



Emergency management - Finance arrangements

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Policy statement

Provision of biosecurity, agriculture and animal emergency management activities is contingent on financial arrangements for expending, reporting and recouping funds. Eligible disaster expenditure incurred under the Natural Disaster Relief and Recovery Arrangements and NSW Disaster Assistance Guidelines is recoverable pending compliance to State and Commonwealth agreements.

Scope

This policy applies to personnel of NSW Department of Industry, government agencies and participating/supporting organisations engaged in emergency management activities under NSW State Emergency Management Plan (EMPLAN).

Requirements

Emergency management arrangements

1. NSW Department of Primary Industries (DPI) is signatory to State and Commonwealth agreements for emergency management activities, including Natural Disaster Relief and Recovery Arrangements (NDRRA) and NSW Disaster Assistance Guidelines (DAG).
2. Under these arrangements NSW DPI commits to accurate reporting of natural disaster expenditure and receives reimbursement of eligible expenditure.

Governance

3. Emergency management expenditure must only be for the organisation and management of resources for dealing with emergencies, be accompanied by a task request or relevant documentation i.e. email or procurement request, be recommended by an appropriate officer, and be approved by an officer with emergency management financial delegation.
4. NSW Department of Industry procurement policy, including use of purchase cards, must be followed unless exemptions are approved.
5. Eligible expenditure associated with emergency management activities may be recouped under State and Commonwealth arrangements by DPI.
6. Participating/supporting organisations activated in emergency management activities under EMPLAN remain accountable for financial compliance functions within their agency/organisation.
7. Regular audits of expending, reporting and recouping funds on emergency management activities will be conducted.

Natural disaster expenditure

8. Organisations operating on behalf of Agriculture and Animal Services Functional Area (AASFA - DPI) in a natural disaster must:
 - a. be formally activated to recoup eligible expenditure
 - b. comply with the Natural disaster finance guide to expend funds
9. DPI creates a project task code for each event.

Natural disaster reporting, forecasting and reimbursement

10. Organisations operating on behalf of AASFA (DPI) should submit an invoice to DPI to recoup eligible funds with suitable evidence to substantiate the claim in accordance with the Natural disaster finance guide.
11. DPI seeks reimbursement for eligible expenditure from the Department of Justice in accordance with the Memorandum of Understanding between the parties.
12. Approved expenses deemed ineligible for reimbursement under the NDRRA/DAG will be borne by DPI. This also includes ineligible expenditure by participating and supporting organisations approved by a role with emergency management financial delegation or the State Emergency Coordinator. Examples include purchase of capital items or costs associated with recovery that are part of the emergency response, but will not be reimbursed by the Department of Justice.
13. DPI is responsible for recording natural disaster expenditure and keeping appropriate records in accordance with the *Public Finance and Audit Act 1983* and the *State Records Act 1988*.

Procedures

- Natural disaster finance guide

Roles and responsibilities

- Agriculture and Animal Services Functional Area Coordinator (DPI):
 - Endorses natural disaster expenditure reporting and reimbursement.
- DPI Emergency Management Unit:
 - Coordinates audits of expenditure for emergency response and recovery activities.
 - Coordinates reporting and recouping eligible expenditure.
 - Establishes systems and structures for emergency expenditure reporting and reimbursement, including creation of project task code for each incident.
- DPI Executive Emergency Management Committee:
 - Coordinates resource allocation across the cluster.
- DPI State Emergency Coordinator:
 - Approves expenditure on emergency management activities.
 - Administers compliance of emergency management expenditure and adherence to emergency management policies.
 - Administers emergency management arrangements.
 - Administers accounting and reporting of eligible emergency management expenditure.
 - Endorses natural disaster expenditure reporting and reimbursement.
- NSW Department of Industry Chief Financial Officer:
 - Approves and endorses accounting and reporting of eligible emergency management expenditure.
 - Approves roles with general and emergency financial delegations.
- Personnel in roles with EM financial delegations:
 - Approve expenditure of funds in accordance with emergency management policies and supporting documents

Safety considerations

Accurate and compliant financial arrangements ensure adherence to legislation, regulation and agreements and improve the safety and well-being of all personnel and communities. Natural disaster assistance measures improve the safety and well-being of communities through providing emergency relief and increasing resilience.

Delegations

- Financial delegations – Emergency response delegations

Definitions

- Cluster: NSW Department of Industry including NSW Department of Primary Industries
- Eligible expenses: includes costs associated with fodder relief, aerial support, humane care of animals, managing carcasses, and maintaining production grounds. It does not include costs associated with preparedness, recovery or capital items.
- Emergency: means an emergency due to an actual or imminent occurrence which:
 - Endangers, or threatens to endanger, the safety or health of persons or animals in the State; or

- Destroys or damages, or threatens to destroy or damage, any property in the State, being an emergency which requires a significant and co-ordinated response.
- Emergency management activities: means organisation and management of resources for dealing with all aspects of emergencies including prevention, preparedness, response and recovery.
- NSW Department of Primary Industries: means DPI and participating/supporting organisations, including Local Land Services.
- Natural disaster: means a serious disruption to a community or region caused by the impact of a naturally occurring rapid onset event that threatens or causes death, injury or damage to property or the environment and which requires significant and coordinated multi-agency response.
- Personnel: means contingent workers, and personnel of government agencies and participating/supporting organisations, including paid, volunteer and student.

Legislation

- Government Sector Employment Act 2013
- Government Sector Employment Regulation 2014
- Public Finance and Audit Act 1983
- Public Works and Procurement Act 1912
- Public Works and Procurement Regulation 2014
- State Emergency and Rescue Management Act 1989
- State Records Act 1988

Related policies

- Emergency management - Disaster assessment and declaration
- Emergency management - DPI/LLS alliance
- Emergency management - Working arrangements
- Managing biosecurity and natural disaster emergencies
- NSW Department of Industry Code of Conduct
- NSW Department of Industry Travel Policy
- Oil and Chemical Spill Wildlife Response - Cost Recovery

Other related documents

- Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009
- Emergency Animal Disease Response Agreement (EADRA)
- Emergency Plant Pest Response Deed (EPPRD)
- National Environmental Biosecurity Response Agreement (NEBRA)
- Natural Disaster Funding Arrangements - Memorandum of Understanding - NSW DPI and Department of Justice 2015-16
- Natural Disaster Relief and Recovery Arrangements (NDRRA)
- NSW Agricultural and Animal Services Functional Area (AASFA) supporting plan
- NSW Disaster Assistance Guidelines (DAG)
- NSW State Emergency Management Plan (EMPLAN)
- Treasury Circular - Review of Meal, Travelling and other Allowances

Superseded documents

- Nil

Revision history

Version	Date issued	Notes	By
1	22/08/2016	For approval	Emergency Management Officer

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Contact

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