



WEIPA
TOWN AUTHORITY

FINANCIAL MANAGEMENT

2.3

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Administration and Governance

Purpose of the plan

This plan is intended to outline Weipa Town Authority (WTA) and other responding agency internal financial arrangements in support of a disaster event, and the eventual claiming process to recoup funds.

Context

Weipa Town Authority has a limited disaster-related funding allowance included in the yearly budget. Disaster events do happen unexpectedly, and 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, necessitating the use of non-routine procedures.

It is important to remember that a Declaration of a Disaster Situation is not a pre-requisite for the reimbursement of expended funds. Each member agency of the Weipa Local Disaster Management Group is responsible for providing its own financial services and support to its response operations in the field.

Authority/Delegation to Expend Funds

The allocated financial account code for WTA to pursue Post Cyclone Clean-Up is 5800-2330-0000. The WTA job cost code for raising purchase orders against this account code is 5700-2330-0000 (Emergency Services Cyclone Clean-Up); although it is important to note this budget could cover other disasters, other than just cyclones.

The budget value assigned to this code will vary year-on-year so it is important to obtain the annual budget allowance during the relevant financial year before the expenditure can occur. More information on the budget can be obtained from WTA Supervisors or WTA Superintendent.

These WTA contacts will also be the delegation officers able to approve and sign off on obtaining the budgeted funds should a disaster occur (within respect to the relevant financial delegation maximum amount. If WTA Superintendent's financial delegation is exceeded, the amount will need to be raised to RTAW Manager level or above. The WTA Corporate Services Supervisor or Superintendent will be able to advise further on the relevant financial delegation.

Recouping of Funds

Extreme care and attention to detail must be taken throughout the disaster response period to maintain logs, formal records and file copies of all expenditures (including personnel time sheets) in order to provide clear and reasonable accountability and justification for future reimbursement requests.

Reimbursement is not an automatic process, and requires solid evidence of disaster-related expenditure. Examples include, but not limited to public notices, warnings, photo evidence of disaster ahead of clean up, photos of clean-up operation, statements from key town & disaster management committee personnel, summary of expenditure incurred (manually, spreadsheet or software account code summary), quotes of works due to be completed, tax invoices for all works completed, timesheets etc.

DRFA Funding

Weipa Town Authority is currently ineligible to receive DRFA funding. Therefore, all costs associated in the operations of the LDCC including staff wages, catering, external clean-up activities etc, are not claimable by WTA. Where a request for assistance is approved through QPS, the associated costs of extra staff including travel and accommodation will be handled directly through QPS.