction Works** | YesLimitations:* Nil
 |

## ST9 – Patch repair – patch unbound pavement failure

Table : ST9 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Sealed pavements
 |
| **Unit of measure** | m2 |
| **Description** | Scope includes:* removal and reconstruction of isolated pavement failures;
* removal of failed pavement material;
* reasonable allowance for replacement of unsuitable subgrade material
* compaction of subgrade;
* importation of granular material;
* placement, compaction and trimming of unbound granular material in layers to match adjoining; and
* two coat bitumen seal.
 |
| **Exclusions** | Supply and placement of asphalt, if required use ST13 |
| **Emergency Works** | YesLimitations:* Temporary treatment to hold condition or remove hazard prior to permanent repair through Reconstruction Works, and,
* <10m2 per site
 |
| **Reconstruction Works** | YesLimitations:* Nil
 |

## ST10 – Pothole repair

Table : ST10 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Sealed pavements
 |
| **Unit of measure** | tonne |
| **Description** | Scope includes:* removal and reconstruction of isolated pavement failures;
* removal of failed pavement material;
* supply of premix material;
* placement, compaction and trimming of premix material to match adjoining surface; and
* two coat bitumen seal.
 |
| **Exclusions** | Importation of granular material and, line marking. |
| **Emergency Works** | YesLimitations:* <5m2 per site (multiple pothole repairs allowed per site)
 |
| **Reconstruction Works** | YesLimitations:* Nil
 |

## ST11 – Heavy shoulder grading

Table : ST11 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Sealed pavements
 |
| **Unit of measure** | m |
| **Description** | Where loss of shoulder material or scour has occurred, a heavy grading of the unsealed shoulder should be carried out to reinstate the correct formation and profile.Scope includes:* recovery of material from adjacent table drains where appropriate (by grader);
* incorporation of additional top-up material (approx. 50mm). Where material

additional to the included 50mm is required, include gravel or material supply;* tyne, compaction and trimming of material; and
* brooming of adjacent sealed surface.
 |
| **Exclusions** | Reshaping or cleaning of table drains – refer to ST17 |
| **Emergency Works** | YesLimitations:* < 200lm treatment length per site
* Where multiple sites per asset, <10% of total asset length cumulative
 |
| **Reconstruction Works** | YesLimitations:* Nil
 |

## ST12 – Shoulder reconstruction

Table : ST12 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Sealed pavements
 |
| **Unit of measure** | m |
| **Description** | Scope includes:* removal of failed shoulder pavement material;
* reasonable allowance for replacement of unsuitable subgrade material;
* compaction of subgrade;
* importation of granular material;
* placement, compaction and trimming of unbound shoulder granular material in layers to match adjoining; and
* brooming of adjacent sealed surface.
 |
| **Exclusions** | Reshaping of table drains – refer to ST17 and works to sealed carriageway pavement. |
| **Emergency Works** | No |
| **Reconstruction Works** | YesLimitations* Nil
 |

## ST13 – Asphalt

Table : ST13 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Sealed pavements
 |
| **Unit of measure** | m3 |
| **Description** | Asphalt scope includes:* preparation of the existing surface;
* supply and application of tack coat;
* supply, laying and compaction of asphalt; and
* line spotting as required.
 |
| **Exclusions** | Line-marking. |
| **Emergency Works** | No, unless required under ST9 Emergency works |
| **Reconstruction Works** | YesLimitations:* Nil
 |

# Clearing and earthworks

All clearing and earthworks treatments include the following work operations:

* establishment and disestablishment of all plant, labour and materials;
* provision for traffic control during the works; and
* cleaning site and disposing of any waste or removed material in accordance with applicable Victorian Government legislation or local government by-laws.

## ST14 – Bulk excavate surplus material or debris and remove from site

Table : ST14 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Unformed road
* Formed road
* Gravel road
* Sealed pavements
* Drainage structures
* Footpaths
 |
| **Unit of measure** | m3 |
| **Description** | Scope includes:* bulk excavation of surplus or unsuitable material;
* Remove disaster related silt, embankment slips or debris from transport infrastructure (i.e., roads, footpaths, bridges, culverts, table drains, signage)
* loading and removal from site; and
* any associated tipping and disposal fees.
 |
| **Exclusions** | Reshaping of roadway or drainage lines. |
| **Emergency Works** | YesLimitations:* Nil
 |
| **Reconstruction Works** | YesLimitations* Nil
 |

## ST15 – Bulk fill

Table : ST15 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Unformed road
* Formed road
* Gravel road
* Sealed pavements
* Drainage structures
* Footpaths
 |
| **Unit of measure** | m3 |
| **Description** | Scope includes:* bulk fill to localized scours:
* to reinstate the road to natural surface level (for unformed roads)
* for top of formation (for formed roads)
* for top of road subgrade (for gravel and sealed roads or table drains);
* sourcing and cartage of bulk fill material;
* preparation of underlying material; and
* placement, compaction and trimming.
 |
| **Exclusions** | Purchase of bulk fill material is excluded unless consistent with the displaced or scoured material. |
| **Emergency Works** | YesLimitations:* Nil
 |
| **Restoration Works** | YesLimitations:* Nil
 |

## ST16 – Rock protection

Table : ST16 details

|  |  |
| --- | --- |
| **Applicable asset type** | * Unformed road
* Formed road
* Gravel road
* Sealed pavements
* Drainage structures
* Footpaths
 |
| **Unit of measure** | m3 |
| **Description** | Scope includes:* preparation of work area including establishment of access tracks;
* placement of geotextile (where required);
* recovery of displaced rock;
* importation of rock (as required); and
* placement of rock.
 |
| **Exclusions** | Pavement works and Gabion Basket structures. |
| **Emergency Works** | YesLimitations:* Where required for completion of works under ST15, ST17, ST22, ST23, ST24 & ST29
 |
| **Reconstruction Works** | YesLimitations:* Nil
 |

## ST17 – Reshape table drain

Table : ST17 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Unformed road
* Formed road
* Gravel road
* Sealed pavements
 |
| **Unit of measure** | m |
| **Description** | Scope includes cleaning and reshaping of existing single longitudinal surface drain adjacent to the road formation |
| **Exclusions** | Exclusions include scarify, import of material, addition of water and compaction.  |
| **Emergency Works** | YesLimitations:* < 200lm treatment length per site
* Where multiple sites per asset, <10% of total asset length cumulative
 |
| **Reconstruction Works** | YesLimitations:* No
 |

# Road furniture and delineation

Road furniture is often damaged during disasters as a result of flood waters or debris impacts. Where damage has occurred to road furniture, the number of units replaced should be commensurate with the pre-disaster arrangements, however the current standard of the pre-disaster system or item should be used.

All road furniture works include the following work operations:

* establishment and disestablishment of all plant, labour and materials;
* provision for traffic control during the works;
* removing damaged road furniture and footings;
* reinstating roadside furniture and footings; and
* cleaning site and disposing of any waste or removed material in accordance with applicable Victorian Government legislation or local government by-laws.

Following restoration of sealed pavements, line marking is generally required. Line marking should be consistent with either the adjoining sections of road, or the pre-disaster arrangement.

Reinstate line marking includes the following work operations:

* establishment and disestablishment of all plant, labour and materials;
* provision for traffic control;
* spotting and setting out of line-marking; and
* applying marking material.

## ST18 – Replace road signage

Table : ST18 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Unformed road
* Formed road
* Gravel road
* Sealed pavements
 |
| **Unit of measure** | each |
| **Description** | Scope includes:* removal and disposal of damaged road sign and footings (if unrecoverable); and
* supply and installation of road sign.
 |
| **Exclusions** | Any earthworks or further protection, seal works around road signage and additional road signage that did not exist prior to activated disaster event that may be a requirement of a project safety audit. |
| **Emergency Works**  | YesLimitations:* Regulatory, Warning and Street name signage only
 |
| **Reconstruction Works** | YesLimitations:* Nil
 |



## ST19 – Replace roadside barriers

Table : ST19 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Unformed road
* Formed road
* Gravel road
* Sealed pavements
 |
| **Unit of measure** | m |
| **Description** | Scope includes:* removal and disposal of damaged roadside barriers and footings (if

unrecoverable); and* supply and installation of roadside barrier.
 |
| **Exclusions** | Any earthworks or further protection, seal works around roadside barrier. |
| **Emergency Works** | YesLimitations:* Repair or replace <5m of barrier and associated posts per barrier section (end terminal to end terminal)
 |
| **Reconstruction Works** | YesLimitations* Nil
 |

## ST20 – Replace guide posts or markers

Table : ST20 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Unformed road
* Formed road
* Gravel road
* Sealed pavements
 |
| **Unit of measure** | each |
| **Description** | Scope includes:* removal and disposal of damaged guideposts or markers (if unrecoverable); and
* supply and installation of guideposts or markets.
 |
| **Exclusions** | Additional guideposts or markers that did not exist prior to activated disaster event that may be a requirement of a project safety audit. |
| **Emergency Works** | YesLimitations:* Nil
 |
| **Reconstruction Works** | YesLimitations:* Nil
 |

# Concrete

Damage to concrete may include scouring, undermining, structural cracking, or total loss as a result of large or intense as a result of an eligible disaster event.

All concrete works treatments include the following work operations:

* establishment and disestablishment of all plant, labour and materials;
* provision for traffic control;
* provision for access to the work site or area; and
* cleaning site and disposing of any waste or removed material in accordance with applicable Victorian Government legislation or local government by-laws.

## ST21 – Reconstruct reinforced concrete

Table : ST21 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Unformed road
* Formed road
* Gravel road
* Sealed pavements
* Drainage structures
* Footpaths
 |
| **Unit of measure** | m3 |
| **Description** | Scope includes:* demolish and remove existing concrete;
* prepare base, form and position reinforcing (if required);
* supply, pour concrete, cure (where required) and finish surface; and
* backfill adjoining surface (where required).
 |
| **Exclusions** | Revegetation and turfing, removal or realignment of utilities. |
| **Emergency Works** | YesLimitations:* Drainage Structures: Must be associated with ST22, ST23 or ST24 Emergency Works
* Footpaths: Repair or replacement of concrete footpath, <3m per damage location
* Sealed pavements: Repair or replacement of kerb & channel, <3m per damage location
 |
| **Reconstruction Works** | YesLimitations:* Nil
 |

# Drainage structures

Damage to drainage structures including scouring, undermining, debris impact, separation of units, silting or total loss can occur during large or intense rainfall events.

Where replacement of a drainage structure is required, replacement of concrete pipe or RCBC should be to the same size or arrangement as per pre-disaster. Where replacement to pre-disaster size and arrangement is not possible due to current requirements of cover, or not economical (due to obsolete sizes or combination of pipes) a concrete pipe or RCBC arrangement with a cross-sectional area equivalent to the pre-disaster arrangement should be nominated.

All drainage structure treatments include the following work operations:

* establishment and disestablishment of all plant, labour and materials;
* provision for traffic control;
* provision for access to the work site or area;
* removing and reinstating roadside furniture (e.g. guide posts, signs etc.) as required; and
* cleaning site and disposing of any waste or removed material in accordance with applicable Victorian Government legislation or local government by-laws.

## ST22 – Repair drainage structure – excavate, repair and reinstate

Table : ST22 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Unformed road
* Formed road
* Gravel road
* Sealed pavements
* Drainage structures
 |
| **Unit of measure** | m |
| **Description** | Where separation of culvert cells has occurred, but no damage to the pipes eventuated, ST22 should be nominated.Scope includes:* excavate, repair and reinstate drainage structure;
* backfill with suitable material; and
* reinstatement of pavement.
 |
| **Exclusions** | Purchase of new culvert components, if required use ST23 or ST24Pavement seal and rock protection works, if required, to be completed under relevant Standard Treatment item. |
| **Emergency Works** | YesLimitations:* Nil
 |
| **Reconstruction Works** | YesLimitations* Nil
 |

## ST23 – Replace RCBC

Table : ST23 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Unformed road
* Formed road
* Gravel road
* Sealed pavements
* Drainage structures
 |
| **Unit of measure** | m |
| **Description** | Scope includes:* excavate and dispose of existing RCBC culvert and end structures;
* prepare base, supply and install RCBC culvert;
* construct RCBC end structures; and
* backfill with suitable material.
 |
| **Exclusions** | Pavement works and rock protection works. |
| **Emergency Works** | YesLimitations:* For culverts (single or grouped) with cross sectional area <0.27m2
 |
| **Reconstruction Works** | YesLimitations:* Nil
 |

## ST24 – Replace concrete pipe

Table : ST24 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Unformed road
* Formed road
* Gravel road
* Sealed pavements
* Drainage structures
 |
| **Unit of measure** | m |
| **Description** | Scope includes:* excavate and dispose of existing pipe culvert and end structures;
* prepare base, supply and install pipe culvert;
* construct pipe culvert end structures; and
* backfill with suitable material.
 |
| **Exclusions** | Pavement works and rock protection works. |
| **Emergency Works** | YesLimitations:* For culverts (single or grouped) with cross sectional area <0.27m2
 |
| **Reconstruction Works** | YesLimitations:* Nil
 |

# Other

## OT1 – ‘Other’ – including structures, retaining items and removal of debris from essential public infrastructure

Table : OT1 details

|  |  |
| --- | --- |
| **Applicable asset types** | All Essential Public Assets* Transport infrastructure
* Public infrastructure
 |
| **Unit of measure** | lump sum |
| **Description** | Where a treatment does not fit within one of the standard treatments listed above this treatment can be adopted. It is expected that this will include many works undertaken by Catchment Management Authorities (CMAs) as well as complex geotechnical works, bridge repairs, and works of a unique nature. It is important when estimating these works the scope of works is well established and documented. |
| **Exclusions** | To be confirmed. |
| **Emergency Works** | YesLimitations:* Written confirmation must be gained from the Assessing Authority prior to undertaking activity with intent to claim as Emergency Works
 |
| **Reconstruction Works** | YesLimitations:* Written confirmation must be gained from the Assessing Authority prior to undertaking activity with intent to claim as Reconstruction Works
 |

# Emergency Works – Specific

## ST25 – Clear disaster related silt & debris (Public Infrastructure)

Table : ST25 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Eligible Public Infrastructure (e.g. schools, hospitals)
 |
| **Unit of measure** | Per EPA |
| **Description** | Scope includes:* Removal of silt and other disaster related debris from guttering, drains and other stormwater infrastructure impacting on eligible Public Infrastructure.
* loading and removal from site; and
* any associated tipping and disposal fees.
 |
| **Exclusions** | Any works covered by insurance |
| **Emergency Works** | YesLimitations:* Nil
 |
| **Reconstruction Works** | No |

##

## ST26 – Clearing and removal of disaster related fallen or damaged trees & vegetation

Table : ST26 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Unformed road
* Formed road
* Gravel road
* Sealed pavements
* Drainage structures
* Footpaths
 |
| **Unit of measure** | Per EPA |
| **Description** | Scope includes:* Clearing and removal of disaster related fallen or damaged trees & vegetation shown to be impacting the function of an Essential Public Asset
* Onsite treatment of disaster related debris, such as mulching, shearing and grinding.
* Removal of material from site and transport to a remote stockpile or treatment site
 |
| **Exclusions** | * Clearing and removal of disaster related fallen or damaged trees & vegetation, within or near the road reserve not considered to be impacting the function of an Essential Public Asset. Refer to [Figure 1: Eligible tree clearance within the road envelope in Victorian DRFA Guideline 1 Claims and Eligibility for essential public assets](https://www.emv.vic.gov.au/drfa/guideline-1).
* Any processing costs where carried out remote of impacted asset. If required use ST27.
 |
| **Emergency Works** | YesLimitations:* Nil
 |
| **Reconstruction Works** | No |

## ST27 – Processing of stockpiled disaster related fallen or damaged trees, vegetation & green waste

Table : ST27 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Unformed road
* Formed road
* Gravel road
* Sealed pavements
* Drainage structures
* Footpaths
 |
| **Unit of measure** | N/A  |
| **Description** | Scope includes:* Establishment, Operation and Decommissioning of temporary stockpiling and processing sites (confirm full extent of eligible activities with Assessing Authority prior to undertaking).
* Processing and disposal of disaster related at existing sites (e.g. Landfill).
 |
| **Exclusions** | Nil |
| **Emergency Works** | YesLimitations:* Nil
 |
| **Reconstruction Works** | YesLimitations:* Where scale and duration of temporary processing sites is such that it is considered appropriate to complete at Asset Reconstruction Works. Confirmation of applicability to be sought from Assessing Authority.
 |

## ST28 – Inspection costs associated with identifying Emergency Works

Table : ST28 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Unformed road
* Formed road
* Gravel road
* Sealed pavements
* Drainage structures
* Footpaths
 |
| **Unit of measure** | Per EPA |
| **Description** | Scope includes:* Extraordinary costs incurred from the inspection of Essential Public Assets to identify and detail Emergency Works to be undertaken
* Costs incurred only eligible where eligible Emergency Works identified and undertaken
 |
| **Exclusions** | * Inspections costs where no damage or impact to EPA identified.
* Investigative techniques (such as destructive testing of a road, falling weight, deflectometer, pavement roughness testing or road laser survey) used to prove the existence of damage or the cause of damage to an asset
 |
| **Emergency Works** | YesLimitations:* Nil
 |
| **Reconstruction Works** | No |

## ST29 – Traffic management including temporary lights, closures, fencing and signs

Table : ST29 details

|  |  |
| --- | --- |
| **Applicable asset types** | * Unformed road
* Formed road
* Gravel road
* Sealed pavements
* Drainage structures
* Footpaths
 |
| **Unit of measure** | Per EPA |
| **Description** | Scope includes:* Hire, installation and maintenance of temporary traffic management devises required as a direct result of an eligible disaster and associated eligible impacts or damage to an Essential Public Asset.
 |
| **Exclusions** | * Capital purchase of traffic management devices unless with the prior approval of the Assessing Authority.
 |
| **Emergency Works** | YesLimitations:* Nil
 |
| **Reconstruction Works** | NoNote: Included in relevant Standard Treatment for Reconstruction Works.  |

# Document information

For the list of documentation related to cost estimation, refer to Appendix A: Cost estimation standard forms and templates.

## Document details

|  |  |
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| **Criteria** | **Details** |
| TRIM ID: |  |
| Document title: | GL-2 Victorian Guideline 2 Appendix B Standard Treatments |
| Document owner: | Emergency Management Group, Department of Justice and Community Safety |



## Version control

|  |  |  |  |
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| **Version** | **Date** | **Description** | **Author** |
| V1.0 | 12 10 18 | Issued for IDC review |  |
| V2.0 | 24 10 18 | Issued for IDC approval |  |
| V2.1 | 30 10 18 | Working document |  |
| V2.2 | 31.10.19 | Update Administering Authority |  |
| V2.3 | 26.11.19 | Update Other – to include removal of debris from essential public infrastructure |  |
| V2.4 | 31.08.2020 | Update Introduction, Purpose and Scope to include reference to standard treatments for emergency works not included in this Guideline 3 and/or the Cost Estimation Tool or V Form C-RWReview and update of all Reconstruction works standard treatments and inclusion of five emergency works standard treatmentsUpdates to Glossary for Essential public asset reconstruction works and Estimated reconstruction costs (Page 18)Inclusion of section on Standard Treatment Quick Reference Guide – Eligibility Matrix (Page 5) |  |

## Document approval

This document requires the following approval:

**Name**

**Title**

**Organisation**

## Reference material

|  |  |
| --- | --- |
| **Attached references** | **TRIM ID/Location** |

|  |  |  |
| --- | --- | --- |
| **Bibliography** | **Author** | **TRIM ID/Location** |
| Disaster Recovery FundingArrangements 2018 | The Australian Government |  |

## Acronyms

|  |  |
| --- | --- |
| **Acronyms** | **Description** |
| CMA | Catchment Management Authority |
| DRFA | Disaster Recovery Funding Arrangements |
| RCBC | Reinforced concrete box culvert |
| REPA | Reconstruction of essential public assets |

## Glossary of terms

|  |  |
| --- | --- |
| **Terms** | **Description** |
| Commonwealth | The Australian Government. |
| Cost estimation | The process of developing the estimated reconstruction cost for the reconstruction of essential public assets by building up the component elements including:* scoping and defining the works required for reconstruction of the essential public asset;
* applying relevant assumptions and exclusions; and
* using available historical data of actual costs (that is, benchmark pricing) and/or supplier quotes to estimate the cost of reconstruction works.
 |
| Eligible disaster | A natural disaster or terrorist act for which:* a coordinated multi-agency response was required; and
* state expenditure exceeds the small disaster criterion.
 |
| Eligible undertaking | A body that:* is one of the following:
	+ a department or other agency of a state government, or
	+ established by or under state legislation for public

purposes (for example, a local government); and* in the operation of the asset provides services free of charge or at a

rate that is 50 per cent or less of the cost to provide those services. |
| Emergency works | Urgent activities necessary following an eligible disaster to temporarily restore an essential public asset to enable it to operate/be operated at an acceptable level of efficiency to support the immediate recovery of a community, and take place:* prior to the state commencing essential public asset reconstruction works in accordance with these arrangements; or
* prior to or at the same time as immediate reconstruction works and where no essential public asset reconstruction works are required.
 |
| Essential public asset | An asset which must be a transport or public infrastructure asset of an eligible undertaking which, the state considers and the department agrees, is an integral part of a state’s infrastructure and normal functioning of a community. |
| Essential public asset reconstruction works | Reconstruction works on an essential public asset directly damaged by an eligible disaster for which an estimated reconstruction cost (known as a certified estimate works package once approved by the EM Group), has been developed. |
| Estimated reconstruction costs | The estimated cost of reconstruction of an essential public asset damaged by an eligible disaster and calculated in accordance with these arrangements (known as a certified estimate works package once approved by the EM Group). |



|  |  |
| --- | --- |
| **Terms** | **Description** |
| Immediate reconstruction works | Immediate activities carried out to reconstruct an essential public asset to its pre-disaster function within three (3) months following damage by an eligible disaster. |
| Natural disaster | According to the DRFA, a natural disaster is one, or a combination of the following rapid onset events: Bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike or tornado. |
| Pre-disaster condition | Condition of an eligible asset prior to the occurrence of the disaster event. |
| Project | For the purpose of defining a project, a project shall be considered one of the following:* a single essential public asset, or
* a group of related essential public assets which could be contracted jointly.
 |
| Public infrastructure | An asset that is an integral part of a state’s infrastructure and is associated with health, education, justice or welfare. |
| Reconstruction | The restoration or replacement of an essential public asset. |
| Small disaster criterion | For the purposes of these arrangements, the amount of $240,000 or anamount as published by the Australian Government. |
| Standard treatment(s) | Common or typical reconstruction or repair procedures undertaken in response to damage sustained from natural disasters. |
| Terrorist act | An action or a series of actions committed in Australia which the Australian Government Minister responsible for the DRFA (Minister) has determined is a terrorist act for the purposes of an eligible disaster under these arrangements.Without limiting the matters to which the Minister may have regard in determining whether the action or series of actions is a terrorist act, the Minister may have regard to:* the definition of a terrorist act under section 100.1 of the Criminal Code Act 1995, and if available, the advice of other Australian Government agencies. In the event of one or more acts, the Minister

may determine two or more related acts to be a single terrorist act. |

# Appendix A: Cost estimation standard forms and templates

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Form/Doc ID** |
| 1 | DRFA Victoria guideline 2 - Cost estimation for essential public assets | GL-3 |
| 2 | DRFA Victoria fact sheet 2 – Cost estimation for essential public assets | FS-3 |
| 3 | Standard treatment guidelines for cost estimation | GL-3 App B |
| 4 | DRFA Victoria cost estimation tool | VT-CE |



