

Natural disaster and locust finance

In natural disasters and management of locusts, approved expenses will be reimbursed by NSW Department of Primary Industries (DPI), known as Department of Regional NSW Primary Industries (DRNSW PI). These expenses may be claimed by DPI if eligible under the [NSW Disaster Assistance Guidelines](#) for natural disasters. Locust management expenses in emergency responses are recovered from the NSW Pest Management Fund (PMF), administered by DPI. Non-approved expenses are the responsibility of the agency/organisation incurring the costs.

Any agency or business unit within Department of Regional NSW (DRNSW) with a different ABN to DRNSW PI, such as Local Land Services (LLS), is required to generate their own WBS to expend funds, and invoice DRNSW PI to be reimbursed.

Expenditure of funds

Department of Regional NSW including LLS

1. The preferred method of expenditure is government purchase cards (P-cards).
2. Use WebEOC Task Requests (TR) to request, track and approve tasks and costs in emergency operations
 - Refer to the [User guide - Task resource request](#) for business rules
 - All expenditure is approved by task request by emergency response officers with appropriate emergency financial delegation
3. Reconciling Purchases on P-cards
 - Individuals incurring expenses are responsible for reconciling expenditure in Expense8 (P-cards) within 30 days of incurring the cost
 - Assign the appropriate emergency response WBS and the GL code
 - Enter TR, reimbursement category and description of expenditure in relevant purpose/description fields e.g. TR12345 - Disposal of carcasses - tip fees
 - Individuals must provide a copy of all invoices (including for purchases under \$30) related to approved expenditure to the Logistics function at their rostered control centre for upload to WebEOC and to their own organisation (to substantiate reimbursement claims)
4. Account payable uploads and vouchers
 - Created by State/Local Logistics or State/Local Finance to pay invoices. Refer to [Logistics and finance emergency response guide](#).

Participating and Supporting Organisations (excluding LLS)

1. Approval for expenditure must be obtained from the Incident Controller, or the State Agriculture and Animal Services Functional Area Coordinator for natural disasters, Locust Commissioner for locust activities, or delegate with emergency financial delegation prior to purchase.
2. Record sufficient details for each expense to enable reimbursement including:
 - copies of receipts/time sheets
 - how overtime or other reimbursements (e.g. vehicle, meals etc) are calculated
 - request/authorisation to conduct activity
 - any other relevant documents

Invoicing DPI for reimbursement

1. All claims for reimbursement of approved expenditure should be lodged with the DRNSW PI by the agency/organisation incurring the costs within 90 days from the end of the response or as otherwise agreed.
 - Business units internal to DRNSW PI (with the same company code) must use the DPI response WBS code.

2. External agencies/organisations to DRNSW PI (with a different company code) are reimbursed on receipt of an invoice and supporting evidence.
3. LLS to supply all supporting evidence and details of their intended claim to emergency.finance@dpi.nsw.gov.au and have the claim approved before creating the invoice.
4. Submit invoices with evidence of approved expenditure:
 - List line items on the invoice in reimbursement categories (See Table 1) e.g. Invoice line item 1: Meals and Accommodation \$22,000; Invoice line item 2: Overtime \$55,000
 - Provide an itemised summary of expenditure including pre-GST, GST and total of receipt amounts
 - Label the line items in the excel sheet and reference to match the supporting evidence
 - Do not charge GST for overtime
5. Invoices are paid only when sufficient supporting documentation is provided. Evidence required to claim reimbursement:
 - Overtime, on-costs (payroll tax, workers compensation) – signed and approved Emergency Management Worksheets, overtime report
 - Additional hours, on-costs (payroll tax, workers compensation, superannuation) – signed and approved Emergency Management Worksheets, additional hours/payroll reports
 - Motor vehicle usage – motor vehicle running sheets or telematics log, usage summary and fleet rate per kilometre (using DRNSW fleet rate for vehicle type)
 - Salaries and on-costs for staff employed to backfill staff – payroll reports, evidence the person is deployed, number of days deployed, and invoice submitted.
 - Meals actuals or sustenance allowance – evidence the person is deployed, number of days deployed, daily rate paid, payment approval and payment
 - All other eligible expenditure – receipts/invoices labelled with relevant TR number
6. Address invoices to 'Department of Regional NSW Primary Industries' for payment and email to emergency.finance@dpi.nsw.gov.au.

General Suppliers

1. Submit invoices to DRNSW PI within 30 days of providing goods/services
 - Invoices must be made out to "Department of Regional NSW Primary Industries", Locked Bag 21, Orange NSW 2800" (no abbreviations) and be marked "Attention Emergency Operations Unit"
 - Emailed to emergency.finance@dpi.nsw.gov.au.
2. Invoices must meet ATO invoicing standards and provide:
 - Supplier ABN, legal trading name, address, email and contact number
 - Supplier bank account details including account name, account number and BSB
 - TR number
 - Detailed description of service/product supplied including delivery date, address and recipient
 - Name of person who requested the service/product

Claiming by DPI for natural disasters

1. DPI Director of Emergency Operations, certifies compliance with [Disaster Recovery Funding Arrangements](#) and [NSW Disaster Assistance Guidelines](#) eligibility criteria for each report and reimbursement claim
2. Certified claims for reimbursement are to be lodged with Resilience NSW on a quarterly basis (minimum) and are GST exclusive
 - If reimbursements are approved, Resilience NSW will pay DPI.
 - If an expenditure claim is deemed ineligible and DPI disagrees with the assessment, DPI will act reasonably and in good faith to resolve the dispute.

3. If the compliance function or the annual external audit undertaken by the Audit Office of NSW identifies incorrect reimbursement, DPI is obliged to repay the amount. The amount to be recovered will be subject to negotiation.

Definitions and details

ABN: Australian Business Number

Additional hours: cost of extra days worked by part-time employees due to the emergency.

Approved expenditure: cost incurred as a result of an emergency response activity that has been approved by a person with appropriate emergency financial delegation and recorded in a task request (in WebEOC).

ATO: Australian Taxation Office

Eligible expenditure (natural disasters): 'approved expenditure' and other costs such as overtime that can be claimed by DPI from Resilience NSW under the NSW Disaster Assistance Guidelines.

Eligible expenditure (locusts): all 'approved expenditure' is eligible.

GL: General Ledger

Overtime report: For DRNSW agencies/business units, request the report through CS Connect by providing a list of employee names, their employee ID numbers and the start and finish date of the response.

Purchase card limits for DRNSW personnel: To increase P-card transaction and or monthly limit 'Request a change to a purchase card' in CS Connect and include 'For emergency management' in the comments field. Substantive supervisors must approve the request. Log a call with CS Connect to change the priority to 'high' to expedite the increase if required.

WBS: Work Breakdown Structure

Further Information

- [NSW Department of Primary Industries - Emergency Management - Logistics and Finance](#)
- Emergency Financial Delegations are available from the Department of Industry intranet
- NSW DPIE - [General purchase agreement](#)

Table 1: Eligible reimbursement categories for natural disasters

Reimbursement category	Reimbursable costs	Evidence of expenditure
A3. Temporary accommodation of companion animals	Cages, costs at vet surgeries etc, temporary fencing for non-production animals (eg horses) Emergency vet treatment Staff costs - #1, 2, 3 (see below)	Task request # & invoices
A3. Emergency food for companion animals	Feed, bowls, kitty litter etc for companion animals Feed for non-production animals (eg horses)	Task request # & invoices
D1. Livestock fodder relief	Emergency fodder & feed for primary producer animals	Task request # & invoices
D2. Aerial support	Aviation tasks: Transport (for delivery of fodder/equipment & lifting & transport of animals) Mustering Surveillance – animal welfare assessments Aerial shooting – destruction of stock Staff costs - #1, 2, 3 (see below)	Task request # & invoices
D5. Humane care of animals	Assessment, treatment, rehabilitation & destruction resources (consumables, equipment, contractors) Staff costs - #1, 2, 3 (see below)	Task request # & invoices
D6. Disposal of carcasses	Removal & disposal of carcasses Staff costs - #1, 2, 3 (see below)	Task request # & invoices
D7. Replacement of water	Procurement & transportation costs of replacing water & infrastructure	Task request # & invoices
#1. Overtime/temporary staff	Overtime or temporary staff - when staff covering multiple tasks above	EM Worksheets & Spinifex Report
#2. Travel (of staff)	Travel - when staff covering multiple tasks above	Flight itinerary; vehicle logs Invoice for hire cars, FCM invoices
#3. Meals & accommodation (of staff)	Meals & accommodation – when staff covering multiple tasks above	Task request # & invoices
#4. Ineligible expenditure	Costs ineligible to be reimbursed under DRFA/DAGs	Task request # & invoices

Key: A3, D1, D2, D5, D6 and D7 – [NSW Disaster Assistance Guidelines](#) assistance measures.