

DA	EMERGENCY RELIEF FUND	ACS13
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DELEGATED AUTHORITY CODE:	ACS13
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Recreation & Community Safety
SERVICE UNIT:	Grants & Research
RESPONSIBLE OFFICER:	Manager, Recreation & Community Safety
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	8 September 2016
POLICY REF.:	ACS13
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	22 September 2011	26 May 2016
	24 May 2012	25 August 2016
	28 August 2014	
OCM:	13 October 2011	11 September 2014
	14 June 2012	9 June 2016

FUNCTION DELEGATED:

The authority to make financial donations towards emergency relief, if and when, an emergency/disaster occurs. To evaluate and determine the level of relief funding to be donated in accordance with the Emergency Relief Fund Policy.

CONDITIONS/GUIDELINES:

Funds for an emergency/disaster which meet the following criteria shall be drawn from the Emergency Relief Fund.

- (1) Situation 1: Where a 'State of Emergency Declaration' is made by either a Hazard Management Agency or relevant Minister of Western Australia.
 - The Delegated Officer in consultation with the Mayor can award a donation of up to \$15,000 to the relevant relief fund.
- (2) Situation 2: Where an emergency occurs within Western Australia and a 'State of Emergency Declaration' is not made but the emergency/disaster is deemed significant by both the Mayor and the Delegated Officer.
 - The Delegated Officer in consultation with the Mayor can award a donation of up to \$10,000 to the relevant relief fund.
- (3) Situation 3: Where an emergency occurs outside the jurisdiction of the State of Western Australia and a 'State of Emergency Declaration' is made.
 - The Delegated Officer in consultation with the Mayor can award a donation of up to \$15,000 to the relevant relief fund.

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- (4) Situation 4: Where an emergency occurs outside the jurisdiction of the State of Western Australia and a 'State of Emergency Declaration' is not made but the emergency/disaster is deemed significant by both the Mayor and the Delegated Officer.
- The Delegated Officer in consultation with the Mayor can award a donation of up to \$10,000 to the relevant relief fund.
- (5) Situation 5: When an Emergency or Disaster occurs but does not meet the criteria of situation 1- 4.
- The Delegated Officer in consultation with the Mayor can award a donation of up to \$5,000 to the relevant relief fund.
- The funds are available for donation to the relevant relief fund and be awarded to the maximum stated under each situation. The actual amount is to be determined at the discretion of the Delegated Officer in consultation with the Mayor in consideration of the overall estimated cost of relief and unique circumstances for each specific emergency/disaster.
- (6) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As provided in the conditions above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Council Policy "ACS13 'Emergency Relief Fund, refers.

DELEGATE:

Chief Executive Officer (CEO)

Note: The CEO will sub-delegate this authority to

DELEGATE/S AUTHORISED:

Manager, Recreation & Community Safety