

## DRFAWA FACT SHEET

# ELIGIBILITY OF SALARIES, WAGES AND ASSOCIATED ON-COSTS

## INFORMATION FOR LOCAL GOVERNMENTS AND STATE GOVERNMENT AGENCIES

This fact sheet provides guidance on the practical application of the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) and outlines certain components of expenditure related to salaries, wages and associated on-costs that may be eligible for reimbursement under Category A and B assistance measures.

### Eligible expenditure

**Category A - Provision of emergency assistance for communities, individuals and families**

**Category B - Counter Disaster Operations**

The following components of salaries, wages and associated on-costs may be eligible for reimbursement when incurred as a direct result of delivering eligible Category A and Category B assistance measures:

- Overtime for local government and State Government Agency (LG/SGA) employees outside of normal working hours, both immediately prior to and after the eligible disaster.
- Employment costs for temporary (fixed term) employees or contractors engaged specifically to deliver assistance measures directly related to the eligible disaster, including associated costs such as travel allowances, travel expenses, and accommodation.
- Certain costs of backfilling LG/SGA employees who have been seconded specifically to deliver assistance measures directly related to the eligible disaster.

Expenditure not covered in relation to salaries and wages includes:

- Ordinary time salary, wages and associated on-costs,
- Normal administrative and operational expenditure of the LG/SGA that would have been incurred irrespective of the eligible disaster occurring.

**Category B - Essential Public Asset Reconstruction works, Emergency and Immediate Reconstruction Works including the removal of debris from eligible roads, associated road corridors and other eligible essential public assets.**

The following components of salaries, wages and their associated on-costs may be eligible for reimbursement when incurred to directly assist with the eligible Category B activities. These may include:

- Ordinary time salaries, wages, associated on-costs (i.e. superannuation and workers compensation insurance) and overtime for LG/SGA employees who are directly involved in the on-ground delivery of repair or reconstruction works, such as the Works Depot crews or equivalent when clearing or reinstating roads.
- Employment costs for temporary (fixed term) employees or contractors, including associated costs such as travel allowances, travel expenses, and accommodation.

Expenditure that is ineligible in relation to salaries, wages and associated on-costs includes:

- Salary and wages of LG/SGA employees undertaking safety and damage inspections of essential public assets directly following an eligible disaster (i.e., flood damage following a rain event).
- Other on-costs for ordinary time payroll, including bonuses and/or allowances (superannuation and workers compensation insurance are eligible, as noted above).
- Normal administrative and operational expenditure of the LG/SGA that would have been incurred irrespective of the eligible disaster occurring.

## **Evidence required to make a claim**

Claims must be able to clearly demonstrate the assistance measure was required as a direct result of the eligible disaster and should include:




- Details of works completed.
- Evidence demonstrating the expenditure for salaries, wages and associated on-costs is directly related to the eligible disaster and assistance measures.
- Evidence demonstrating temporary (fixed term) employees and/or contractors have been engaged to directly deliver eligible assistance in accordance with the LG/SGA's financial, human resource and procurement policies. This may include documents relating to the recruitment and/or procurement processes followed, letters/contracts of engagement, job description forms, higher duties allowance records.
- Evidence that demonstrates any temporary (fixed term) employees and/or contractors have only been involved to directly deliver eligible assistance for the eligible disaster.
- Financial evidence requirements:
  - Timesheets relating to each resource being claimed.
  - General ledger, payroll and/or transaction level reports detailing all expenditure being claimed for LG/SGA employees.
  - Compliant tax invoices clearly detailing the services provided, dates of supply and all other associated supporting evidence.
  - Remittance advice and/or general ledger report to confirm payment of invoices.

Please also refer to the *Evidence Requirements for Works on Essential Public Assets* factsheet.

## Further information and contacts

The full suite of DRFAWA fact sheets and other related documents are available on the DFES website in the Recovery Funding section, including a DRFAWA Key Terms fact sheet that includes definitions.

### Contacts:

-  Phone: 1800 920 659
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