

Fact Sheet

Emergency Event Financial Delegation (including planned burning) online training

Information for trainees

IMPORTANT INFORMATION

All personnel who will be assigned to a position in a CFA, SES or DELWP emergency event or planned burn that is required to exercise a temporary financial delegation must complete this training before being deployed.

WHAT DOES THE TRAINING COVER?

1. Financial delegations
2. Responsibilities
3. Payments to suppliers
4. Compliance

At the end of this training participants will be able to:

- Understand the responsibilities of an emergency event financial delegate
- Identify the different delegation levels across control agencies
- Understand procurement processes for emergency events
- Identify payment options available
- Understand what is required for manual purchase orders
- Recognise that fraud and corruption will not be tolerated
- Understand the compliance regime surrounding emergency events

TRAINING DURATION

Allow approximately 1 hour to complete this training course.

FOR HOW LONG IS A DELEGATION VALID?

You must successfully complete this online training every four years to exercise a temporary financial delegation at an emergency event or a planned burn controlled by the CFA, SES or DELWP.

WHY ONLINE TRAINING?

- Training can be completed whenever and wherever it is required
- Participants can learn at their own pace and their progress is automatically saved
- Consistent training delivery
- Removes the need for participants and trainers to travel and stay overnight
- Prior to deployment financial delegates can refresh their memory by resitting the training

HOW TO GET STARTED

Emergency Event Financial Delegation online training is available by clicking on the link below or entering it into a browser:

<http://elearning.vic.gov.au>

The following key agency personnel will have administrator rights to the online training program. They will determine whether or not you can undertake the training. If authorised, the administrator will create a user profile account, then send the trainee an email with instructions on how to access and login to undertake the training.

EMERGENCY EVENT FINANCIAL DELEGATION ONLINE TRAINING ADMINISTRATOR CONTACT LIST

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FURTHER INFORMATION

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