



# Financial Sub-Plan

## 2021-2022

Version 3 – ECM Ref: 1212545

## Contents

Endorsement .....	2
Document Control .....	3
Amendment Control .....	3
Amendment Register .....	3
Abbreviations List .....	3
1.0 OVERVIEW.....	5
1.1 Purpose .....	5
1.2 Authority .....	5
1.3 Functional Responsibility.....	5
1.4 Responsibilities of Other Agencies and Organisations .....	5
1.5 Relevant Issues.....	5
2.0 EXPENDITURE PROCEDURES.....	5
2.1 Authorised Expenditure .....	5
2.2 Expenditure Records .....	5
3.0 DISASTER RECOVERY FUNDING ARRANGEMENTS .....	6
3.1 General.....	6
3.2 Activation.....	6
3.2.1 Trigger Points .....	7
3.2.2 Activation of DRFA v Disaster Declaration .....	7
3.3 Recouping of Expenditure .....	7

## Endorsement

The preparation of this Financial Sub-Plan has been undertaken in accordance with the *Disaster Management Act 2003 (the Act)*, to provide for effective disaster management in the local government area.

The plan was endorsed for distribution by the Charters Towers Regional Council's Local Disaster Management Group at meeting held 8<sup>th</sup> November 2021:

Cr Graham Lohmann moved, seconded by Senior Sergeant Neil King that the Local Disaster Management Group endorse the following documents:

- a. Local Disaster Management Plan and Appendices
- b. Financial Sub-Plan
- c. Re-Supply Sub-Plan
- d. Public Health Sub-Plan
- e. Public Information and Warnings Sub-Plan
- f. Management of Vulnerable Persons Sub-Plan
- g. Pandemic Sub-Plan

**CARRIED**



Franklin C. Beveridge

**Chair**

**Local Disaster Management Group**



Aaron Johansson

**Local Disaster Coordinator**

**Local Disaster Management Group**

The plan was endorsed for distribution by the Charters Towers Regional Council.



Aaron Johansson

**Chief Executive Officer**

**Charters Towers Regional Council**



Franklin C. Beveridge

**Mayor**

**Charters Towers Regional Council**

<b>General Meeting</b> 17 <sup>th</sup> November 2021	<b>Executive Summary</b> The Local Disaster Management Plan and Sub-Plans are tabled for Council's Endorsement.	<b>Officers Recommendation</b> That Council endorse the Charters Towers Regional Council Local Disaster Management Plan and Sub Plans.  <b>Resolution No. 3797</b>  Cr GJ Lohmann moved, seconded by Cr JD Mathews that Council endorse the Local Disaster Management Plan and Sub-Plans: <ul style="list-style-type: none"><li>• Financial</li><li>• Pandemic</li><li>• Public Health</li><li>• Public Information and Warnings</li><li>• Management of Vulnerable Persons</li><li>• Re-Supply</li></ul> <b>CARRIED</b>
--	--	--

#### Document Control

##### Amendment Control

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

**Local Disaster Coordinator**  
**Charters Towers Regional Council**  
**P O Box 189**  
**CHARTERS TOWERS QLD 4820**

**Telephone: 07 47615300**

**Email: [mail@charterstowers.qld.gov.au](mailto:mail@charterstowers.qld.gov.au)**

The Local Disaster Coordinator may approve minor amendments to this document.

The Local Disaster Coordinator will ensure that any changes to the content of the document will be submitted to the Charters Towers Local Disaster Management Group (CTRCLDMG) for approval and be endorsed by the Charters Towers Regional Council.

## Amendment Register

Version No.	Issue Date	Inserted by	Action	Date
1	August 2018	Jennifer Brown (Secretariat LDMG) Cr Graham Lohmann (CTRC) & Andy Pethybridge (EMC – QFES)	Initial Plan	August 2018
2	August 2019	Jennifer Brown (Secretariat LDMG) Cr Graham Lohmann (CTRC) & Andy Pethybridge (EMC – QFES)	Review	August 2019
3	February 2020	Chief Financial Officer – Shane Cagney (CTRC)	Review	October 2021

## Abbreviations List

CDO	Counter Disaster Operations
LDC	Local Disaster Coordinator
DRFA	Disaster Recovery Funding Arrangements
QRA	Queensland Reconstruction Authority
SDRA	State Disaster Relief Arrangements
CTRC	Charters Towers Regional Council
CTRCLDMG	Charters Towers Regional Council Local Disaster Management Group
CTRCLDMP	Charters Towers Regional Council Local Disaster Management Plan

### 1.0 OVERVIEW

#### 1.1 Purpose

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

#### 1.2 Authority

This plan forms a sub-plan of the Charters Towers Regional Council Local Disaster Management Plan (CTRCLDMP) and is developed under the authority of the Disaster Management Act 2003.

#### 1.3 Functional Responsibility

The Local Disaster Coordinator (LDC) is to ensure all agencies and member of the CTRCLDMG are aware of these financial arrangements.

#### **1.4 Responsibilities of Other 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 and maintaining compliance with its own financial policies and procedures.

#### **1.5 Relevant Issues**

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. Charters Towers Regional Council's financial management policy and procedures will govern all financial delegations and authorisations to expend funds, recording of expenditure, etc.

### **2.0 EXPENDITURE PROCEDURES**

#### **2.1 Authorised Expenditure**

All costs incurred by Charters Towers Regional Council (CTRC) because of a disaster event will be captured and recorded to meet the requirements of the Disaster Recovery Funding Arrangements.

#### **2.2 Expenditure Records**

Prior to each wet season, project/works orders will be created and activated by the relevant Council Directorates to capture costs for deployment of resources and response and recovery activities. Expenses should be recorded in the following three (3) categories:

- Labour;
- Plant hire;
- Materials and services.

When an incident 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 logs, formal records and file copies of expenditures to provide clear and reasonable accountability to ensure justification for reimbursement is maintained.

All costs incurred by Council because of damaged assets and response and recovery activities will be coordinated by Local Disaster Coordinator and Directors of the Charters Towers Regional Council. Upon activation of the Charters Towers Regional Council's Local Disaster Management Group, a disaster cost centre and project/job numbers will be created and activated to capture costs for deployment of resources and response and recovery activities. Cost centre and project/job numbers will be provided by Council's Financial Services Coordinator.

For each event, specific cost centres are established for emergent works expenditure and counter disaster operations in accordance with DRFA and SDRA guidelines. For DRFA restoration works, project folders containing relevant information for each road/project are created to assist in the preparation of submissions to the relevant funding body for approval. For urgent projects, a separate project number is allocated for costing purposes to enable works to commence prior to official approval.

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 to safeguard the use of public funds from the potential of fraud, waste or abuse.

### 3.0 DISASTER RECOVERY FUNDING ARRANGEMENTS

#### 3.1 General

Following severe disaster events, Local, State and Commonwealth Governments respond through a coordinated range of disaster management arrangements to address both the physical and financial needs of affected communities. The [Queensland Disaster Relief and Recovery Guidelines](#) outline financial assistance available to communities, small businesses, primary producers, non-profit organisations and local and state governments affected by disasters.

The arrangements are designed to provide a 'safety net' to those in immediate need or who are unable to affect their own recovery. Two (2) types of arrangements are available, which can be activated depending upon the type and scale of the disaster. These include: 1. Disaster Recovery Funding Arrangements (DRFA); and 2. Queensland State Disaster Relief Arrangements (SDRA). Counter Disaster Operations (CDO), which are activities undertaken by Local and State Government agencies to provide direct assistance to and in the protection of the public before, during and after a disaster event, are included in these arrangements. The [Queensland Disaster Relief and Recovery Guidelines](#) are reviewed annually. All claims must be prepared in accordance with these guidelines.

#### 3.2 Activation

The Minister for Police and Minister for Corrective Services (supported by Queensland Fire and Emergency Services) is responsible for activating and coordinating the delivery of DRFA assistance measures in conjunction with the QRA and other agencies.

Following an eligible disaster event and an initial evaluation of damage, loss and personal hardship, the Minister will activate those DRFA relief/assistance measures, which are appropriate.

The activation of relief measures is dependent on a demonstrated need for a category of assistance and whether:

- The damage was caused by an eligible disaster event; and
- State expenditure on eligible DRFA assistance measures will exceed the small disaster criterion of \$240,000.

Where the small disaster criterion will not be reached, the Minister may consider the activation of State (funded) Disaster Relief Arrangements (SDRA) for community response or personal hardship needs.

##### 3.2.1 Trigger Points

Local Government trigger points apply to DRFA funding. Each local government trigger point or contribution level amount (applicable to each DRFA disaster event) is calculated on Council's prior year financials. Each local government must have eligible damage exceeding their trigger point to be able to claim under restoration of essential public assets. The trigger point amount is a contribution by council and applies to each activated event.

Organisation	Financial Year	DRFA Maximum Trigger Point
Charters Towers Regional Council	2020/2021	\$82,133

### 3.2.2 Activation of DRFA v Disaster Declaration

The declaration of a disaster situation and the area covered by the declaration is not related to the activation of the DRFA and 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.

The '**activation of the DRFA**' by the Minister (see Section 3.2 above) provides jointly funded State / Commonwealth Government financial assistance to communities affected by eligible disaster events.

### 3.3 Recouping of Expenditure

Each agency is responsible for claiming their own reimbursement of funds relating to disaster operational expenses.

Claims within Council will be coordinated by the Directorates of Infrastructure Services, Corporate and Community Services and the Office of the Chief Executive Officer.

### 3.4 Related Documents

Charters Towers Regional Council's Financial Policy and Procedures  
Charters Towers Regional Council's Local Disaster Management Plan  
*Disaster Management Act 2003*  
Queensland Disaster Relief and Recovery Arrangements Guidelines





## **Financial Sub-Plan – 2021-2022**

PO Box 189 Charters Towers Qld 4820

**ADMINISTRATION:** 12 Mosman Street  
Charters Towers Qld 4820 Australia

**PH.** (07) 4761 5300 | **F.** (07) 4761 5344

**E.** [mail@charterstowers.qld.gov.au](mailto:mail@charterstowers.qld.gov.au)

**ABN.** 67 731 313 583

**[www.charterstowers.qld.gov.au](http://www.charterstowers.qld.gov.au)**