

Natural disaster finance

In natural disasters eligible expenses may be reimbursed under the [NSW Disaster Assistance Guidelines](#). All other expenses are the responsibility of the agency/organisation incurring the costs.

- Use the appropriate Project Task and GL Code shown in Table 1 to process payments in SAP ByDesign/Expense8 and record payment details in WebEOC to enable accurate reporting and claiming.
- The preferred method of expenditure is government purchase cards (Pcards).
- All expenditure must be approved by emergency response officers with appropriate emergency financial delegation.
- All claims for reimbursement of eligible expenditure must be lodged with the NSW Department of Primary Industries (DPI) by the agency/organisation incurring the costs within 60 days of incurring the expense.
- Evidence of **authorised** expenditure must be provided with all claims for reimbursement including WebEOC Task Request (TR) numbers, invoices, receipts, EM worksheets, spinifex overtime reports, motor vehicle running sheets.

Expenditure of funds

Department of Industry and Local Land Services (LLS)

1. Individuals 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
2. Individuals use Emergency Management (EM) Worksheets to record overtime
 - Refer to the [Emergency Management Worksheet Guide](#) for further information
 - Overtime payments to Department of Industry staff are manually journaled to the DPI emergency response project task code by the State Logistics Officer
 - LLS regions are reimbursed for overtime payments to LLS staff by the State Logistics Officer on receipt of a tax invoice, spinifex overtime report and EM worksheets (submitted as a batch)
 - To obtain a Spinifex Overtime Report the Senior Business and Finance Manager or equivalent for the LLS region must send an email request to payroll.support@industry.nsw.gov.au – attention Payroll Coordination. The email must provide a list of employee names, their employee ID numbers and the start and finish date of the response
3. Reconciling Purchases (PCards and Purchase Orders)
 - Individuals incurring expenses are responsible for reconciling expenditure in Expense8 (PCards) and SAP ByDesign (Purchase Orders) within 30 days of incurring the cost
 - Use emergency response project task code and the GL code from Table 1
 - Enter TR, reimbursement category and description of expenditure in relevant purpose/description fields eg TR12345 - Disposal of carcasses - tip fees
 - Individuals must provide a copy of all invoices related to eligible expenditure to the Local Logistics function for upload to WebEOC and filing by LLS region

Participating and Supporting Organisations (excluding LLS)

1. Approval for expenditure must be obtained from the Incident Controller, the Department of Industry Regional Director or the State Agriculture and Animal Services Functional Area Coordinator (AASFAC) or delegate prior to purchase

2. Record sufficient details for each expense to enable reimbursement including:
 - copies of receipts/time sheets
 - how overtime or other reimbursements (eg vehicle, meals etc) are calculated
 - request/authorisation to conduct activity
 - any other relevant documents

Invoicing DPI

1. All invoices addressed to NSW Department of Primary Industries for payment must be emailed direct to logistics.officer.scc1e1@dpi.nsw.gov.au.

Local Land Services

1. Submit invoices and evidence of eligible expenditure (Table 1) to DPI within 60 days of incurring the expense
 - Complete 'Customer Invoice Request' on CSP Portal to raise an invoice to Customer Account 10052256 (Department of Industry)
 - List line items on the invoice in reimbursement categories (Table 1) eg. Invoice line item 1: Meals and Accommodation \$22,000; Invoice line item 2: Overtime \$55,000
 - Provide an itemised summary of expenditure included in each line item in a separate spreadsheet
 - Do not charge GST for overtime
2. Invoices are paid only when sufficient supporting documentation is provided and submitted within agreed timeframes. Evidence required to claim reimbursement:
 - Overtime – Signed Emergency Management Worksheets, Spinifex Overtime Report
 - Motor Vehicle Usage – Motor Vehicle Running Sheets, usage summary and rate per kilometre
 - All other eligible expenditure – Receipts/invoices labelled with relevant TR number

General Suppliers

1. Submit invoices to DPI within 30 days of providing goods/services
 - Invoices must be made out to "NSW Department of Primary Industries, Locked Bag 21, Orange NSW 2800" (no abbreviations) and be marked "attention Emergency Management Unit"
 - Invoices must provide:
 - Supplier ABN, legal trading name, address and contact number
 - Supplier bank account details including, account name, account number and BSB
 - Relevant TR number
 - Detailed description of service/product supplied including delivery date, address & recipient
 - Name of person who requested the service/product

Claiming by DPI

1. NSW Department of Industry, Director of Finance (or delegate), certifies compliance with [Natural Disaster Relief and Recovery Arrangements](#) (NDRRA) and NSW Disaster Assistance Guidelines eligibility criteria for each report and reimbursement claim
2. Certified claims for reimbursement are to be lodged with the Department of Justice on a quarterly basis (minimum) and are GST exclusive
 - If reimbursements are approved, DPI invoices Department of Justice detailing the project task code and [AGRN code](#).
 - 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.

Further Information

- [NSW Department of Primary Industries - Emergency Management - Logistics and Finance](#)
- Emergency Financial Delegations are available from the Department of Industry intranet
- To increase PCard transaction and or monthly limit complete “Purchase Card Limit Increase” form on the CSP Portal with “for emergency management” in the comments field and forward the CSP reference number to logistics.officer.scc1e1@dpi.nsw.gov.au to expedite the process with Senior Manager Payables and Expense Management.

Table 1: Eligible reimbursement categories

Reimbursement category	Reimbursable costs	GL Code	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)	635011	Task request # & invoices
A3. Emergency food for companion animals	Feed, bowls, kitty litter etc for companion animals Feed for non-production animals (eg horses)	635011	Task request # & invoices
D1. Livestock fodder relief	Emergency fodder & feed for primary producer animals	625121	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)	645245	Task request # & invoices
D5. Humane care of animals	Assessment, treatment, rehabilitation & destruction resources (consumables, equipment, contractors) Staff costs - #1, 2, 3 (see below)	635011	Task request # & invoices
D6. Disposal of carcasses	Removal & disposal of carcasses Staff costs - #1, 2, 3 (see below)	635005	Task request # & invoices
D7. Replacement of water	Procurement & transportation costs of replacing water	655015	Task request # & invoices
#1. Overtime/temporary staff	Overtime or temporary staff - when staff covering multiple tasks above	Automatically coded	EM Worksheets & Spinifex Report
#2. Travel (of staff)	Travel - when staff covering multiple tasks above	610130	Flight itinerary; vehicle logs Invoice for hire cars
#3. Meals & accommodation (of staff)	Meals & accommodation – when staff covering multiple tasks above	610040	Task request # & invoices
Ineligible expenditure	Costs ineligible to be reimbursed under NDRRA/DAGs All costs in this category require approval from the DPI State Coordination Centre.	NA	Task request # & invoices

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