



2023/24

FINANCIAL

MANAGEMENT

SUB PLAN



Endorsement

This plan is recommended for distribution by the Townsville Local Disaster Management Group.



Wayne Preedy ESM
Local Disaster Coordinator
Townsville Local Disaster Management Group

Date: 11 / 07 / 2023



Cr Jenny Hill
Chair
Townsville Local Disaster Management Group

Date: 11 / 07 / 2023

Consultation

Organisation	Name of consulted	Date distributed	Comments received
TLDMG – LDC	Wayne Preedy	03 Apr 2023	15 May 23
	Matt Richardson	03 Apr 2023	15 May 23
	Mat Green	03 Apr 2023	
Townsville City Council	Zac Dawes	03 Apr 2023	03 Apr 23
	Nadine Turner	03 Apr 2023	15 May 23
	Phil Harris	03 Apr 2023	19 Jun 23
	Sarah Riley	03 Apr 2023	
	Reece Christensen	03 Apr 2023	
QFES-EM	Margaret Lessells	03 Apr 2023	26 Apr 23
QRA	Jade Christensen	03 Apr 2023	04 May 23
	Siobhan Hessing	03 Apr 2023	06 Apr 23

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Document Control

Amendment Control

The *Financial Management Sub Plan* is a controlled document. The controller of the document is the Townsville Local Disaster Coordinator (LDC). Any proposed amendments to this plan should be forwarded in writing to:

Local Disaster Coordinator
Townsville City Council
PO Box 1268
Townsville, QLD 4810

The LDC may approve inconsequential amendments to this document. The LDC will ensure that any changes to the content of the document will be submitted to the Townsville Local Disaster Management Group (TLDMG) for approval and be endorsed by the Townsville City Council.

Amendment Register

Amendment		Plan Updated		
Version No.	Issue Date	Inserted by	Action	Date
01 Initial Plan	September 2013	Allen Morris	Initial Plan	30 September 2013
02	October 2015	Gavin Hammond	Annual Review	22 October 2015
03	November 2016	Catherine Jordan	Annual Review	1 November 2016
04	January 2018	Wayne Preedy	Annual Review	5 January 2018
05	January 2019	Wayne Preedy	Annual Review	22 January 2019
06	March 2021	Wayne Preedy	Annual Review	11 March 2021
07	March 2022	Wayne Preedy	Annual Review	30 June 2022
08	March 2022	Wayne Preedy	Annual Review	30 June 2023

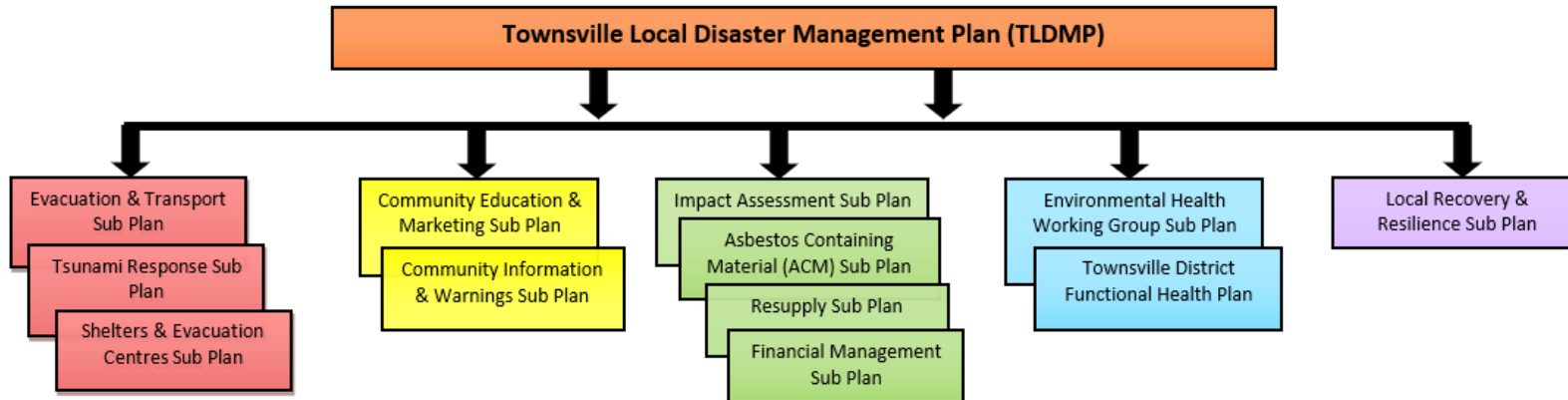
Abbreviations List

CDO	Counter Disaster Operations
DRFA	Disaster Recovery Funding Arrangements
LDC	Local Disaster Coordinator
QDRRG	Queensland Disaster Relief and Recovery Guidelines 2018
QDFG	Queensland Disaster Funding Guidelines 2021
QDFA	Queensland Disaster Funding Assistance
QRA	Queensland Reconstruction Authority
SDRA	State Disaster Relief Arrangements
TCC	Townsville City Council
TLDMG	Townsville Local Disaster Management Group
TLDMP	Townsville Local Disaster Management Plan

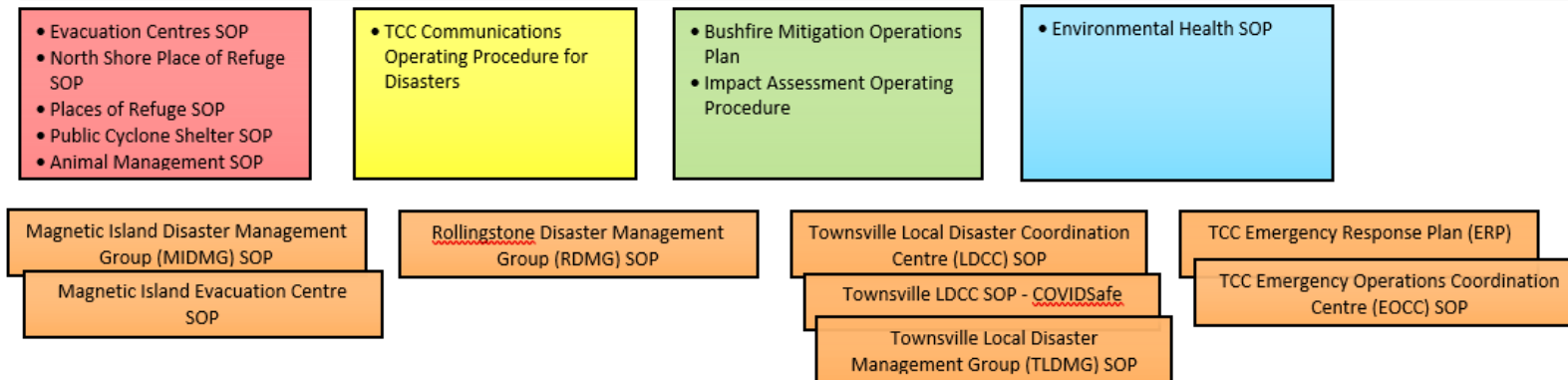
Plan Matrix

Townsville Local Disaster Management Plan Matrix

Please note: This matrix depicts plans and procedures, which have been grouped based on their relationship to one another rather than on hierarchy or trigger points for activation.



Operating Procedures (Internal Documents)



Part One – Overview

1.1 Purpose

The purpose of the *TLDMG Financial Management Sub Plan* is to manage the financial arrangements for a local event, in which the Townsville Local Disaster Management Group (TLDMG) and its plans and processes have been activated.

1.2 Objectives

The objectives of the *TLDMG Financial Management Sub Plan* are to:

- Detail the financial arrangements of the TLDMG in a disaster event;
- Outline the Queensland Disaster Funding Assistance arrangements; and,
- Prescribe arrangements for testing, evaluation, and maintenance of this subplan.

1.3 Scope

The *TLDMG Financial Management Sub Plan* applies to emergency/disaster events occurring within the Townsville City Council local government area, which are within the resources of the Local Government and Statutory Services to adequately deal with on an individual basis.

1.4 Authority

This plan forms a sub plan of the *Townsville Local Disaster Management Plan (TLDMP)* and is developed under the authority of the *Disaster Management Act 2003*. This sub plan will be managed in accordance with the administrative and governance processes outlined within the TLDMP including approval, document control, distribution and review and renew.

1.5 Plan Testing and Review

This sub plan will be reviewed annually by the Local Disaster Coordinator (LDC) of the TLDMG. Changes to the plan may be triggered by feedback received regarding changing to funding arrangements or financial processes. Assessment of the plan may be achieved through operational activation, feedback received or by the conduct of exercises. The LDC is to brief the TLDMG on the results of such reviews/exercises.

Part Two – Administration and Governance

2.1 Functional Responsibility

The LDC is to ensure all agencies and members of the TLDMG are aware of these financial arrangements.

2.2 Responsibilities of Individual Agencies and Organisations

Each support agency or organisation is responsible for:

- providing its own financial services and support to its response operations in the field;
- maintaining compliance with its own financial policies and procedures; and,
- ensuring accurate recordkeeping of expenditure for submission to relevant funding bodies post-event.

2.3 Organic disaster funding

Disaster related finances are not included in the budgetary processes of councils or other responding agencies. Disaster events may require the allocation of substantial funds as a consequence.

Due to the nature of many disaster situations, finance operations will often be carried out within compressed time frames and other pressures, possibly necessitating the use of non-routine procedures; this in no way lessens the requirement for sound financial management and accountability. Townsville City Council's financial management policy and procedures will govern all financial delegations and authorisations to expend funds, recording of expenditure, etc.

Part Three – Queensland Disaster Funding Assistance (QDFA)

3.1 Funding Programs / Schemes

Following severe disaster events, Local, State and Commonwealth Governments respond through the following coordinated range of disaster management arrangements to address both the physical and financial needs of affected communities:

- **Australian Government, Disaster Recovery Funding arrangements (DRFA)** – The DRFA is a joint funding initiative of the Australian and state governments to provide disaster relief and recovery payments and infrastructure restoration to help communities recover from the effects of natural disasters and terrorist acts. In Queensland, this program is managed on a whole-of-government basis by the Queensland Reconstruction Authority (QRA).
- **State Disaster Relief Arrangements (SDRA)** – The SDRA is an all hazards relief program that is 100% State funded and covers natural and non-natural disasters. The purpose of the SDRA is to address personal hardship and community needs for disaster events where the DRFA is unable to be activated.

Refer to [Annexure A](#) for a comparison of funding schemes and sources.

Funding Schemes	Activation
Disaster Recovery Funding Arrangements (DRFA)	<p>The Queensland Minister for Fire and Emergency Services is responsible for activating the DRFA. This activation relies on the damage, loss and personal hardship information provided by state and local governments.</p> <p>Activation of the DRFA allows for eligible expenditure to be reimbursed by QRA to activated state and local governments loans to be disbursed to eligible individuals, not-for-profit organisations, primary producers and small businesses, in compliance with the:</p> <ul style="list-style-type: none"> • Disaster Recovery Funding Arrangements (DRFA) 2018 and • Queensland Disaster Funding Guidelines 2021 (QDFG). <p>The DRFA can be activated when the event meets the definition of an eligible disaster: (As defined in section 4.2 of the QDFG, not all natural disasters are eligible).</p> <p><i>A natural disaster or terrorist act for which:</i></p> <ul style="list-style-type: none"> • a coordinated multi-agency response was required and • state expenditure exceeds (Commonwealth-set) small disaster criterion (\$240,000). <p>If an event does not meet these criteria, the SDRA may be activated. Eligible damage must exceed the Local Government Trigger Point in order to be able</p>

Funding Schemes	Activation
	<p>to seek reimbursement for Emergency Works, Immediate Reconstruction Works and REPA funding under DRFA. DRFA activation can be requested by any state or local government entity, applications are to be made through MARS (QRA portal) or by contacting your local QRA Regional Liaison Officer (RLO) detailing the disaster situation and requesting activation of this relief measure.</p> <p>Included in DRFA arrangements are Counter Disaster Operations (CDO), which are activities undertaken by Local and State Government agencies to provide direct assistance to and in the protection of individuals and the general public immediately before, during and immediately after <u>a disaster event</u>.</p> <p>DRFA allows for the reimbursement of extraordinary costs associated with eligible CDO activities to alleviate personal hardship and distress.</p> <p>Note: Local governments <u>do not</u> have a trigger point for CDO.</p>
<p>State Disaster Relief Arrangements (SDRA)</p>	<p>The SDRA is able to be activated when the Department of Communities, Housing and Digital Economy (DCHDE) identifies that local service providers have reached their capacity to provide a service to people identified as experiencing personal hardship as a direct result of a disaster event, or that there are no local service providers to assist in the event of a disaster.</p> <p>The Director-General of the Department of the Premier and Cabinet (supported by QRA) is responsible for activating the SDRA. QRA will coordinate the delivery of the SDRA assistance measures.</p>

More detailed information regarding the financial assistance available, eligibility criteria and activation process are contained within the [Queensland Disaster Funding Guidelines \(QDFG\) 2021](#) and [DRFA & SDRA Fact Sheet](#) on the [QRA website](#).

3.2 Additional Funding Programs / Schemes

Additional funding, outside DRFA and SDRA could be made available by the Australian Government to assist communities to recover, such as:

- Australian Government Disaster Recovery Payment (AGDRP)
- Australian Government Disaster Recovery Allowance (AGDRA)
- Australian Government Disaster Ready Fund (DRF)

Further information on these funding arrangements can be found under the 'Disaster Arrangements' page of the Australian Government's [Disaster Assist](#) website.

3.3 Financial claims against these programs

All claims must be prepared in accordance with these guidelines, which can be found on the Queensland Reconstruction Authority (QRA) website (<https://www.qra.qld.gov.au/>). QRA provides advice and assistance to Local Governments and State Agencies in the application and interpretation of these guidelines through the Regional Liaison Officer (RLO)

Part Four – TLDMG Expenditure Procedures

4.1 Authorised Expenditure

All costs incurred by TLDMG, LDCC and Townsville City Council as a result of a disaster event will be captured and recorded to meet the requirements of the [Queensland Disaster Funding Guidelines \(QDFG\) 2021](#).

4.2 Activation of Disaster Funding

4.2.1. The “**activation of the disaster funding**” provides jointly funded State / Australian Government financial assistance to communities affected by eligible disaster events. Funding is not related to the ‘Declaration of a Disaster Situation’ or the area defined for the receipt of financial assistance.

The ‘**declaration of a disaster situation**’ is a formal declaration invoked under the *Disaster Management Act 2003*. It is a short-term declaration, which provides additional operational powers to the Queensland Police Service and emergency services prior to, during and in the immediate wake of a disaster event.

4.2.2. **DRFA Activation.** DRFA Activation Requests can be made by any state agency or local government via QRA’s Management and Reporting System (MARS) disaster funding application portal at www.recovery.qldra.org.au or alternatively can be arranged by contacting the QRA Regional Liaison Officer (RLO).

4.2.3. **SDRA Activation.** The SDRA can be activated when DCHDE identifies that local service providers have reached their capacity to provide a service to people experiencing personal hardship as a direct result of a disaster event, or that there are no local service providers to assist in the event of a disaster.

4.3 Expenditure Records

Prior to each wet season and for each separate declared disaster event, disaster projects/works orders will be created and activated by the relevant Council Officer to capture costs for deployment of resources and response and recovery activities in support of the TLDMG operations (incl. activation of the Townsville Local Disaster Coordination Centre).

Refer to [Annexure B – TCC Work Order Structure for TLDMG / LDCC Operations](#).

To ensure that the TLDMG, LDCC and TCC are ready to submit applications for funding under the Disaster Recovery Funding Arrangements (DRFA), council staff will cover off the key items on the QRA pre-season checklist prior the disaster season. [Refer to QRA Pre-Season Checklist](#)

When an event occurs, Council and each participating department or agency should immediately begin accounting for personnel, equipment and other costs relating to the disaster response.

Separate recording of disaster-related expenditure shall be in accordance with the council's or relevant agency's financial procedures and supported by rosters, timesheets, invoices, receipts, and other supporting documents to provide clear and reasonable accountability to ensure justification for reimbursement is maintained. Attribution of cost to an activity is essential to be able to claim reimbursement for eligible activities however not all activities are reimbursable under DRFA.

While innovative and expeditious means of procurement are called for during times of disaster events, it is still mandatory that good accounting principles and practices be employed in order to safeguard the use of public funds from the potential of fraud, waste or abuse in accordance with Councils purchasing and procurement policies.

4.4 Recouping of Expenditure

Each department team are responsible for capturing expenditure and attaching before/after photos of the associated works against the disaster work order.

[Refer to QRA Tip sheet 3 Practical Guide to Photo Evidence.](#)

Funding applications and expenditure claims are required to be made to QRA through submissions, including all supporting evidence. Submissions are made through the Management and Reporting System (MARS Portal) and are to be lodged within three months from the end of financial year in which the works commenced/ event occurred (by 30 September), unless otherwise agreed with QRA.

[Refer to QRA Tip Sheet 2 DRFA Submission Overview](#)

The claims process and the determination of eligible and ineligible costs are coordinated by the Disaster Recovery Funding Arrangement team. Claims within Council will be coordinated by the Infrastructure & Operations Division.

Related Documents

[*Queensland Disaster Management Act 2003*](#)

[*Townsville Local Disaster Management Plan*](#)

[*TLDMG Resupply Sub Plan*](#)

Townsville City Council's Financial and Procurement Policies and Procedures

[*Queensland Disaster Funding Guidelines \(QDFG\) 2021*](#)

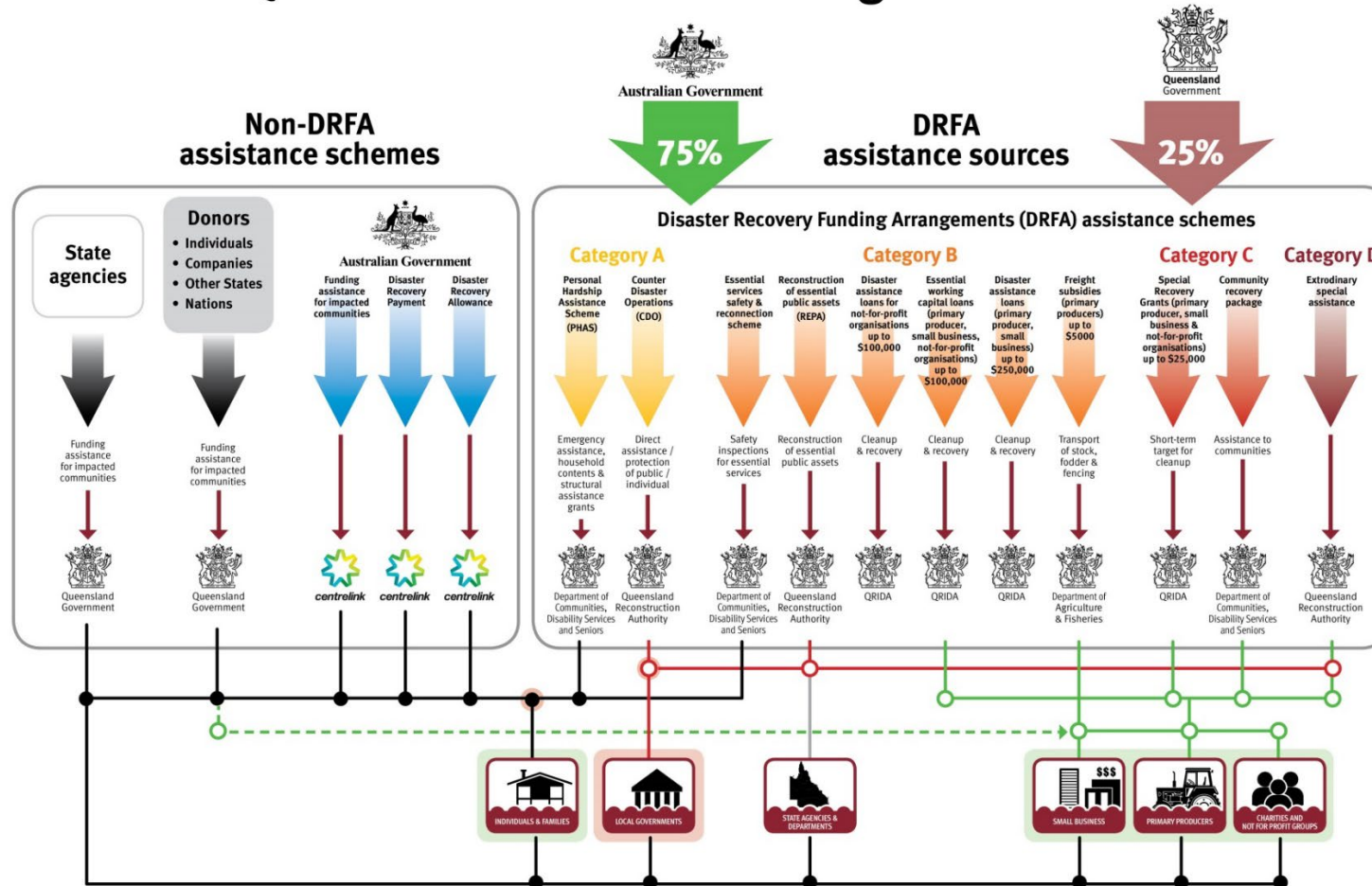
<http://www.disaster.qld.gov.au/>

<https://www.gra.qld.gov.au/funding/drfa>

<https://www.gra.qld.gov.au/publications-and-maps/drfa-tool-box>

Annexure A – Funding Programs / Schemes

Queensland Disaster Funding Assistance



Annexure B – TCC Work Order Structure for TLDMG/LDCC Operations

