



State Disaster Finance and Administration Guidelines

Purpose

This document refers to the arrangements, legal frameworks and policy mechanisms to guide the additional administrative requirements of disaster recovery operations, the allocation and monitoring of funds, and the management of records to support the recovery effort.

Scope

All emergency management arrangements in South Australia are governed by the *Emergency Management Act 2004* (the Act). The Act establishes the State Emergency Management Committee (SEMC) and lists its functions and powers. Strategic activities and initiatives of SEMC are primarily directed by the *SEMC Strategic Framework and Plan 2017-2022*.

This guideline is part of the *SA Disaster Recovery Coordination Framework* under the *State Emergency Management Plan* (SEMP) and is prepared under section 9(1)(b) of the Act.

This guideline is for recovery practitioners, decision-makers and those seeking additional guidance on the financial and administrative arrangements required for recovery from a disaster. This could include recovery workers across all sectors – public, private and non-government organisations (NGOs).

Guideline detail

The funding resources available for affected communities are dependent on the scale and complexity of the disaster.

Administration of recovery operations is guided by the *National Principles for Disaster Recovery* and includes the establishment of clear and robust:

- authority, roles, and responsibilities for key stakeholders
- governance leadership, including the appointment of key individuals and establishment of organisations to facilitate effective recovery governance
- policies, mechanisms, and legal arrangements to guide recovery program development, delivery, monitoring and review
- oversight, risk, compliance, and assurance arrangements for recovery programs.

Good financial management should result in securing funding and making the best possible use of available funds for the greatest public value.

To maximise recovery efforts and achieve a timely and effective rollout of funding for affected communities, state government agencies will work together to:

- Engage in early recovery planning and long-term strategic thinking to assess community needs and develop re-establishment options
- Ensure efficient processes are in place to access state funding
- Repurpose existing funding where needed
- Develop 50:50 cost sharing initiatives with the Commonwealth when the disaster meets the eligibility criteria
- Explore options with business and not-for-profits.

Procurement

All expenditure incurred by agencies must comply with agency procurement policy and processes.

Administrative and procurement requirements for local councils seeking assistance with managing the cost of disaster recovery activities are outlined in the [South Australian Local Government Disaster Recovery Assistance Arrangements](#) (LGDRAA).

State government agencies and private parties contracting to the Government of South Australia are required to comply with the [South Australian Industry Participation Policy and the supporting Procedural and Reporting Guidelines](#) through the SA Industry Advocate.

Disaster Recovery Funding Assistance (DRFA)

The DRFA Management Procedure (attached) outlines the steps to follow to maximise South Australia's access to the Commonwealth's Disaster Recovery Funding Arrangements 2018 following a natural disaster or terrorist event to maximise opportunities for reimbursement of state expenditure from the Commonwealth.

Record Management

All agencies will demonstrate fiscal and business management discipline and contribute to procurement outcomes in line with the government's policy and the [Treasurer's instructions](#).

In addition, agencies expending funds through the DRFA will comply with the record management, expenditure and reporting requirements that are outlined in the arrangements in order to maximise opportunities for the state to successfully claim from the Commonwealth.

It is essential that physical and/or electronic records show a direct connection between the disaster, relief or recovery assistance sought, the work invoiced, and the expenditure claimed. Agencies should choose a suitable method for recording this

information that enables a transparent, explainable and accountable connection with the disaster.

Roles and responsibilities

Responsibility for all aspects of emergency management, including disaster recovery, is shared between governments, individuals, industry, NGOs and communities. While the responsibilities may not be equal, they all have a responsibility to work collaboratively with the impacted community to provide a range of recovery activities, programs and services.

Table 1: Roles and Responsibilities

Name of unit/team	Listed responsibilities
Local Government	<ul style="list-style-type: none"> • Participate in emergency management committees and recovery operations as per SEMP Part 2 – Arrangements. • Access emergency funding through the LDRAA.
Community Recovery Coordinator	<p>Appointed following a disaster to coordinate recovery at the community level. Accountable to the Chief Executive, Department of the Premier and Cabinet for state-coordinated disasters.</p> <ul style="list-style-type: none"> • Establish the community recovery structures including recovery coordination and chair the local recovery committee. • Ensure progress and completion of outcomes identified in community recovery plans, strategies or other recovery objectives. • Ensure expenditure of community recovery funds meets funding requirements. • When appointed by state government, provide regular reports on the recovery efforts via State Recovery Operations Group and State Recovery Planning and Coordination Group. • Establish and maintain effective communication processes with the public and with other organisations and services working in the recovery effort. • Lead the development of strategies, plans and actions in the recovery process in a unified, efficient and cost-effective way with a common focus and objective. • Establish and maintain effective strategic partnerships with welfare agencies, local councils and government agencies.
Community Development Officer	<ul style="list-style-type: none"> • Work alongside the affected community to help build capacity, coordinate programs and activities and monitor their effectiveness. • Support the local recovery committee and reference groups to achieve the outcomes of the community recovery plan. • Provide quarterly reporting of expenditure of the Community Recovery Fund.

Related procedures

- Disaster Recovery Financial Assistance Management Procedure

Related documents

- [Emergency Management Act 2004](#)
- [State Emergency Management Plan \(2019\)](#)
- SA Disaster Recovery Coordination Framework (parent document)
- [SEMC Strategic Framework and Plan 2017-2022](#)
- Local Government Disaster Recovery Assistance Arrangements (LGDRAA).
- [Treasurer's instructions](#)
- [South Australian Industry Participation Policy and the supporting Procedural and Reporting Guidelines](#)
- Terms of Reference State Emergency Management Committee
- Terms of Reference State Recovery Planning and Coordination Group
- Terms of Reference State Recovery Operations Group

Definitions

Term	Definition
Recovery	Recovery is the restoration or improvement of livelihoods and health, as well as economic, physical, social, cultural and environmental assets, systems and activities of a disaster-affected community or society, aligning with the principles of sustainable development and 'build back better' to avoid or reduce future disaster risk.
Treasurer's instructions	Accounting policy statements made under the <i>Public Finance and Audit Act 1987</i>

Acronyms

Acronym	Words
ASC-R	Assistant State Coordinator — Recovery
DRFA	Disaster Recovery Funding Assistance
LGDRAA	Local Government Disaster Recovery Assistance Arrangements
NGOs	Non-government organisations
SEMC	State Emergency Management Committee
SEMP	State Emergency Management Plan
SRC	State Recovery Coordinator

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