



**STATE EMERGENCY MANAGEMENT COMMITTEE  
EXERCISE FUNDING GUIDELINES**

**Costs that are eligible to be covered**

Following are the exercise related costs that are eligible for reimbursement through the SEMC. Please note receipts must be provided for all expenses.

	ITEM	REQUIREMENTS
1	Site/s hire or construction	n/a
2	Food and beverages	Please <a href="#">click here</a> for the State policy on meal allowances. List breakfast, lunch or dinner; no. of days; no. of people being catered for.
3	Hire of equipment essential to the conduct of the exercise, including installation and operation	Please include itemised list with unit cost. Purchases are only permitted where it is more cost effective than hiring. The money is not to be spent on attractive and portable items (e.g. computers, phones, cars), except where these are planned to be destroyed in the activity. The expectation is that the equipment will either be destroyed during the exercise or made available for another exercise or activity.
4	Administrative costs, such as stationary and security passes	n/a
5	Restoration e.g. repair of damage to buildings or the environment – note that this does not constitute an indemnity	Please outline the extent of any expected restoration required and estimated cost in the budget estimate
6	Familiarisation tours, where these are directly associated with the exercise	n/a
7	Transport costs – running costs of vehicles during the conduct phase, vehicle transfers between the sites	n/a
8	The travel-related entitlements of exercise planning staff, exercise controllers, evaluators and official mentors	Please <a href="#">click here</a> for the State policy on travel-related allowances.
9	Contracted consultants may be engaged in support of the planning, conduct or evaluation of the exercise	Consultant cost will only be considered where resources are not available or time constraints require external support.  Alternatively, a list of qualified exercise practitioners is available to assist you in planning, conduct or evaluation.
10	Observer programs	Where these are a formal and distinct part of the exercise, including identification of objectives to be achieved
11	Planning and Evaluation meetings	E.g. venue, catering, travel costs for evaluation staff and evaluation SME's.

<b>Funding thresholds for each exercise</b>			
	<b>Local</b>	<b>Regional</b>	<b>State</b>
EM and Land SAREX	\$2,500	\$6,000	\$100,000



# New South Wales State Emergency Management Committee

## Costs not eligible to be covered

The following costs are *not* supported in relation to exercises:

- Consultant fees from those who plan, conduct or evaluate exercises, where in-house resources are available, and/or can be trained up in a timely manner.
- Participation of agency officers in a deployment exercise, where they are performing the function of their agency in relation to an actual incident
- Overtime
- Wear and tear and/or depreciation costs
- Where the exercise is being run in conjunction with another event; costs associated with the other event.

## Equipment and Consumables

Purchase of equipment, including training consumables is only allowed when the total amount and types of items to be purchased have been explicitly included in the proposal and directly relate to the exercise. Exercise Directors may vary the exact amount spent on equipment as required, up to the limit of the exercise budget. The amount spent on the various types of equipment must be recorded in the final activity report.

Purchases are only permitted where it is a more cost effective option than hiring. The money is not to be spent on attractive and portable items (e.g. computers, phones, cars), except where these are planned to be destroyed in the activity. The expectation is that the equipment will either be destroyed during the exercise or made available for another exercise or activity.

## Funds Paid in Advance

The Exercise Directors may request in writing an advance of funds to the host jurisdiction or agency to facilitate preparation for the exercise.

- This may occur any time from the start of the relevant financial year, and will normally be limited to a maximum of 80 per cent of the total budget
- Following this agreement, the jurisdiction or agency will raise an invoice supported by the endorsed exercise budget for payment, and
- These payments will be managed as specified in these Guidelines.

## Other Costs

Unless prohibited elsewhere in these Guidelines, funding support for any exercise cost may be considered on a case-by-case basis by the Exercise Directors, where they are SEMC Members, or by the relevant SEMC committee Chair.

- Advice must be sought in relation to compliance of the proposal with these Guidelines and relevant legislation and/or policy.