



# Procedural guidance

**Title:** PROCESS FOR PAYMENTS OF REMAINING EX NATURE CONSERVATION TRUST (NCT) MANAGEMENT FUNDING CONTRACTS (MFC)

**Reference:** MF18/1015 (NCT Agreements)  
Share drive: OEH ROG Private Land Conservation\1. Admin\Finance\NCT Management contracts

**Audience:** BCT Regional Delivery staff

## Note on this guidance and source material

A range of existing guides, forms and corporate policies are available on this topic. This procedural guidance aims to help BCT staff navigate these existing materials and attempts to capture all of the most relevant information in one document. However, the source documents referred to within this guide are authoritative.

In creating this procedural guidance, it is acknowledged that existing procedures are continuously under review and subject to change. This procedural guidance will be updated periodically to incorporate new processes once they are finalised and also to correct inadvertent errors.

Hyperlinks to various documents are generally indicated by underlined text; and are generally embedded in the electronic version of the guide rather than being spelled out.

We welcome your assistance in making this guide as helpful as possible, and would be grateful if you could email any feedback, suggestions or corrections to the [BCT Mailbox](#).

Author	Version Number	Date released
Nigel Jones and Angela Goodfellow	1.0	4/2/19

## PURPOSE

To provide guidance to BCT regional staff in processing payment, inspection and reporting for remaining ex NCT Management Funding Contracts with landholders.

## BACKGROUND

At the transition of the NCT to the BCT there were several “live” Management Funding Contracts (MFC) in place that were handed over to the BCT to administer, including remaining funds payable at specific milestone dates. The specific MFCs made with each landholder set out the schedule of payments and the required actions for completion to allow for the payment to be made at each milestone.

MFCs are located on the ex NCT database CADIS and can also be found in CM9 saved per property in MF18/1015.

Landholders have been paid according to the schedule upon production of invoice to the BCT, with site inspection if required, however there are some landholders who have payments outstanding that require BCT regional staff to follow up and request invoice and arrange site inspection if required.

The spreadsheet located in CM9 and ROG PLC/1.Admin/Finance/NCT Management provides a summary of these payments to be made, listed per CA by region.

It is recommended that BCT staff unfamiliar with the landholders and the specifics of their Contracts discuss the details with ex NCT staff for the relevant regions (Georgia – NC and NI, Tiffany CW and SH, Nigel MR and SE). Nigel Jones also has a broad overview of the history of most of the Contracts and can help to answer any general queries.

## SOURCE DOCUMENTS

Summary of remaining payments for ex NCT MFCs	\\goulbfp01.dec.int\Group\OEH ROG Private Land Conservation\1.Admin\Finance\NCT Management contracts\Process and templates\Ongoing NCT MFAs 24Aug2017.xlsx
Management Funding Contracts (signed)	\\goulbfp01.dec.int\Group\OEH ROG Private Land Conservation\1.Admin\Finance\NCT Management contracts\Process and templates\Copies of MFCs Also stored in CM9: MF18/1015
Management Funding Contract landholder reporting templates	\\goulbfp01.dec.int\Group\OEH ROG Private Land Conservation\1.Admin\Finance\NCT Management contracts\Process and templates\Template - Landholder Report for MFC.docx
Assessment of Claim Template	\\goulbfp01.dec.int\Group\OEH ROG Private Land Conservation\1.Admin\Finance\NCT Management contracts\Process and templates\REVISED Template - Assessment of claim for NCT Mgt Funding Contract.docx

## PROCEDURE

Step	Action
1.	BCT Landholder Support Officers should be instructed to review the specific remaining payments for the relevant properties in their region, as highlighted in the attached spreadsheet.
2.	Review the specific Management Funding Contract for each property noting the actions required for the payment per milestone. In some cases, there may be more than one payment outstanding.
3.	Contact landholders to ensure they are aware of the outstanding funds and discuss progress/invoicing requirements and arrange a site inspection if required (to evidence completion of major works). Landholders can be guided through the requirements for completion of a progress report as per the template in the MFC. In some cases, it may be easier to allow for flexibility for landholders to report using their own format with photo evidence if relevant.
4.	Obtain the relevant invoice from the landholder (noting amounts in the Contract are EX GST). In some cases, the landholder may not be registered for GST so a <i>statement by supplier</i> form (ATO) will also need to be completed.
5.	Post BCT staff site inspection and completion of the landholder report, BCT staff will complete the <i>Assessment of Claim for NCT Management Funding Contract</i> form (attached) and forward this with the invoice provided for approval by the relevant BCT Regional Coordinator, cc Angela Goodfellow (who has been processing ex NCT claims).
6.	BCT Regional Coordinator will then process the invoice for payment and approval via BCT Finance.
7.	Notify landholder of expected timeframe for payment (if required).

### NOTE ON FINANCIAL DELEGATIONS

\*Regional Coordinator up to \$100,000. Director Regional Delivery to \$250,000

#Mgr Funds, Investment & Financing up to \$25,000. Director Programs to \$250,000