

Steve Yorke

From: Steve Yorke
Sent: Wednesday, 18 June 2014 11:52 AM
To: Stephen O'Malley; Stuart Midgley
Subject: DTZ Managers Forum - IC Financial Responsibilities
Attachments: Operational Services Directorate - Managers Forum 2014.pptx

Stephen & Stuart

As discussed, please see attached **DRAFT** IC Financial Responsibilities Presentation for next Tuesday's Managers Forum for your consideration, amendment and review

Let me know whether you require any further information and/or changes

Regards

Steve



Assistant Commissioner Steve Yorke AFSM
Group Manager, Response & Co-ordination
NSW Rural Fire Service

State Headquarters, 15 Carter Street Lidcombe NSW 2141 Locked Bag 17 Granville NSW 2142

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Steve Yorke

From: Kylie Sugar
Sent: Thursday, 5 June 2014 4:59 PM
To: Jo-Anne Robson; Bronwyn Jones; Richard Lyons; Bruce McDonald; Matthew Smith; Stephen O'Malley
Cc: Cassandra Williams; Jinae Russo; Vi Villanueva; Ebony Murdock; Linden Dryburgh; Steve Yorke; Stuart Midgley; Peter McKechnie; Merryn Campbell; Tracie Bahun; Fiona Mulheron
Subject: Invitation - DTZ Managers Forum, Holsworthy 23-27 June 2014
Attachments: DTZ Managers Forum Agenda v3 Public.pdf

All,

On behalf of Deputy Commissioner Rogers I would like to invite you to attend the Operational Services DTZ Managers Forum.

This year the Forum will be held at the Holsworthy Barracks from 23-27 June 2014. The draft agenda is attached for your information, and you will note that it includes representatives from each Directorate.

Should you wish to discuss the agenda in more detail, I encourage you to contact Assistant Commissioner Midgley or Assistant Commissioner Yorke in the Deputy's absence.

I'd appreciate if you could advise me in due course of your intention to attend the Forum in full or in part.

I look forward to seeing you there.

Kind regards,



Kylie Sugar | A/ Operations Officer Reporting | Response and Coordination
NSW RURAL FIRE SERVICE
Headquarters 15 Carter Street Lidcombe NSW 2141 | Locked Bag 17 Granville NSW 2142
[Redacted]
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NSW RURAL FIRE SERVICE



DRAFT AGENDA

Meeting: DTZ Managers Forum

Convened By: Deputy Commissioner Rogers

Attendees: Commissioner
Assistant Commissioners Middle, Yorke and McDonald
Operational Services Group and Regional Managers
DTZ Managers
Regional Business Managers
Regional Operations Managers
Invited Personnel

Location: Holsworthy Barracks

Date and Time: Monday 23 – Friday 27 June 2014

Registration: Monday 23 June 2014
Please visit the Base Security Office before 1200 hours

Day 1: Monday 23 June 2014

Start Time	Finish Time	Stream A	Presenter A	Stream B	Presenter B	Stream C	Presenter C	Stream D	Presenter D
0900	1200	Registration Please visit the Base Security Office Before 1200 hours							
1100	1200	Lunch							
1145	1200	Site Induction (Kylie Sugar / Department of Defence)							
1200	1230	Welcome – What Do You Want to Get Out of This Week – Review of Outcomes from 2013 DTZ Managers Forum – Strategic Future (Steve Yorke)							
1230	1300	2013/14 Incident Controller's After Action Review – Lessons Learnt for State Operations (Peter McKechnie)							
1300	1330	Peer Discussion: Wambelong Fire	Allyn Purkiss	Peer Discussion: State Mine Fire	Greg Wardle	Peer Discussion: Deans Gap Fire	Ian Stewart	Peer Discussion: Linksvie Fire	David Jones
1330	1400	Peer Discussion: State Mine Fire	Greg Wardle	Peer Discussion: Deans Gap Fire	Ian Stewart	Peer Discussion: Linksvie Fire	David Jones	Peer Discussion: Wambelong Fire	Allyn Purkiss
1400	1500	Commissioner's Address (Shane Fitzsimmons)							
1500	1515	Afternoon Break							
1515	1545	RFSA (Bernard Cox)							
1545	1615	Peer Discussion: Deans Gap Fire	Ian Stewart	Peer Discussion: Linksvie Fire	David Jones	Peer Discussion: Wambelong Fire	Allyn Purkiss	Peer Discussion: State Mine Fire	Greg Wardle
1615	1645	Peer Discussion: Linksvie Fire	David Jones	Peer Discussion: Wambelong Fire	Allyn Purkiss	Peer Discussion: State Mine Fire	Greg Wardle	Peer Discussion: Deans Gap Fire	Ian Stewart

Day 2: Tuesday 24 June 2014

Start Time	Finish Time	Session A	Presenter A	Session B	Presenter B	Session C	Presenter C	Session D	Presenter D
0730	0900	Your Accountability as an Incident Controller (Steve Yorke , Stuart Midgley and Stephen O'Malley)							
0900	0945	Workshop: Costs, Use, Risks and Vision for RAFT and RART	Corey Shackleton	Workshop: Improving Risk Planning Incorporating CPPs and NSPs	Corey Shackleton	Workshop: Best Practice IMTs and FCCs	Bryan Daly	Workshop: Your Individual Environmental Responsibilities	Lloyd Van Der Wallen
0945	1000	Morning Break							
1000	1045	Workshop: Improving Risk Planning Incorporating CPPs and NSPs	Corey Shackleton	Workshop: Best Practice IMTs and FCCs	Bryan Daly	Workshop: Your Individual Environmental Responsibilities	Lloyd Van Der Wallen	Workshop: Costs, Use, Risks and Vision for RAFT and RART	Corey Shackleton
1045	1130	Workshop: Best Practice IMTs and FCCs	Bryan Daly	Workshop: Your Individual Environmental Responsibilities	Lloyd Van Der Wallen	Workshop: Costs, Use, Risks and Vision for RAFT and RART	Corey Shackleton	Workshop: Improving Risk Planning Incorporating CPPs and NSPs	Corey Shackleton
1130	1215	Workshop: Your Individual Environmental Responsibilities	Lloyd Van Der Wallen	Workshop: Costs, Use, Risks and Vision for RAFT and RART	Corey Shackleton	Workshop: Improving Risk Planning Incorporating CPPs and NSPs	Corey Shackleton	Workshop: Best Practice IMTs and FCCs and Resource Management	Bryan Daly
1215	1300	Lunch							
1300	1515	Aviation Communication and Evaluation Course (Maryanne Carmichael)							
1515	1530	Afternoon Break							
1530	1645	Aviation Communication and Evaluation Course (Maryanne Carmichael)							

Day 3: Wednesday 25 June 2014

Start Time	Finish Time	Stream A	Presenter A	Stream B	Presenter B	Stream C	Presenter C	Stream D	Presenter D
0730	0815	Workshop: Resolving BAU Complaints	Jason Heffernan	Workshop: Managing Performance	Paul Smith	Workshop: Hazard Complaints	Ben Millington	Workshop: Operational Procedures	Phil Robeson and Peter McKechnie
0815	0900	Workshop: Managing Performance	Paul Smith	Workshop: Hazard Complaints	Ben Millington	Workshop: Operational Procedures	Phil Robeson and Peter McKechnie	Workshop: Resolving BAU Complaints	Jason Heffernan
0900	0915	Morning Break							
0915	1000	Workshop: Hazard Complaints	Ben Millington	Workshop: Operational Procedures	Phil Robeson and Peter McKechnie	Workshop: Resolving BAU Complaints	Jason Heffernan	Workshop: Managing Performance	Paul Smith
1000	1045	Workshop: Operational Procedures	Phil Robeson and Peter McKechnie	Workshop: Resolving BAU Complaints	Jason Heffernan	Workshop: Managing Performance	Paul Smith	Workshop: Hazard Complaints	Ben Millington
1045	1130	Workshop: Improving Pre Incident Planning	Peter McKechnie, Phil Davis and Kylie Sugar	Workshop: Analysing our Future Capabilities	Ben Millington	Workshop: Handling Disciplinary Matters	Jason Heffernan	Workshop: Improving Skill Sets	Phil Robeson
1130	1215	Workshop: Analysing our Future Capabilities	Ben Millington	Workshop: Handling Disciplinary Matters	Jason Heffernan	Workshop: Improving Skill Sets	Phil Robeson	Workshop: Improving Pre Incident Planning	Peter McKechnie, Phil Davis and Kylie Sugar
1215	1300	Lunch							
1300	1345	Workshop: Handling Disciplinary Matters	Jason Heffernan	Workshop: Improving Skill Sets	Phil Robeson	Workshop: Improving Pre Incident Planning	Peter McKechnie, Phil Davis and Kylie Sugar	Workshop: Analysing our Future Capabilities	Ben Millington
1345	1430	Workshop: Improving Skill Sets	Phil Robeson	Workshop: Improving Pre Incident Planning	Peter McKechnie, Phil Davis and Kylie Sugar	Workshop: Analysing our Future Capabilities	Ben Millington	Workshop: Handling Disciplinary Matters	Jason Heffernan
1430	1500	Issuing Public Information, Warnings and Alerts (Anthony Clark and Peter McKechnie)							
1500	1515	Afternoon Break							
1515	1615	Workshop: Issuing Public Information, Warnings and Alerts	Anthony Clark	Workshop: Issuing Public Information, Warnings and Alerts	Peter McKechnie	Workshop: Issuing Public Information, Warnings and Alerts	Ben Shepherd	Workshop: Issuing Public Information, Warnings and Alerts	Ben Millington
1615	1645	Wrap Up: Issuing Public Information, Warnings and Alerts (Anthony Clark and Peter McKechnie)							

Day 4: Thursday 26 June 2014

Start Time	End Time	Agenda Item
0730	0800	Implementing Professional Standards (Christine Magrath)
0800	0830	Implementing Professional Standards (Christine Magrath)
0830	0900	Implementing Professional Standards (Christine Magrath)
0900	0930	Implementing Professional Standards (Christine Magrath)
0930	1000	Implementing Professional Standards (Christine Magrath)
1000	1030	Morning Break
1030	1100	Implementing Professional Standards (Christine Magrath)
1100	1130	Implementing Professional Standards (Christine Magrath)
1130	1200	Implementing Professional Standards (Christine Magrath)
1200	1300	Lunch
1300	1330	Implementing Professional Standards (Christine Magrath)
1330	1400	Implementing Professional Standards (Christine Magrath)
1400	1430	Implementing Professional Standards (Christine Magrath)
1430	1500	Implementing Professional Standards (Christine Magrath)
1500	1530	Afternoon Break
1530	1600	Implementing Professional Standards (Christine Magrath)
1600	1630	Implementing Professional Standards (Christine Magrath)

Day 5: Friday 27 June 2014

Session Start	Session Finish	Agenda Item
0730	0830	Reducing Careless Fires (Steve Yorke, Ben Millington and Bob Mathieson)
0830	1000	Membership and Strategic Services Session (Bronwyn Jones) ICAM Level 2 Site Safety Plans Workplace Advisory Committee Auditor General's Report into Fitness Governance
1000	1015	Morning Break
1015	1145	Infrastructure Services Session (Bruce McDonald) Communications in the NSW RFS Future Projects for Infrastructure Effective Utilisation of Infrastructure Funding Heavy Vehicle Legislation, Accidents and Insurance
1145	1215	Emerging Technology, Systems Changes and Mobile Devices (Matthew Smith and Peter McKechnie)
1215	1300	Wrap Up – Open Forum with Group and Regional Managers – Actions and Outcomes
1300	1400	BBQ Lunch Distribution of Mobile Devices

Workstream 3

Natural Disaster Expenditure and Governance Review

Module 1 Procedures and process

Lead: MPES

Issues

- Lack of clarity in policy and procedures particularly around response and counter disaster expenditures
- Variance in application of reimbursement policies by SES and RFS and at various levels of Government (in particular, Local Council).
- Lack of understanding around eligibility of expenditures for reimbursement e.g., local Councils may not understand what they can claim due to lack of expertise (eg seldom affected by disasters thus unfamiliar with process), capacity and/or not clear policy. Scope for improvement for how guidelines are communicated to Local Councils.
- Maintaining delicate balance between urgency to respond and need to comply with expenditure guidelines
- Cumbersome operational systems and claims processes
- Lack of funding support for ineligible claims and non-structural assets.
- Lack of system to tailor assistance to need eg when a natural disaster is declared the whole suite of assistance measures (under NSW DAG) are available for Local Councils. In contrast the framework in Queensland allows assistance to be tailored to particular needs of councils for the particular disaster).
- Formalising updated Category C activation processes
- Limitations imposed by legislations
- Political interference in decision making
- Implementation of "Agency to use own resources in the first instance" SEMPLAN rule and inability of response and recovery units to influence agency/cluster re-prioritisation in their favour

Next steps

- Identification and consolidation of NSW's 'principles' underlying natural disaster response and recovery arrangements.
- Map current processes (sequential steps involved) for cat c activation, natural disaster declaration and other claims processing by front line agencies such as DPW, RMS, MPES, Councils etc. This is with a view to highlighting key decision making and assessment points by agencies and/or NSW
- Review draft Counter Disaster Operations Guidelines
- Identification and prioritisation of opportunities for enhancements in current Disaster Assistance Guidelines.
- Review of the administrative burden placed on agencies by the current processes and/or increased requirements for auditing, validation of claims, training stakeholders re standards and processes for claims and grants administration.

Milestones

- Progress report including opportunities register
 - ERG 1 October; SC 8 October
- Table recommendations and executive summary
 - ERG 29 October
- Draft report chapter
 - ERG 12 November; SC mid-November

Natural Disaster Expenditure and Governance Review

Module 2 Roles, responsibilities and duties

Lead: Treasury

Issues

- Supplementary natural-disaster related responsibilities have been taken on by agencies. Different understanding of supplementary and core responsibilities: operational debrief (MPES) vs after action debrief (core for SES).
- The SEMPLAN may be applied inconsistently in relation to core work and supplementary work. Functional areas are increasingly becoming involved in extraordinary response or recovery operations beyond what they are budgeted for making the line between what they are budgeted for and what they should claim back from Treasury unclear.
- Scope for improvement in understanding of parameter based vs policy based operations.
- Other states have different models of policy and finance risks with the central policy agency also having a role in managing an appropriation.
- The duration of NSW Government responses to natural disaster events may be causing expenditures that are not able to be claimed.
- Consistency of agency implementing guidelines and their alignment with NSW DAG guidelines
- Lack of alignment between individual agencies responsibility for expenditures and accountability for managing financial risk

Next steps

- Inter-jurisdictional comparison of separation between policy and finance risks.
- Treasury to circulate templates to agencies to collect information on services, core and supplementary work, duration impacts and the capability / capacity of agencies to undertake the growing financial audit requirements for administering claims and grants.
- Analysis of returns and policy setting impact on activity – e.g. duration.
- Conduct research and develop a repository of working groups and membership.
- Analysis on current makeup of State natural disaster governance groups.
- Identify opportunities to align guidelines and processes to appropriate agency roles and responsibilities

Milestones

- Progress report including opportunities register
 - ERG 1 October; SC 8 October
- Table recommendations and executive summary
 - ERG 29 October
- Draft report chapter
 - ERG 12 November; SC mid-November

Module 2 Survey of Agency Issues

Natural Disaster Expenditure and Governance Review



To all agencies involved in natural disaster response, relief and recovery, please complete and return to Philip.Coates@treasury.nsw.gov.au by Tuesday 24th September. Please contact Phil Coates on 9228 4941 if you have any questions or are unable to return by this date. Supporting documents are welcome.

AGENCY: _____

Key Services	In the context of Natural Disaster response and recovery functions and expenditures	Service/Service Area A(a)	Service/Service Area B	Service/Service Area C
	Pls detail the key services you provide/service areas you are involved in relation to emergency management / natural disaster recovery and the objective they are designed to achieve.			
	Pls list the mandates under which the above services are undertaken (b).			
	Pls identify the key implementing policies in providing the service and indicate the degree of control your agency has on them (c).			
	Pls list examples indicating where the mandate may be inappropriate for your agency (d).			
	Pls list examples indicating where the implementing policies may be inappropriate (d).			
	Pls list examples indicating where the implementing policies may be ineffective (d).			
	Pls list examples indicating where the implementing policies may be inefficient (d).			
Cost Drivers	What elements of the service are core services (e.g. budget funded)?			
	What are the current policy features that drive the cost of this core service (e)?			
	Pls provide ways how these features may be adjusted to better manage cost or provide better value for money.			
	What are the key parameters that drive the cost of this core service (e)?			
	What elements are supplementary service or are there supplementary service associated with the core service (pls identify)?			
	What are the current policy features that drive the cost of this supplementary service?			
	Pls provide ways how these features may be adjusted to better manage cost or provide better value for money.			
	What are the key parameters that drive the cost of this supplementary service?			
	Pls indicate in what other ways the mandates and policies related to this service may provide better value for money.			

Module 2 Survey of Agency Issues

Natural Disaster Expenditure and Governance Review



		Service/Service Area A	Service/Service Area B	Service/Service Area C
Issues in Providing Key Services	Capacity and authority In providing the service, pls clearly explain whether there are capacity/capability and authority-related concerns including lack of, potential duplication with (eg w/ another agency), better provided by (eg another agency) and similar observations.			
	Processes and Procedures In providing the service, pls clearly explain whether there are concerns including absence of and/or deficiencies in processes, responsibilities, guidelines and procedures.			
	Funding If the current funding arrangement for this service is inappropriate, ineffective, inefficient or limited, pls explain why. Pls indicate how these deficiencies may be addressed internally (by the agency/cluster) and centrally (eg Crown or government direction)			
	Other issues related to service/service area Pls indicate other issues/suggestions which you think are necessary to improve the administration of the State's response and recovery policy, expenditures and governance.			
	Other general issues			

(a) E.g. "Disaster Response (Bushfire)", "Counter Disaster Operations (Flood)", "Category C Activation / administration", "Administration of NSW DAG Guideline x.x", "Natural Disaster Declaration" etc.

Where possible reference Counter Disaster Operations or Disaster Recovery functions as defined under section 3 of the NDRRA determination.

(b) Mandates include mandating instruments such as the agency's enabling legislation, SERM Act, the State Emergency Management Plan (SEMP), NSW DAG, State Plan, agency Corporate Plan, or consistency with agency's line of business or by history or tradition.

(c) Agency may have full control or have major or minor influence over or have no control of the policy.

(d) "inappropriate" = does not align with the agencies core purpose or capabilities, "ineffective" = does not meet the purpose of the implementing policy, "inefficient" = does not achieve value for money.

(e) Policy features (as opposed to parameters eg frequency, extent, duration of disasters, number of people affected, etc) include features that are set by the government including when, who, what, how and to what extent the service is provided. Normally these features are discretionary enabling the government to customise, rationalise, reduce or expand the service. These may or may not impact on the resourcing requirements of the service.

Workstream 3

Natural Disaster Expenditure and Governance Review

Module 3 Finance and Budget

Lead: Treasury

Issues

- Control and funding of emergency response and recovery expenditures
- Control and funding of natural disaster relief and recovery expenditures
- Eligibility of costs that can be recouped under the Treasury Circular 12/02 Guideline
- Cost recovery via NDRRA from the Australian Government
- Responsibility of local governments in funding natural disaster expenditures
- Responsibility of agencies and clusters in funding natural disaster expenditures
- Management and allocation of financial risk including insurance arrangements
- Betterment and resilience concessions including road restorations

Next steps

- Analysis of expenditure data categorised by: NSW DAG; NDRRA; Agency; Local Government Area
- Analysis of current funding framework with a focus on outcomes for policy, incentives and outcomes.
- Research around financing options appropriate for each expenditure type
- Modelling of financial liabilities to provide evidence-base for any policy recommendations

Milestones

- Progress report including opportunities register
 - ERG 1 October; SC 8 October
- Table recommendations and executive summary
 - ERG 29 October
- Draft report chapter
 - ERG 12 November; SC mid-November

Steve Yorke

From: Steve Yorke
Sent: Monday, 23 June 2014 2:20 PM
To: Stephen O'Malley
Subject: Re: Section 44 Issues

Thanks mate
Good luck sorry I'm not there to assist
Steve

Sent from my iPhone

On 23 Jun 2014, at 2:15 pm, "Stephen O'Malley" <[REDACTED]> wrote:

Cheers – all good. Will work from screen tomorrow.

Regards

Stephen O'Malley | A/Director, Executive Services; Chief Financial Officer | Financial Services
NSW RURAL FIRE SERVICE

From: Steve Yorke
Sent: Monday, 23 June 2014 2:15 PM
To: Stephen O'Malley
Subject: Re: Section 44 Issues

Hi Stephen
Sorry presentation uploaded on Desktop at Conference
Do you need a copy before hand?
Steve

Sent from my iPhone

On 23 Jun 2014, at 10:41 am, "Stephen O'Malley" <[REDACTED]> wrote:

Steve

This isn't the right presentation. Can you please ensure Kylie Sugar has it for use tomorrow.

Cheers

Stephen O'Malley | A/Director, Executive Services; Chief Financial Officer | Financial Services
NSW RURAL FIRE SERVICE

From: Steve Yorke
Sent: Friday, 20 June 2014 8:28 AM
To: Stuart Midgley; Stephen O'Malley
Subject: RE: Section 44 Issues

Stephen

I've included Kylie's comments in updated presentation attached

Steve

From: Stephen O'Malley
Sent: Thursday, 19 June 2014 5:30 PM
To: Steve Yorke; Stuart Midgley
Subject: FW: Section 44 Issues

FYI – I asked Kylie Seary for some thoughts on what she sees as issues in s44 claims.

Below is what she provided. We may be able to use some of this to include in the presentation where appropriate. I'm not available at all tomorrow as I'm chairing a Committee – think Stuart is too.

Cheers

Stephen O'Malley | A/Director, Executive Services; Chief Financial Officer | Financial Services
NSW RURAL FIRE SERVICE

From: Kylie Seary
Sent: Thursday, 19 June 2014 5:23 PM
To: Stephen O'Malley
Cc: Greg Lloyd
Subject: RE: Section 44 Issues

Stephen, great thanks for this opportunity,

- ONE claim per event from the Council,
- Completed claims, signed by IC, to be received at Head Office within 90 days of termination, if not they will be returned unpaid.
- Use name and number of the event that is on the declaration – no local fire names
- The incident controller on the declaration is to sign the header sheet. Not DIC, not District Mgr.
- Claim Submitted excluding GST
- Items Ordered/services performed within the dates of the S44 are claimable. Outside the S44 dates will be removed.
- Claims to be arranged in this order
 - o Header sheet on the front,
 - o line item report from financial system matching the total of on the header sheet.
 - o For Each category being claimed for a line item report (can be excel) totalling to category total on the header sheet. Copies of invoices in order as they appear on the category sheet, amounts highlighted.
 - o For overtime, a category line item report, balance to header sheet, showing amounts, hours, dates. Behind this and in order as they appear on the report, the timesheets with the overtime being claimed highlighted.

- For Plant hire, a category line item report, balance to header sheet, showing amounts, hours, dates. Behind this and in order as they appear on the report, the timesheets with the plant being claimed highlighted. Or copies of vendor invoices, amounts highlighted.
- For Fuel, a category line item, balance to header sheet, Council log sheets showing amounts, Fuel litres, date the fuel was used, vehicle that used the fuel, drivers signature. Or copies of vendor invoices, amounts highlighted, for Caltex starcard invoices highlight the lines on the total bill. I don't need dockets.
- Avoid Council stores, difficult for Councils to prove the use of these items, if they are used I need a list of items, quantity and amount, date of use.
- For the information being supplied, Photocopies of original invoices and timesheets – not the originals.
- Normal time is not claimable – Overtime only.
- No on-costs on total claim.
- LEMO Costs are not claimable.
- No vehicle repairs and servicing to be included – Get a state logistics order.
- The following items are not claimable from the RFS - Road repairs, sheep burying, asphaltting, sign replacement, white post replacement.
- Claims are to be POSTED/MAILED in hard copy to Head office. Not Email.
- The Incident Controllers signature on the header sheet, means that they have check the claim, that the above is all in order, that they authorised the expense to be incurred before it was incurred.
- When (larger) claims are about to be assessed, contact will be made with the person listed on the header sheet, requesting them to email the excel spreadsheet with all line items, to assist with faster processing of claims.
- Some templates are available and these are sent out when an event is declared an Internal order number has been issued. Also a list of examples of where to code items.

Stephen - I have been working on a check list for the Incident controller with the assistance of districts, Its not quite ready to be shown to yourself or Steve Yorke, my intention was that this would be sent with the email I send to notify of a S44 Internal Order Number.

- I realise I have given you a detailed list above, there is more, especially with s44 logistic order related invoices, would you like these too. I probably need to compare issues with Logistics so we get a uniform approach. I will try to do this tomorrow.

Kylie

From: Stephen O'Malley
Sent: Wednesday, 18 June 2014 1:58 PM
To: Kylie Seary
Subject: Section 44 Issues

Kylie

NSW ICAC EXHIBIT

I am to present next week with Steve Yorke and Stuart Midgley on the issues we are encountering with section 44's.

Are there any items you wish me to specifically raise?

I already have things like no road expenditure, 90 day claim period etc.

Thanks

<image001.gif> **Stephen O'Malley | A/Director, Executive Services; Chief Financial Officer | Financial Services**
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[REDACTED]
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NSW RURAL FIRE SERVICE



OPERATIONAL SERVICES DIRECTORATE

MANAGERS FORUM

**INCIDENT CONTROLLER'S FINANCIAL
RESPONSIBILITY**

Current financial arrangements

- Arrangements under BFCC Policy 1/2007

Section 44 Payment and Reimbursement Criteria and Procedures

- Natural Disaster Expenditure and Governance Review
- Treasury and Federal reimbursement funding

General Principles – BFCC 1/2007

1. All expenditure is to be authorised and approved by the IC in accordance with the following principles.
2. GST is to be paid on all items purchased.
3. At the time of the "Section 44" Declaration the IC is responsible for identifying and detailing all existing resources including IMT personnel, Support personnel, firefighters, aircraft, plant, machinery and equipment.

General Principles – BFCC 1/2007

4. All costs for combating an incident, prior to the "Section 44" Declaration, will be the responsibility of the supplying Agency.
5. The salaries of all personnel utilised during a "Section 44" Declaration will be the responsibility of the supplying Agency.
6. Aircraft, other than Agency owned aircraft, operating at the incident at the time of the "Section 44" Declaration will, subject to agreement with the IC, and subsequent to acceptance by the State Air Desk be paid directly by the NSW RFS.

General Principles – BFCC 1/2007

7. All further aircraft requests and hiring of aircraft will only be made through the SAD during the "Section 44" If this process is not followed, claims may not be paid.
8. There should be no need for a Council or an Agency to pay aircraft accounts locally. Any accounts should, therefore be forwarded to SAD authorisation and payment and should not form a part of a claim for reimbursement.

Payments & Claims Reimbursement

10. Expenses, authorised by the IC, incurred by and approved by the NSWRFSS when a "Section 44" has been declared are paid directly by the NSWRFSS
11. Expenses authorised by the IC and incurred by Agencies during a S44 may claimed for reimbursement.

These include (but are not limited to):

- Councils when combating an incident on lands not managed by that Council.

Note: All costs for combating an incident on Council managed lands are the responsibility of that Council.

- Land Management Agencies such as NPWS, FCNSW, Sydney Catchment Authority, etc.

Claiming Procedures

- All claims to be lodged with the NSWRFSS Financial Officer, within 90 days of the revocation of the S44
- All claims for reimbursement must to be authorised and signed by the IC
- All Councils claims for reimbursement must be countersigned by the General Manager or his/her Delegate. Agencies claims must be countersigned by the Agency Representative.

Claiming Procedures

- All claims should be substantiated by the production of written evidence, including invoices, receipts, ledger transcripts, timesheets and authorised by the IC
- Claims should include a formal letter of claim and Summary Header Sheet listing the following:
 - Plant/Machinery and Equipment Hire
 - Meals and Accommodation
 - Fuel
 - Overtime or temporary salaries
 - Other

Current arrangements

State Logistics / MILS will organise and pay directly for the following:

- Air or coach travel to and from an incident
- Fuel and welfare en-route
- Foam, retardant
- Local catering, bottled water, snack packs, etc.
- Catalogue items (Personal Protective Equipment, hoses, etc.)

.....

Your Accountability as Incident Controller

Authorised to approve and monitor expenditure for:

- Firefighting activities including plant hire, fuel, emergency mechanical repairs or tyres, etc.
- Firefighting support (catering, accommodation, etc)
- Salaries (overtime and temporary staff)
- Appointment of a Finance Officer/s
- Consult Council's General Manager/Finance Director prior to committing Council to any expenditure
- Seek assistance for management from Major Incident Logistics Support (MILS) and/or Logistical support is available through the MIC

Issues 2013-14

- Invoices of Accommodation not authorised and/or with no occupant details

For example: fireman RFS 10 twin Rms @ \$297ea

7 Budget rooms @ \$95ea

- Hire car 10 days @ \$90 per day – Total 34klms
- 30 paper maps (LPI) 50 each 1:25000 - \$9000
- Meals and allowances
- PPC – 10 each all sizes
- Council Road surfacing
- Airfield damage and restoration

QUESTIONS?

Incident Controller's responsibility

.....NOT A SHOPPING LIST

- Council Plant within the area of declaration - costs are the responsibility of that Council (excluding fire on NPWS or Forest NSW)
- Plant or aircraft provided by NPWS or FCNSW prior to the declaration - costs remain their responsibility
- Contracted plant is covered by s44 funding

Incident Controller's responsibility

IC is **NOT** authorised to approve expenditure for:

- Capital equipment items (telephones, iPads, refrigerators, air conditioners, photocopiers, radios, chainsaws, etc)
- All operational aircraft hire must go through the State Air Desk
- All air transport must be booked through State Logistics/MILS