###### Government financial assistance

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|  | The following sets out the requirements and procedures for local authorities when requesting government financial assistance for response and recovery costs for civil defence emergencies. This document needs to be read alongside the *Guide to the National CDEM Plan*.Local authorities are initially responsible for meeting the cost of all emergency expenditure arising out of the use of resources and services provided under the direction of a Controller (or other response coordinator). Particular care should be taken to keep a clear record of who authorises any expenditure. See *Claim form* on page 5. |

1. Financial assistance after an emergency

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| **Assistance from REMAs** | MCDEM Regional Emergency Management Advisors (REMAs) are available to provide advice on the claims process and guidance on eligibility criteria. Note that MCDEM regional personnel only provide advice. Preparing and submitting claims is the responsibility of the local authorities involved. |
| **General principles**  | Principles for government financial support are outlined in the *National CDEM Plan*. |
| **Types of claims** | Claims can be made for ‘caring for the displaced’, ‘other response’, and ‘recovery’. Eligible costs of ‘caring for the displaced’ are reimbursed at 100 percent, whereas eligible ‘other response’ and ‘recovery’ costs are reimbursed at 60 percent above a certain threshold. The claim(s) are assessed against the threshold as outlined in the *Guide to the National CDEM Plan*.Local authorities can make:* one claim for all expenditure items, with the items listed in the categories ‘caring for the displaced’, ‘other response’, and ‘recovery’, or
* one claim for items related to ‘caring for the displaced’ submitted first, with all other items in a second claim, with the categories ‘other response’, and ‘recovery’.
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| **Maintaining a record during response and recovery** | To support claims for financial assistance, during response and recovery, local authorities should:* fill in the local authority’s relevant resource and finance forms, and
* create a spreadsheet of items.

The suggested column headings for the spreadsheet are:* item number (starting at 1, allocate consecutive numbers)
* date of invoice
* invoice number
* supplier
* goods and services type
* reasons item needed
* authorised by (name and role)
* cost (excluding GST), and cost (including GST), and
* running total (excluding GST).
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| **Before making a claim** | Before they can make a claim for government financial assistance, local authorities must:* pay all expenses, and
* list and total the expenditure items in a spreadsheet (see above).
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| **Evidence** | The claiming authority is required to:* declare the claims are true and accurate, and
* submit appropriate evidence of expenditure signed by the chief executive of the local authority.

Where relevant to the claim, the chief executive must also provide written confirmation:* that all river system and essential infrastructure repair assets on which this claim is being sought are directly owned by the local authority
* the local authority can meet its share of the recovery costs, and
* that all assets claimed against were managed consistent with ‘reasonable practice’ in the sector.

Appropriate evidence of expenditure requires:* maintaining records of expenditure with cost codes
* outlining the reasons for the expenditure, and
* collating receipts and invoices for all items (with item numbers).
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| **Required content for claim** | Information to support claims should be provided using a form (see *Claim form* on page 5) or covering letter. All claims should contain:* the local authority name, address, telephone number, contact person
* a description of the event and damage, and
* costs and calculations.

Additional information is required for claims for ‘other response costs’:* the net capital value of the local authority’s district or region as stated in its annual plan and consequent threshold. Refer to the *Guide to the National CDEM Plan*
* amount of claim (60 percent of costs above the threshold)
* a breakdown of any ‘other response costs’ and an explanation of how they meet the eligibility criteria

Further information is also required for ‘recovery’ claims:* list of eligible assets damaged by event
* cost of restoration or repair (GST exclusive) on an asset by asset basis
* other eligible costs – itemised and GST exclusive. Costs are to be actual, unless MCDEM has previously agreed to accept estimates
* evidence that any river management or flood control works/repairs are necessary to avoid major community disruption or continued risk to life
* combined total cost.
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| **Submitting a claim** | Once the local authority has prepared the material required for a claim, it can submit the claim to Director, Civil Defence Emergency Management through the REMA. |
| **Processing of claims** | The local authority will be advised of the outcome of their claim and will be asked for any additional information that may be required to assess the claim. The government may audit the claim. |
| **Disaster recovery funds** | The Government through the Minister of Civil Defence, together with either the Prime Minister or the Minister of Finance has the ability to make a contribution of up to $100,000 (GST inclusive) to a disaster recovery fund. Larger contributions require Cabinet approval. Refer to the *Guide to the National CDEM Plan* for more information. |

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| **Special policies** | Additional financial assistance may be available under some circumstances by way of ‘special policies’. Special policies are those policies which are required to establish new programmes to meet the specific needs for emergency recovery in an affected region, or are required to achieve the funding over and above that available from existing departmental funding. Consideration of proposals for special policy financial assistance will be dependent on:* the applicant justifying the need for government funding of their proposal through evaluation of options and other funding sources, and having consulted affected communities, and
* the provisions made for risk management by the applicant.
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| Other government assistance | The *Guide to the National CDEM Plan also* provides information on assistance provided to local authorities for road and bridge repair, and general clean-up operations (through (Enhanced) Taskforce Green). The *Guide* also provides information on financial assistance available to households and individuals, and to businesses and farmers, affected by emergencies. |

1. Claim form

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| **CDEM expenditure claim**  |
| **Local authority** |  |
| **Date of claim** *(yyyy-mm-dd)* |  | **Date(s) of emergency***(yyyy-mm-dd)* |  |
| **Prepared by***(Name and role)* |  |
| **Details of emergency** |
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| **Details of claim** | *Circle one or more:* Caring for displaced / other response costs / recovery costs |
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| **Amount claimed** | Caring for the displaced | $ |
| Other response costs | $ |
| Recovery costs | $ |
| **Total** | **$** |
| **Attachments** |
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| **Claim authorised**  |
| Chief executive name |  |
| Chief executive signature |  |
| Date signed *(yyyy-mm-dd)* |  |