

# FACT SHEET

## Engagement of temporary (fixed-term) employees and contractors

The DRFAWA provides for the reimbursement of a range of extraordinary costs incurred by local government and state government agencies (LG/SGA) when undertaking eligible disaster activities as a direct result of an eligible disaster event.

This may include expenditure relating to the engagement of temporary (fixed term) employees or contractors to undertake eligible disaster activities as a direct result of an eligible disaster.

An eligible disaster activity is a relief and recovery assistance measure identified in the DRFAWA as:

- Category A - Emergency assistance for individuals,
- Category B - Essential public asset reconstruction works, counter disaster operations, assistance for small business and primary producers,
- Category C - Community recovery packages, and
- Category D - Exceptional circumstances measures

Category C and D assistance measures may be activated when specific criteria have been met and agreement has been reached between the State and Commonwealth.

### Principles for the engagement of temporary employees (fixed term) and contractors

- The additional resources are only required when the LG/SGA has reasonably exhausted their available resources
- LG/SGA does not have the capacity/capability to undertake the work using its own staff, internal plant or equipment.

### Expenditure eligibility

**Category A - Provision of emergency assistance for individuals and**

**Category B - Counter Disaster Operations for the protection of the general public**

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

LG/SGA may engage temporary (fixed-term) employees and/or contractors to support some Category A and some Category B disaster activities.

Expenditure may be eligible for reimbursement when incurred to directly assist with the eligible disaster activities, this may include;

- Employment costs for temporary (fixed term) employees including some associated on-costs (superannuation and workers compensation insurance)

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and other associated costs such as such as travel allowances, travel expenses, and accommodation,

- Employment costs for contractors including associated costs such as travel allowances, travel expenses and accommodation.

Expenditure that is **not eligible** in relation to temporary (fixed-term) employees and contractors includes:

- Normal administrative and operational expenditure of the LG/SGA that would have been incurred irrespective of the eligible disaster event occurring.

## Category B - Essential Public Asset Reconstruction works

LG/SGA may engage temporary (fixed-term) employees and/or contractors to undertake essential public asset reconstruction works.

Expenditure may be eligible for reimbursement when incurred to directly assist with the eligible disaster activities, such as;

- Employment costs for temporary (fixed term) employees, including associated costs such as travel allowances, travel expenses and accommodation.
- Employment costs for contractors including associated costs such as travel allowances, travel expenses and accommodation.

## Evidence required to make a claim

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

- Completed 'Claim Template'.
- Evidence that demonstrates that the engagement of temporary (fixed term) employees or contractors complies with the LG/agency'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, HDA forms.
- Evidence needs to clearly identify through all documentation (advertising, JDF's, letters of engagement, HDA forms) procurement (quote/tender documents, advertising, letters of award, contracts) that the engagement of temporary employees or contractors was specifically for the eligible disaster event and the eligible assistance measures performed.
- Evidence that demonstrates that the temporary employees or contractors have only undertaken eligible disaster activities directly related to the eligible disaster event.
- Financial evidence requirements include:
  - Timesheets related to each resource being claimed.
  - General ledger, payroll and/or transaction level reports detailing all expenditure being claimed for temporary LG/SGA employees.
  - Remittance advices related to the expenditure or general ledger or transaction reports showing all expenditure being claimed for contractors.

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- Compliant tax invoices, clearly detailing the goods/services provided and date of supply and all associated supporting evidence.

## More information and advice

This fact sheet should also be read in conjunction with “Eligibility of salaries, wages and associated on-costs” and “Backfilling employees” that are available on the DFES Recovery website (<https://www.dfes.wa.gov.au/recovery/Pages.aspx>).

The full suite of DRFAWA fact sheets including those relating to 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 are available on the DFES Recovery website.

Category A eligible disaster activities are detailed in the Commonwealth’s [Schedule A - Category A measures](#).

Further information and requirements that apply to claiming Counter Disaster Operations costs are contained in the Commonwealth’s [Guideline 2 - Counter Disaster Operations](#).

If you have any questions or need additional support, contact the Disaster Recovery Funding team at [drfawa@dfes.wa.gov.au](mailto:drfawa@dfes.wa.gov.au).