

UNBUDGETED FINANCIAL REQUESTS FROM COMMUNITY

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1. OBJECTIVE

To ensure that all financial requests for unbudgeted items are investigated by City of Karratha staff prior to being referred to Council for consideration.

2. PRINCIPLES

All requests for financial support, given without notice, from community groups that cannot be considered through Council's grants process ie: due to an inability to meet the deadline for submissions or failing outside the criteria for funding, will not be considered until such time as City of Karratha staff have had an opportunity to report and investigate the request before referring the matter back to Council to allow an informed decision to be made.

All such requests will be considered at the subsequent Council meeting following completion of a full investigation of the request.

Alternatively funding can be provided at the discretion of the Mayor, through his/her discretionary fund.

In circumstances where the community group can prove a crisis situation necessitates emergency expenditure, Council can consider emergency funding within its powers and the provisions of the *Local Government Act 1995*.

3. CONSEQUENCES

This policy represents the formal policy and expected standards of the City. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the City.

4. ROLES AND RESPONSIBILITIES

The Chief Executive Officer is required to ensure that due diligence has been undertaken by staff in a timely manner identifying the nature of the request put forward by the community group for the emergency funding. A detailed report is to be presented to Council for consideration.

5. REFERENCES TO RELATED DOCUMENTS

- CS06 Community Grants & Contributions Scheme

Policy Number:	CE1
Previous Policy Number:	EXE03
Resolution Numbers:	12703-Aug 2002; 12738–Sept 2002; 13497–Oct 2004; 14223–Oct 2007; 152174-Aug 2012
Last Review:	August 2012
Next Review:	August 2014
Responsible Officer:	Chief Executive Officer

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.