

Eligibility of council labour costs and/or Professional Services Contractor for Project Management of EPAR works

This document answers frequently asked questions about council labour costs for Project Management of EPAR Works

*Please note, the eligibility advice relating to these costs is applicable to Category B direct project management costs for the reconstruction of essential public assets works only and not to other disaster recovery measures undertaken by local councils.

Q/ Are council support staff working directly on a Natural Disaster event, either full or part time, and performing an administration function e.g. finance, accounts payable, corporate communications, environment & WH&S, eligible for funding under DRFA?

*The DRFA allows for project management costs to be included in an EPAR estimate. Labour costs associated with EPAR project management **are eligible for non-budgeted staff**, ie. temporary, contractors, or back-filling roles for seconded permanent staff, engaged specifically to support the delivery of EPAR works resulting from a declared disaster event. These costs must be substantiated between the role and the disaster activity i.e., job description and timesheets.*

Administrative day labour costs for Council's ongoing/budgeted support staff are not eligible for reimbursement, even when these council staff members are performing administrative functions to support the delivery of EPAR works.

Q/ Are on-going council staff labour costs eligible if seconded into a role directly engaged in EPAR works resulting from an eligible natural disaster?

Staff costs are eligible, providing there is evidence that the substantive position is backfilled (i.e. Council's budget would be increased to cover the secondment). The Council costs for the secondee are eligible for the period the substantive position is backfilled.

Q/ Council engages a Professional Services Contractor (PSC) to provide a range of services and support their natural disaster delivery team. The roles include an admin officer, a

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finance officer, and a WHS adviser. Is the expenditure on these roles under the PSC eligible for reimbursement.

These are considered extraordinary and specific expenses incurred for EPAR work and therefore eligible for reimbursement under the DRFA. Duties performed by contracted staff must be directly related to project management of the EPAR works and Councils would need to provide adequate supporting documents to demonstrate the connection between the expenses incurred and the EPAR works carried out.