



**Chief Executive Officer Attachments**  
**Wednesday, 15 June 2016**

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
9.4.4	<b>Fleet Management Services</b> 1. Uniquo implementation proposal	1 – 12
9.4.6	<b>Delegated Authority Register</b> 1. Updated Delegated Authority Register	13 – 87



# Fleet management implementation proposal

Delivering operational management to drive best practice across industry

20 May 2016  
V1.0

# Proposal for fleet management implementation services

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Thank you for the opportunity to submit a proposal for the implementation of services related to fleet management at Shire of Chittering

Based on our recent discussions a charter for these services has been drafted for your review, comment and ultimately joint acceptance.

Uniqco looks forward to assisting the Shire of Chittering in identifying opportunities for the council to advance it's level of fleet management maturity to deliver better value for money outcomes for rate payers.

Our proposal covers our methodology, framework and approach to the implementation of operational management over a 12 month period. Further we will assess your maturity at stages throughout the year to identify improvement opportunities to realise additional best practice benefits.

Should you have any questions or queries, please don't hesitate to contact me on [REDACTED]

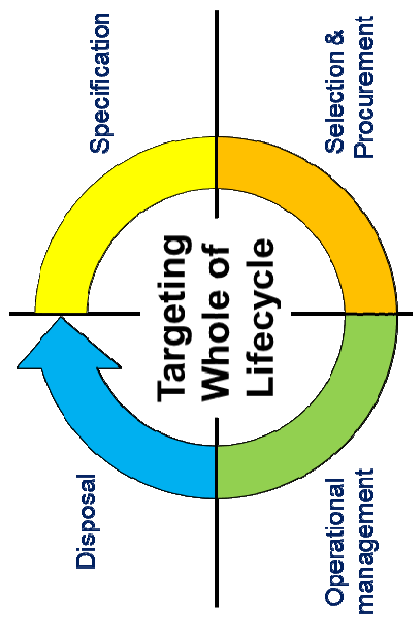
Kind regards,

Grant Andrews

# Our objective is to implement best practice whole of lifecycle Plant and Fleet Management

Mobile plant and equipment engaged represents a significant investment and the purpose of our approach is to ultimately deliver:

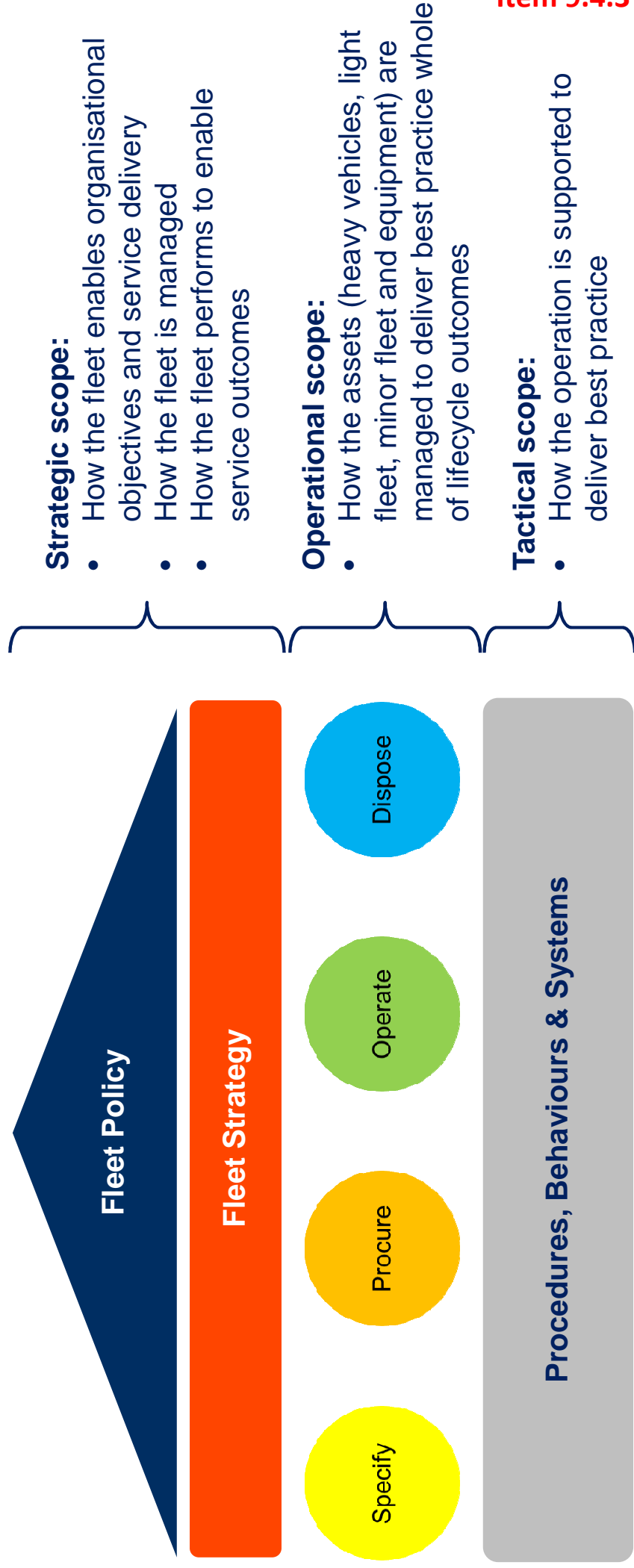
- Management of mobile assets over its whole of lifecycle;
- Accountabilities and governance regardless of ownership of plant assets (own, hire or lease);
- Line of sight from the fleet to organisational service delivery outcomes to rate payers;
- Communication and relationships with internal and external service providers;
- Financial risk management in both capital and recurrent spend;
- Operator training and OHS risk; and
- Application of both the on road and maintenance Chains of Responsibilities.



***Resulting in opportunities for improvement in organisational resilience of plant and fleet management***

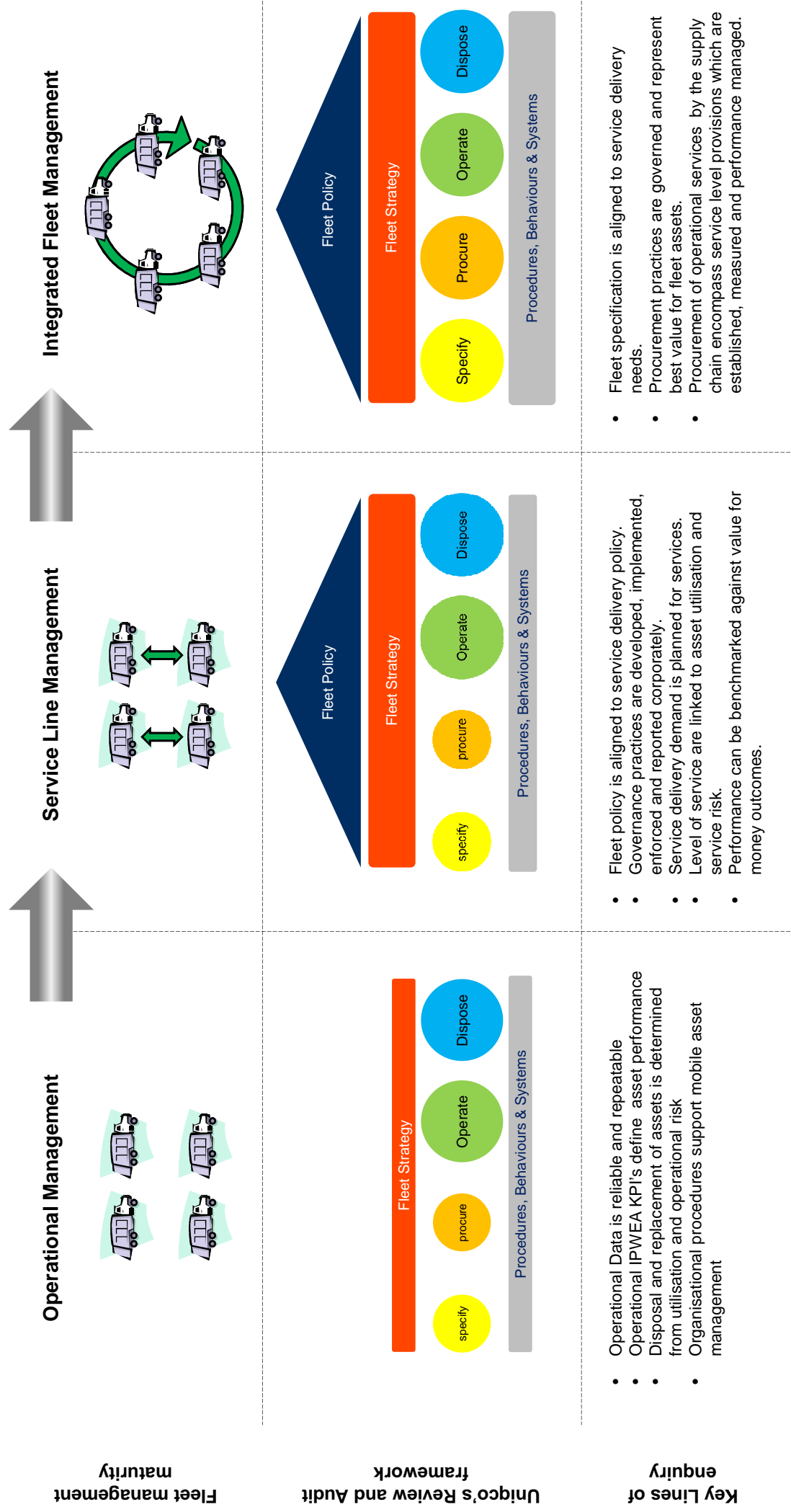
# To deliver category management within fleet we need to focus on specific areas of mobile asset management...

## Uniqco's Category Management – Fleet Framework



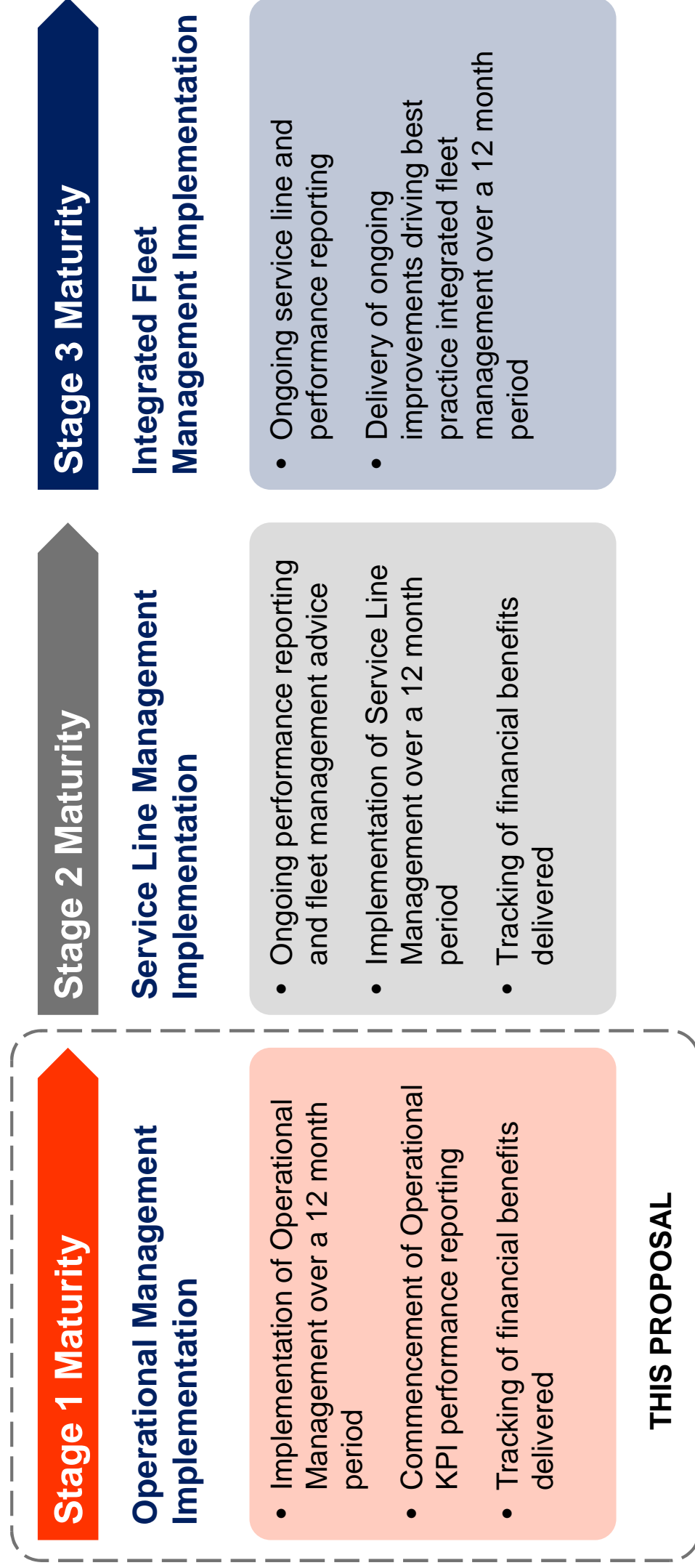
*It is the combination of these elements that define best practice outcomes for an organisation*

# Within each level of maturity we focus on different elements to deliver benefits



**These opportunities are prioritised into recommendations for implementation**

Through taking a category management approach, Uniqco are industry leaders in unlocking value in the management of fleet.



*In each Stage we will work together with your Executive and Fleet management to transfer knowledge*

# Our objective is to implement and embed best practice to deliver best practice Operational Management

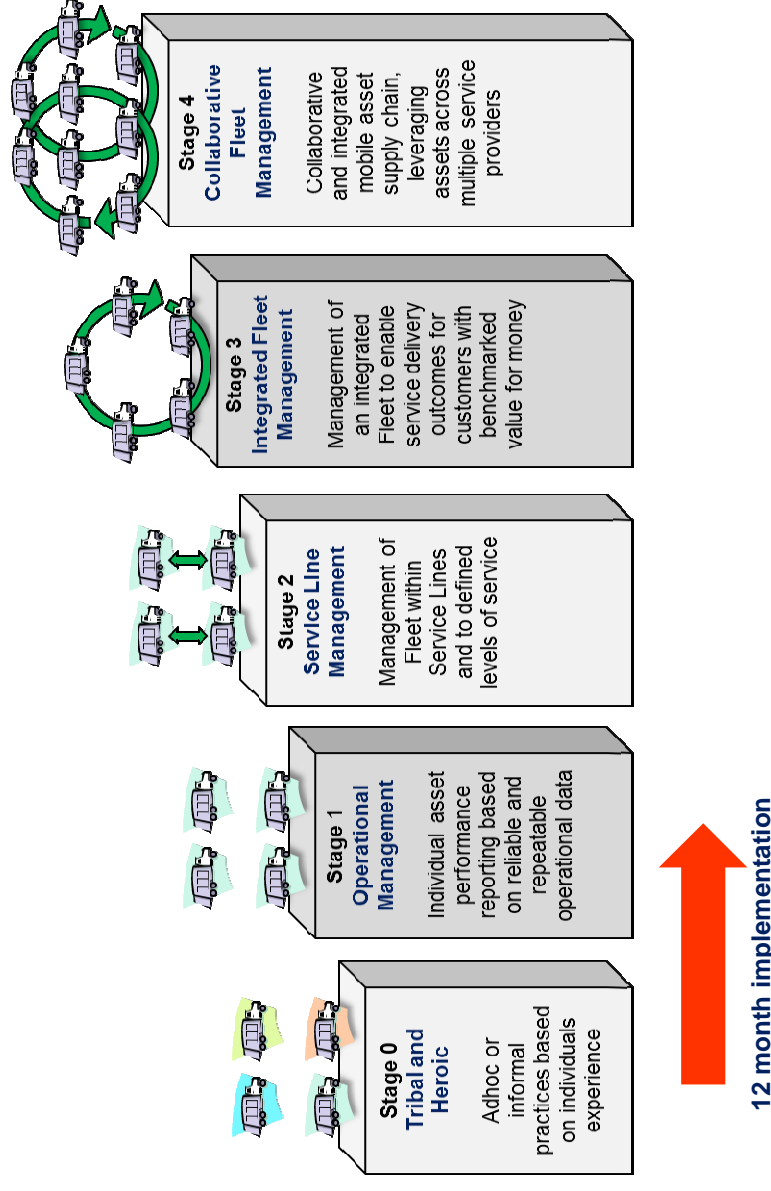
## Benefits

- Improved financial performance
- Informed asset investment decisions
- Managed risk
- Improved services and outputs
- Demonstrated social responsibility
- Demonstrated compliance
- Enhanced reputation
- Improved organisational sustainability
- Improved efficiency and effectiveness
- Identifying legislative risk as required under the act

## Outputs

1. IPWEA Best practice KPI reporting
2. Benchmarked Utilisation
3. Fuel rebate claims
4. FBT reports
5. Fair value assessment
6. Full cost recovery hire rates

## Increasing Fleet management maturity



***Embedding these operational controls and practices will enable you to advance into Service Line Management***



# Stage 1 – Operational Management Maturity Implementation

Deliverables	Objectives	Critical Success Factors	
<div>1. Fleet Management Maturity implementation based on current organisational practices related to:</div> <ul style="list-style-type: none"><li>Operational performance reporting;</li><li>Disposal management;</li><li>Governance and reporting procedures and systems;</li><li>Fleet policy and service delivery alignment;</li><li>Mobile asset specification</li><li>Procurement approach and execution</li></ul> <div>2. Undertake a gap analysis to determine opportunities and make recommendation to improve fleet management maturity.</div> <div>3. Prioritise recommendations in order to scope Stage 2 – Service Line.</div> <div>4. Documentation of findings and recommendations to be reported to the Executive.</div>	<div><ul style="list-style-type: none"><li>The application of best practice whole of lifecycle Plant and Fleet Operational Management maturity</li><li>Through the application of category management – fleet, determine the current fleet management maturity level</li><li>Identify and prioritisation of opportunities for further improvement in fleet management maturity</li></ul></div> <div>Risks</div> <div><ul style="list-style-type: none"><li>Financial data is not readily available for mobile plant and fleet assets</li><li>Fuel data with mileage forced at each transaction is not readily available</li><li>Maintenance data recording is inaccurate and limited</li><li>Clients asset list contains limited asset data</li></ul></div>	<ul style="list-style-type: none"><li>Internal stakeholders are identified and engagements with them are scheduled by client.</li><li>Timely provision of accurate mobile asset fuel, maintenance, financial data in a repeatable electronic format.</li><li>Client resources available for data management training</li><li>Assumptions are documented progressively.</li><li>Creation of an Executive Steering Group to provide executive feedback and validate recommendations.</li></ul>	
	In Scope	Out of Scope	Resources
	<ul style="list-style-type: none"><li>Heavy and Light mobile plant and fleet assets</li><li>Transfer of best practice knowledge to client</li><li>Data Management</li><li>Training of client resources</li></ul>	<ul style="list-style-type: none"><li>Implementation of identified opportunities</li></ul>	<ul style="list-style-type: none"><li>Grant Andrews</li><li>David De Rossi</li><li>Plant Manager</li><li>Executive Director</li><li>Finance Co-ordinator</li><li>Procurement Manager</li></ul>
			<div>Lump Sum Fee</div> <div>As required</div> <div>As required</div> <div>As required</div> <div>As required</div>

# Our proposed commercial fee is a lump sum

	Activity	Quantity	Total (excluding GST)
1	Implement Stage 1 Operational Management Maturity (12 month program)	1	\$33,000
2	Expenses (Perth based)		nil
		<b>Total Fee</b>	<b>\$33,000</b>

## Notes:

### Fee

- Fee for completing Stage 1 is a monthly fee of \$3,500 for the first 6 months paid and \$2,000 per month for the remaining 6 months paid in areas.
- Total Fee excludes GST

### Expenses

- Parking, airline tickets and accommodation are charged at cost.
- Mileage within the Perth metropolitan area is not charged.
- Mileage to destinations outside of the Perth metropolitan area is charged as per the ATO rates (Currently at \$0.75/km).
- A subsistence charge of \$100.00/night is applicable to overnight stays outside of the Perth Metropolitan area.

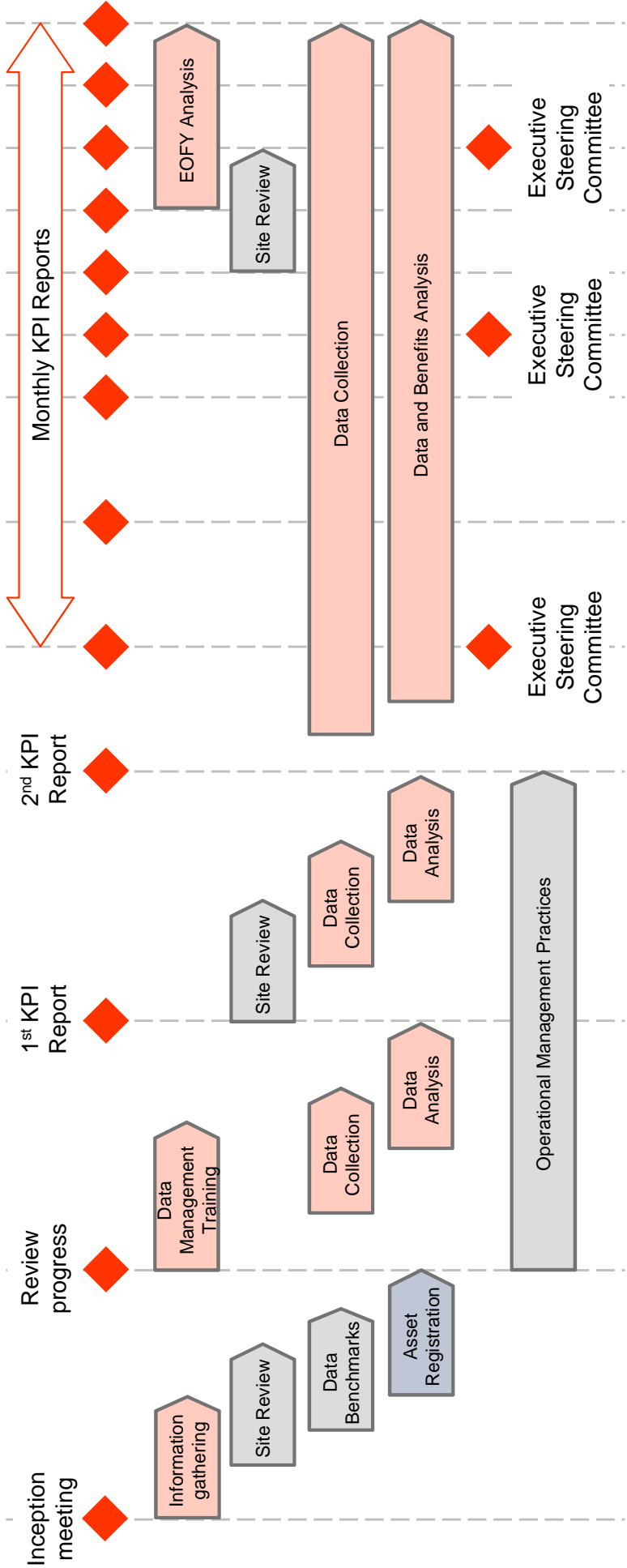
### Validity

- Fee is valid for 30 days from date of the proposal, unless agreed otherwise.

# Stage 1 – Proposed Schedule



## Operational Management Implementation



***We will liaise with your project coordinator throughout the first 12 weeks to embed the practices***

# Your Uniqco team has extensive experience working with clients to unlock value

## Grant Andrews



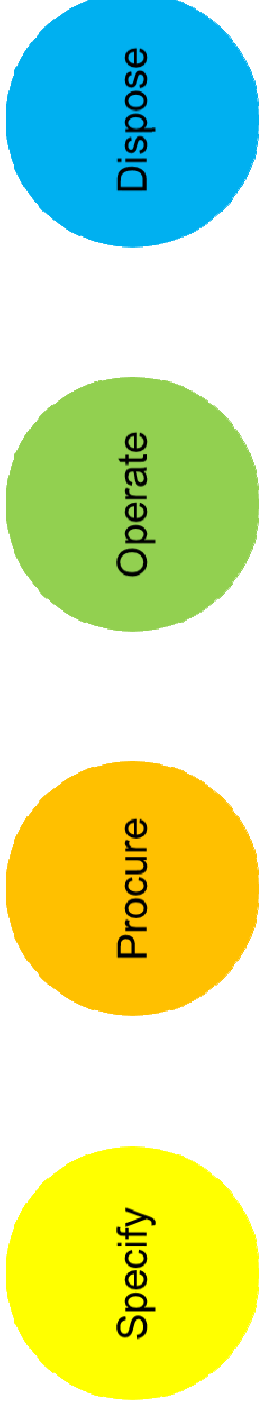
- Nominated Project Manager & Best Practice Lead
- Managing Director of Uniqco
- Primarily focussed on best management practice, increased utilisation, reduced operational costs, reduced maintenance costs, optimum replacement, increased corporate knowledge and reduced risk.
- Recognised throughout local government in Australia as a leading fleet management consultant.

## David De Rossi



- Nominated Performance and Benefits Lead.
- Qualified engineer and project manager.
- Specialises in establishing performance management controls to mitigate risk and build stakeholder confidence in the delivery.
- More than 18 years professional experience within transport infrastructure and operational asset management, including highways and roads, rail and aviation for both private and public sector clients.

## Uniqco is a fleet SPOD consultancy



- Consulting to Local & State government and the Private sector since 1992
- Conduct Assessments & Audits Australia wide
- Provide ongoing services in Plant & Vehicle (fleet) Management for numerous organisations for many years
- Partner with Institute Public Works Engineering Australia (IPWEA) in delivering professional development
- Main author of the IPWEA best practice manual and the IPWEA Fleet Management Certificate
- Deliver best practice training for IPWEA in Australia and internationally



**DELEGATED  
AUTHORITY  
REGISTER**

## DOCUMENT CONTROL

DOCUMENT DISTRIBUTION LIST			
Copy No	Distributed to	Position/Title	Date
5	Councillors and Staff		24 June 2015

DOCUMENT CONTROL			
Version	Approved by		Date
	Name	Title/Resolution	
1	Ordinary Council	Register of Delegations (N10318)	16 June 2010
2	Ordinary Council	Delegated Authority Register Review Council Resolution 090512 (N12956)	16 May 2012
3	Ordinary Council	Delegated Authority Register Review Council Resolution 170613 (N131241)	19 June 2013
4	Ordinary Council	Delegated Authority Register Review Council Resolution (N141465)	25 June 2014
5	Ordinary Council	Delegated Authority Register Review Council Resolution (N140615)	17 June 2015
6	Ordinary Council		

AMENDMENTS		
Document Version	Date of Amendment	Amendment details
1	29 June 2011	Amended by CEO (N11726)
1	24 August 2011	Amended by CEO (N1123790)
1	30 March 2012	Amended by Council (N1229266)
2	27 June 2012	Amended by Council (N12967)
2	21 November 2012	Amended by Council (N121084)
2	19 December 2012	Amended by Council (N131105)
2	20 February 2013	Amended by Council (N131143)
3	19 June 2013	Approved by Council (N131241)
3	21 August 2013	Approved by Council (N1340338)
3	23 October 2013	Approved by Council (N131311)
3	19 March 2014	Approved by Council (N141391)

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## INTRODUCTION

### **Purpose of Delegating Authority**

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Shire's commitment to a strong customer service focus. The register details the related document(s) where the power to delegate is derived from, including legislation and policies of the Council. This enables easier cross-referencing. This delegated authority register will be reviewed in accordance with the **Local Government Act 1995** (the Act) on an annual basis. The coordination of the review will be performed by the Chief Executive Officer.

### **Legislation**

The **Local Government Act 1995** allows for a local government to delegate to the Chief Executive Officer (CEO) the exercise of any of its powers or the discharge of any of its duties under the Act, except those listed in section 5.43. All delegations made by the Council must be by absolute decision [section 5.42(1)].

### **Associated legislation**

Legislation other than the Act, its regulations and the local government's local laws created under the Act where delegations or authorisations may occur are as follows:

- Planning and Development Act 2005 including regulations and adopted policies
- Dog Act 1976 and regulations
- Bush Fires Act 1954 regulations and local laws created under that Act)
- Health Act 1911 (as amended) regulations and local law created under that Act
- Freedom of Information Act 1992
- Land Administration Act 1997 as amended and regulations
- Litter Act 1979 and regulations
- Local Government (Miscellaneous Provision) Act 1960 as amended
- Caravan Parks and Camping Grounds Act 1995
- Control of Vehicles (Off-Road Areas) Act 1978 and regulations
- Strata Titles Act 1985
- Food Act 2008
- Environmental Protection Act 2005
- Building Act 2011

*Note - this is not an exhaustive list*

#### **Delegation by the Chief Executive Officer**

The Act allows for the CEO to delegate any of the powers to another employee [Section 5.44 (1)]. This must be done in writing [Section 5.44 (2)]. The Act allows for the CEO to place conditions on any delegations if desired [Section 5.44 (4)].

A register of delegations relevant to the CEO and other employees is to be kept and reviewed at least once every financial year [Section 5.46 (1) and (2)]. If a person is exercising a power or duty that they have been delegated, the Act requires that records be kept whenever the delegated authority is used [Section 5.46 (3)].

The record is to contain the following information:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than Council or committee members or employees of the local government, directly affected by the exercise of the power of the discharge of the duty [**Local Government (Administration) Regulations 1996, regulation 19**].
- Service unit's responsible for a work process are to ensure that data is captured and recorded managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation. This includes recording of delegated authority of the CEO where applicable, once approved through a signed authority by the CEO.
- A person to whom a power is delegated under the Act is considered to be a 'designated employee' under 5.5.74(b) of the Act and is required to complete a primary and annual return each year.
- There is no power for a person other than the CEO to delegate a power [Section 5.44 (1)].

#### **Acting through another person**

##### **Local Government Act 1995 - section 5.45 (2)**

Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing:

- (a) **a local government from performing any of its functions by acting through a person other than the CEO; or**
- (b) **a CEO from performing any of his or her functions by acting through another person.**

The key difference between a delegation and "acting through" is that a delegated exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the "acting through" concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

The difference between a delegated authority to exercise discretion on behalf of the Shire and acting through another person to undertake a function on behalf of the Shire where not discretion exists is reinforced by *Section 56* of the ***Interpretation Act 1984*** which states:

**56. "May" imports a discretion, "shall" is imperative**

- (1) Where in a written law the word "may" is used in conferring a power, such word shall be interpreted to imply that the power so conferred may be exercised or not, at discretion.**
- (2) Where in a written law the word "shall" is used in conferring a function, such word shall be interpreted to mean that the function so conferred must be performed.**

## DA1      ACTING CHIEF EXECUTIVE OFFICER

**Objective of Delegation:**      Appointment of an Acting Chief Executive Officer

**Extent of Delegation:**      The authority to appoint an Acting Chief Executive Officer during periods of absence.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Not applicable
<b>Formal Record:</b>	On making any appointment under this delegation the Chief Executive Officer shall inform the Council of the details of the appointment. Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1995 – Section 5.39</i></li> <li>• <i>Shire of Chittering Staff Policy – Acting Chief Executive Officer</i></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA2 CODE OF CONDUCT ENFORCEMENT

<b>Objective of Delegation:</b>	To enforce the Code of Conduct
<b>Extent of Delegation:</b>	The duty to enforce the Code of Conduct in respect of employees, contractors and volunteers.
<b>Conditions imposed:</b>	<ol style="list-style-type: none"> <li>1. The Chief Executive Officer is required to implement appropriate procedures for enforcing the Code of Conduct in respect of allegations or complaints involving employees, contractors and volunteers.</li> <li>2. The procedure should include internal investigations and/or referral to appropriate external agencies.</li> <li>3. The Chief Executive Officer is not required to personally investigate or enforce the Code, but to ensure that it is properly enforced and that the integrity and probity of the Shire is maintained at a high level.</li> </ol>

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Not applicable
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1995 – Section 5.9</i></li> <li>• <i>Shire of Chittering Staff Policy – Code of Conduct – Staff</i></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA3 CONTROL AND MANAGEMENT OF LAND

**Objective of Delegation:** To control and manage land

**Extent of Delegation:** The duty to do anything necessary for the administration purpose of controlling and managing land reserved under the ***Land Act 1933*** and vested in or under control and management of the Council.

**Conditions imposed:** Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Not applicable
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995</i></b></li> <li>• <b><i>Land Act 1933</i></b></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	



## DA4 DISPOSAL OF PROPERTY OTHER THAN LAND

- Objective of Delegation:** To expedite the disposal of Shire property other than land.
- Extent of Delegation:** The power to dispose of Shire property (other than land or buildings) by public tender or public auction where the expected value is:
- less than \$20,000.
- The power to dispose of items of a minor nature by private treaty, such as surplus old plant or equipment, where the anticipated value is:
- less than \$5000.
- Conditions imposed:**
1. This delegation does **NOT** apply to the disposal of plant or light vehicles or equipment that is being replaced by a tender process involving trade-in.
  2. The Chief Executive Officer is to develop and implement an appropriate procedure for the management of disposal of property by public tender or public auction and which provides a high standard of probity and accountability.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Not applicable
<b>Formal Record:</b>	Receipt of payment Recorded in central records system
<b>Heads of Power:</b>	<b><i>Local Government Act 1995</i></b>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA5 SIGNING OF DOCUMENTS

<b>Objective of Delegation:</b>	To sign Shire documents on behalf of the Shire of Chittering.
<b>Extent of Delegation:</b>	The authority to sign documents as a part of the day to day operations of the Shire of Chittering.
<b>Conditions imposed:</b>	<p>Authority is delegated on the provision that one or more of the following provisions apply:</p> <ol style="list-style-type: none"> <li>1 The Council has authorised the entering into a formal contract/document.</li> <li>2 A formal contract is authorised under delegated authority of the Council.</li> <li>3 A formal contract/document is considered necessary by the Chief Executive Officer as part of the day to day operations of the Council.</li> <li>4 The Chief Executive Officer is to prepare the necessary documentation taking into account any specific policy requirements of Council and to arrange for signing of the contract/documents without further reference to Council.</li> </ol>

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Not applicable
<b>Formal Record:</b>	Common Seal Register Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995 s9.49 (a) 4</i></b></li> <li>• <b><i>Shire of Chittering Administration Policy – Execution of Documents</i></b></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA6 INVESTMENT OF FUNDS

<b>Objective of Delegation:</b>	To oversee the investing of funds
<b>Extent of Delegation:</b>	The power to invest excess funds into investment funds as approved by the Shire of Chittering Finance Policy – Investment of Funds.
<b>Conditions imposed:</b>	<ol style="list-style-type: none"> <li>1. To observe any regulations relating to investments by local government.</li> <li>2. To observe any Council policy, direction or guidelines relevant to the investment of Shire funds.</li> <li>3. To act in a prudent manner and to exercise regular management control and oversight of the investment of funds.</li> <li>4. To conduct regular reviews of the investment performance and controls.</li> </ol>

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Corporate Services
<b>Formal Record:</b>	Included in Monthly Financial Statements in Ordinary Council agenda Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995</i></b></li> <li>• <b><i>Local Government (Financial Management) Regulations – Reg 19</i></b></li> <li>• <b><i>Shire of Chittering Finance Policy – Investment of Funds</i></b></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA7 CONTRACT PRICE VARIATION

<b>Objective of Delegation:</b>	To approve minor price variations to contracts
<b>Extent of Delegation:</b>	The power to approve a minor price variation for a contract subject to sufficient funds being available within the approved expenditure budget and that the price variation is necessary.
<b>Conditions imposed:</b>	For the purposes of this delegation, a minor price variation is limited to \$50,000.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Not applicable
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1995 – section 3.58</i></li> <li>• <i>Shire of Chittering Finance Policy – Purchasing</i></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA8 DISPOSING OF IMPOUNDED GOODS

**Objective of Delegation:** To dispose of impounded goods

**Extent of Delegation:** The power to dispose of confiscated or uncollected goods.

**Conditions imposed:** Disposal must be by public auction or public tender.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Not applicable
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<i>Local Government Act 1995 – section 3.47</i>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA9 ENGAGING CONSULTANTS

- Objective of Delegation:** To appoint consultants to the Shire of Chittering
- Extent of Delegation:** The power to appoint consultants, such as architects, valuers, planning consultants etc. for projects and tasks where specific external skills or knowledge are required.
- Conditions imposed:**
- Any applicable Council Policy must be implemented.
  - The consideration for the consultancy is less than \$50,000.
  - Specific budget provision exists.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Development Services Executive Manager Technical Services Executive Manager Corporate Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<i>Local Government Act 1995 – section 6.5 – 6.10</i>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA10 ENGAGING CONTRACTORS

<b>Objective of Delegation:</b>	To appoint contractors to the Shire of Chittering
<b>Extent of Delegation:</b>	The authority to engage private contractors to assist and complement the Shire's work staff in implementing the works program.
<b>Conditions imposed:</b>	<ol style="list-style-type: none"> <li>1. Applies to Contracts under \$150,000.</li> <li>2. In exercising this authority, the Chief Executive Officer must be satisfied that it will be in the best interest of Shire and have regard for: <ul style="list-style-type: none"> <li>• adequate budget provision exists;</li> <li>• the engagement of contractors is made in accordance with the Shire's purchasing policy;</li> <li>• that all contracts are in writing; and</li> <li>• that appropriate performance measures are in place and performance is subject to supervision.</li> </ul> </li> <li>3. The payment for any work carried out under contract must be specifically authorised by the responsible senior officer and certified as carried out to a satisfactory standard.</li> </ol>

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Development Services Executive Manager Technical Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995</i></b></li> <li>• <b><i>Shire of Chittering Finance Policy – Purchasing</i></b></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	15 June 2016

## DA11 ENTERING INTO CONTRACTS

<b>Objective of Delegation:</b>	To enter into contracts on behalf of the Shire of Chittering
<b>Extent of Delegation:</b>	<p>The administrative duty to prepare the necessary documentation to execute documents taking into account any specific policy requirements of Council where:</p> <ul style="list-style-type: none"> <li>the Council has authorised entering into a formal contract; or</li> <li>a formal contract is considered necessary by the Chief Executive Officer as part of the day to day operation of the Council and where the consideration under the contract is less than \$150,000; or</li> <li>a formal contract is authorised under a delegated authority from the Council</li> </ul>
<b>Conditions imposed:</b>	<ol style="list-style-type: none"> <li>All contracts where the consideration is greater than \$100,000 must be subject to specific authorization of the Council.</li> <li>Compliance with the requirements of the Standing Orders Local Law in respect of signing documents under seal if applicable.</li> </ol>

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Not applicable
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li><b><i>Local Government Act 1995</i></b></li> <li><b><i>Shire of Chittering Finance Policy – Purchasing</i></b></li> <li><b><i>Shire of Chittering Administration Policy –Signing of Documents</i></b></li> <li><b><i>Shire of Chittering Local Government (Council Meetings) Local Law 2014</i></b></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	15 June 2016



## DA12 FACILITY HIRE FEES

<b>Objective of Delegation:</b>	To manage the fees for hire of Shire of Chittering facilities
<b>Extent of Delegation:</b>	The authority to grant discounts or waive hire fees applying to any of the Shire's recreation facilities under the direct management of the Council.
<b>Conditions imposed:</b>	<p>In exercising this authorisation, the Chief Executive Officer is to give consideration to:</p> <ul style="list-style-type: none"> <li>• The cost of normal hire per participant being prohibitive to the financial resources of the hirer(s).</li> <li>• One off usage discounts being supported in favour of regular use discounts.</li> <li>• The participation of children/juniors in the program.</li> <li>• The benefits to the Shire, its staff and the community in general.</li> <li>• Costs to Council, including any forgone opportunity costs.</li> <li>• Any other circumstances that warrant consideration of a discount or waiving of fees.</li> </ul>

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Not applicable
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995</i></b></li> <li>• <b><i>Shire of Chittering Annual Budget</i></b></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA13 INDUSTRIAL REPRESENTATION

<b>Objective of Delegation:</b>	To source advice from an industrial service
<b>Extent of Delegation:</b>	To source advice from an appropriate industrial service with consent to act on the Council's behalf in any general industrial/award matter and any industrial dispute involving employees of the Council.
<b>Conditions imposed:</b>	Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Not applicable
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1995</i></li> <li>• <i>Shire of Chittering Staff Policy – Code of Conduct, Staff</i></li> <li>• <i>Shire of Chittering Staff Policy – Occupational Safety and Health (OSH)</i></li> <li>• <i>Shire of Chittering Staff Policy – Contractors</i></li> <li>• <i>Shire of Chittering Staff Policy – Voluntary service</i></li> <li>• <i>Shire of Chittering Staff Policy – Gratuities and Redundancy Payments</i></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA14 ISSUING OF NOTICES

<b>Objective of Delegation:</b>	To issue notices to owners of land in the Shire of Chittering
<b>Extent of Delegation:</b>	<p>The power to issue notices requiring certain things to be done by the owner/occupier of land. Such items in addition to those contained with the Act are also outlined in Schedules 3.1 and 3.2 and contain such issues as:</p> <ul style="list-style-type: none"> <li>• Preventing water from dripping or running from a building</li> <li>• Placing a street number in a prominent place</li> <li>• Ensuring that unsightly land is either enclosed or where it is considered untidy having such materials or rubbish removed including contaminated material</li> <li>• Taking steps for preventing or minimising danger to the public or damage to property which might arise from cyclonic activity or bush fire.</li> </ul>
<b>Conditions imposed:</b>	Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Development Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995</i></b></li> <li>• <b><i>Shire of Chittering Town Planning Policy – Rural Numbering</i></b></li> <li>• <b><i>Shire of Chittering Environment and Health Policy – Bush Fire Control</i></b></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA15 LEGAL ADVICE

- Objective of Delegation:** To seek legal advice for the Shire of Chittering
- Extent of Delegation:** The power to obtain legal advice and opinions as deemed necessary in the exercise of the management of the local government.
- Conditions imposed:**
- The authority is restricted to legal advice of an operational nature that is required to protect the interests of the Shire and to an initial value not exceeding \$20,000.
  - The budget containing appropriate provision.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Development Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1995</i></li> <li>• <i>Shire of Chittering Annual Budget</i></li> <li>• <i>Shire of Chittering Staff Policy – Code of Conduct, Staff</i></li> <li>• <i>Shire of Chittering Elected Members Policy – Legal Representation and Costs Indemnification</i></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA16 NATIVE TITLE

<b>Objective of Delegation:</b>	To register an interest in any native title claim
<b>Extent of Delegation:</b>	The power to register an interest in any native title claim affecting the Shire in order for Council to have sufficient interest to become a party to the native title application.
<b>Conditions imposed:</b>	Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Not applicable
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1995</i></li> <li>• <i>Native Title (State Provisions) Act 1999</i></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA17 PROSECUTIONS

<b>Objective of Delegation:</b>	To sign all prosecution complaint forms
<b>Extent of Delegation:</b>	The power to sign all prosecution complaint forms in relation to prosecutions under the <b><i>Local Government Act 1995</i></b> on behalf of the Council.
<b>Conditions imposed:</b>	The Chief Executive Officer is required to use discretion in taking action under this delegation where there are mitigating circumstances.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Not applicable
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<b><i>Local Government Act 1995</i></b>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA18 RATES AND SERVICE CHARGES AGREEMENTS

<b>Objective of Delegation:</b>	To accept payment of a rate or service charge
<b>Extent of Delegation:</b>	The power to accept payment of a rate or service charge that is due and payable by a person in accordance with an agreement made with that person.
<b>Conditions imposed:</b>	<ol style="list-style-type: none"> <li>1. The Chief Executive Officer is required to observe any relevant policy.</li> <li>2. In making any such agreement, the Chief Executive Officer is to exercise discretion in negotiating the best possible repayment schedule to protect the interests of the Shire without imposing undue financial hardship on the person.</li> <li>3. The Chief Executive Officer is to ensure that appropriate written agreements are entered into and that appropriate internal controls are in place to monitor compliance with the agreed repayment schedule.</li> <li>4. The Chief Executive Officer is to have regard to the Shire's Rating Policy should the person materially default with the terms of the agreement.</li> </ol>

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Not applicable
<b>Formal Record:</b>	Copy of signed offer and acceptance retained on property file. Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995</i></b></li> <li>• <b><i>Shire of Chittering Finance Policy – Rating</i></b></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA19 RATES AND SERVICE CHARGES CAVEAT

<b>Objective of Delegation:</b>	To lodge a caveat on property in the Shire of Chittering
<b>Extent of Delegation:</b>	The power to lodge a caveat to preclude dealings in land where rates or services charges are in arrears and the Chief Executive Officer is of the opinion that it is in the interests of the Shire to lodge the caveat.
<b>Conditions imposed:</b>	<ol style="list-style-type: none"> <li>1. The Chief Executive Officer is required to observe any relevant policy.</li> <li>2. The action to lodge a caveat is only to be taken, where in the opinion of the Chief Executive Officer, that action is necessary.</li> <li>3. The action is only to be taken by persons with the specific written authority to lodge the caveat.</li> </ol>

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Not applicable
<b>Formal Record:</b>	Monthly Information Bulletin. Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995</i></b></li> <li>• <b><i>Shire of Chittering Finance Policy – Rating</i></b></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	



## DA20 TENDERS / QUOTATIONS

- Objective of Delegation:** To expedite the calling of quotations and tenders.
- Extent of Delegation:** The power to:
- (i) make the decision to invite quotations and tenders for goods and services.
  - (ii) call quotations and tenders before the Shire enters into a contract of a prescribed kind.
  - (iii) accept a quotation where the consideration is less than \$149,999.
- Conditions imposed:**
1. All decisions to call for quotations or tenders for goods or services must relate to a proposal that is specifically authorised in the budget or by a specific Council decision.
  2. The Chief Executive Officer must be satisfied before making the decision to call for quotations or tenders that an appropriate specification and information package is available and that there are appropriate assessment criteria specified.
  3. That the process is conducted fairly and impartially and in strict compliance with the **Local Government Act 1995** and the associated regulations, and any appropriate Council policy, direction or guideline.
  4. That any decision to accept a quotation or tender is made fairly, impartially and based upon a proper assessment of the stipulated criteria, and that represents the best value for the Shire.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Not applicable
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – section 3.57</b></li> <li>• <b>Shire of Chittering Finance Policy – Purchasing</b></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	15 June 2016

**DA21 TO ACCEPT QUOTATIONS FOR GOODS AND SERVICES –  
REVOKED (16 MAY 2012)**

## DA22 BOND REFUNDS

<b>Objective of Delegation:</b>	To expedite the approvals process
<b>Extent of Delegation:</b>	The authority to refund bond monies where all conditions of approval have been met, with the aggrieved applicant having a right of appeal to Council.
<b>Conditions imposed:</b>	Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Development Services Executive Manager Technical Services Executive Manager Corporate Services Manager Human Resources
<b>Formal Record:</b>	Monthly List of Payments included in the Ordinary Council agenda Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995 – section 5.42</i></b></li> <li>• <b><i>Shire of Chittering Community Facilities and Recreation Policy – Advertising on public open space</i></b></li> <li>• <b><i>Shire of Chittering Engineering, Construction and Maintenance Policy – Crossovers Subsidy</i></b></li> <li>• <b><i>Shire of Chittering Town Planning Policy – Public Guidance Signage in Road Reserves</i></b></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA23 UNDERTAKING PRIVATE WORKS

<b>Objective of Delegation:</b>	To facilitate private works
<b>Extent of Delegation:</b>	The authority to use discretion in accepting or rejecting private works requests.
<b>Conditions imposed:</b>	Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Not applicable
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1995 – section 5.42</i></li> <li>• <i>Shire of Chittering Engineering, Construction and Maintenance Policy – Works</i></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

**DA24 MAJOR PLANT PURCHASES – REVOKED (16 MAY 2012)**

## DA25 GRANT APPLICATIONS

<b>Objective of Delegation:</b>	To make applications for grants from various sources
<b>Extent of Delegation:</b>	The authority to make application for grants from various sources.
<b>Conditions imposed:</b>	<p>The Chief Executive Officer must approve and sign any grant application.</p> <p>Where possible, the prior approval of the Council is required before making application for grants that may impose an ongoing commitment by the Shire.</p> <p>Any application that requires a financial commitment from the Shire requires specific approval of the Council.</p> <p>Where it is proposed to make a submission for grants and/or subsidies from state/commonwealth governments without prior approval of Council, the grant/subsidy shall not be accepted without specific Council endorsement through the budget process.</p> <p>Any application must be in accord with Council's strategic objectives.</p> <p>The Chief Executive Officer is to ensure that any relevant grant conditions are met and that the appropriate grant acquittal is completed in a timely manner and subject to audit scrutiny.</p>

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Not applicable
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995</i></b></li> <li>• <b><i>Shire of Chittering Finance Policy – Funding Submissions</i></b></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA26 CARAVAN PARK LICENCES / PERMITS TO CAMP ON PRIVATE PROPERTY

<b>Objective of Delegation:</b>	To control and maximise tourist numbers.
<b>Extent of Delegation:</b>	The authority under Regulation 6 of the <b><i>Caravan Parks &amp; Camping Grounds Regulation 1997</i></b> to issue approvals for renewal of licences and granting approvals for camping permits on private property.
<b>Conditions imposed:</b>	Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Principal Environmental Health Officer
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<b><i>Caravan Parks &amp; Camping Grounds Regulation 1997 – Regulation 6</i></b>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA27 BURNING ON ROADSIDES

<b>Objective of Delegation:</b>	To control burns on road verges
<b>Extent of Delegation:</b>	The authority to approve applications submitted by the relevant Fire Control Officer to burn on a road verge vested in the care control and management of the Shire of Chittering.
<b>Conditions imposed:</b>	The Chief Executive Officer is to have regard to roadside conservation policies of the Shire of Chittering in place from time to time and environmental harm provisions contained within the <b><i>Environmental Protection Act 1986</i></b> .

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Development Services Executive Manager Technical Services Community Emergency Services Manager
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995</i></b></li> <li>• <b><i>Bush Fire Act 1954</i></b></li> <li>• <b><i>Environmental Protection Act 1986</i></b></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	



## DA28 BURNING – PROHIBITED TIMES VARIATIONS

<b>Objective of Delegation:</b>	To manage the prohibited burning periods
<b>Extent of Delegation:</b>	The authority to vary the prohibited burning times in place from time to time.
<b>Conditions imposed:</b>	Nil

<b>Delegation by Council to:</b>	Chief Bush Fire Control Officer Shire President
<b>Delegation by Chief Executive Officer to:</b>	Not Applicable
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995</i></b></li> <li>• <b><i>Bush Fire Act 1954</i></b></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

**DA29    CERTIFICATES OF CLASSIFICATION – REVOKED (16 MAY 2012)**

## DA30 INSURANCE

<b>Objective of Delegation:</b>	To enter into appropriate contacts of insurance
<b>Extent of Delegation:</b>	The authority to enter into appropriate contracts of insurance.
<b>Conditions imposed:</b>	Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Corporate Services
<b>Formal Record:</b>	Retain copy of Insurance documentation Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1995 – section 5.42</i></li> <li>• <i>Shire of Chittering Staff Policy – Contractors</i></li> <li>• <i>Shire of Chittering Town Planning Policy – Application for Work/Development, Public Thoroughfare or Place</i></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA31 PUBLIC LIABILITY CLAIMS

<b>Objective of Delegation:</b>	To consider claims for property damage
<b>Extent of Delegation:</b>	The authority to consider claims against Council for the property damage that does not exceed the insurance policy excess levels and to accept or deny liability on behalf of Council.
<b>Conditions imposed:</b>	In cases where liability is accepted, payment may only be made up to the value of Council's relevant insurance excesses amount and then only upon receipt of an appropriate release form provided by Council's insurers.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Corporate Services
<b>Formal Record:</b>	Retain all claims Recorded in central records system
<b>Heads of Power:</b>	<b><i>Local Government Act 1995 – section 5.42</i></b>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA32 SALE AND CONSUMPTION OF LIQUOR ON COUNCIL PROPERTY

**Objective of Delegation:** To expedite applications for the sale of liquor on Council property.

**Extent of Delegation:** The authority to determine applications for the sale of liquor from property under the care, control and management of the Council and to approve applications to consume liquor on property under the care, control and management of Council.

**Conditions imposed:** Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Corporate Services Principal Environmental Health Officer
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1995 – Section 5.42</i></li> <li>• <i>Food Act 2008 – Section 122 and 126(2)</i></li> <li>• <i>Environmental Protection Act 1986 – Section 87 and 88</i></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

**DA33    ISSUE OF SECTION 401 NOTICES – REVOKED (25 JUNE 2014)**

## DA34 APPOINTMENT OF AUTHORISED OFFICERS

<b>Objective of Delegation:</b>	To appoint authorised officers.
<b>Extent of Delegation:</b>	<p>The power to appoint authorised officers/persons to enforce local laws of the Shire made in accordance with the <i>Local Government Act 1995</i> and the following Acts (including their relevant Regulations):</p> <ul style="list-style-type: none"> <li>• <i>Bush Fires Act 1954</i></li> <li>• <i>Cemeteries Act 1986</i></li> <li>• <i>Control of Vehicles (Off Road Areas) Act 1978</i></li> <li>• <i>Dog Act 1976</i></li> <li>• <i>Health Act 1911</i></li> <li>• <i>Litter Act 1979</i></li> <li>• <i>Food Act 2008</i></li> <li>• <i>Building Act 2011</i></li> <li>• <i>Fines, Penalties and Infringement Notices Enforcement Act 1994</i></li> <li>• <i>Cat Act 2011</i></li> <li>• <i>Town Planning Scheme No 6</i></li> </ul>
<b>Conditions imposed:</b>	Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Nil
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<i>Acts as listed above</i>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	17 June 2015

## DA35 TENDER EVALUATION

<b>Objective of Delegation:</b>	To expedite the evaluation of tenders received.
<b>Extent of Delegation:</b>	<p>The authority to:</p> <ul style="list-style-type: none"> <li>• establish the individual weighting for each evaluation criterion.</li> <li>• vary the Evaluation Criteria where in his opinion the particular tender requires a variation to the established evaluation criteria.</li> </ul>
<b>Conditions imposed:</b>	Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	<p>Executive Manager Technical Services Executive Manager Development Services Executive Manager Corporate Services</p>
<b>Formal Record:</b>	<p>Copies of tender evaluations to be filed with Tender documents. Recorded in central records system</p>
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995</i></b></li> <li>• <b><i>Local Government (Function and General) Regulations 1996</i></b></li> <li>• <b><i>Shire of Chittering Finance Policy – Purchasing</i></b></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	



## DA36 PERMITS ROAD TRAINS AND EXTRA MASS

<b>Objective of Delegation:</b>	To expedite the applications to use road trains / extra mass on any local road.
<b>Extent of Delegation:</b>	The authority to determine any application recommending approval or refusal to Main Roads WA to use road trains and applications for extra mass permits on any local road.
<b>Conditions imposed:</b>	<p>The Chief Executive Officer is to have regarded:</p> <ol style="list-style-type: none"> <li>1 All roads are subject to the appropriate approval by Main Roads WA and subsequent issue of relevant permits</li> <li>2 Applicants to supply Council with a copy of Main Roads WA permit before operations commence</li> <li>3 That the speeds of the vehicles do not exceed 90km/h on gravel roads or as sign posted</li> <li>4 Applicants are requested to utilise sealed routes, where possible, particularly during periods of wet weather</li> <li>5 Council reserves the right to withdraw the approval with twenty four (24) hours' notice.</li> <li>6 Any policy of Council in place from time to time.</li> </ol>

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Technical Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995</i></b></li> <li>• <b><i>Shire of Chittering Engineering, Construction and Maintenance Policy – Heavy Vehicle Access</i></b></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA37 RATING AND SERVICE CHARGES RECOVERY

**Objective of Delegation:** To recover debt from rates or services charges.

**Extent of Delegation:** The power to:

1. recover rates and service charges which are apportioned between successive owners in respect of time as if they accrue.
2. recover a rate or service charge, if it remains unpaid after it becomes due and payable, as well as costs of proceedings, if any, for that recovery, in a court of law.
3. recover rates and charges outstanding.
4. give notice to the lessee of land if payment of a rate or service charge imposed is due and payable requiring the lessee to pay any rent as it falls due in satisfaction of the debt.
5. give the lessor a copy of the notice with an endorsement that the original of it has been given to the lessee.
6. recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with the notice.
7. recover unpaid rates or service charges. Refer 6.60 (5) and (6).
8. request the occupier of property, or an agent of the owner of property to disclose the name and address of the owner or of the person receiving or authorised to receive the rate or service charge.
9. apply the money for or towards rates or service charges where money is paid on rates and charges due on the land in the order in which they become due.
10. lodge a caveat to preclude dealings in respect of land where payment of rates or service charges imposed in respect of the land is in arrears.
11. instigate action through a court to recover a debt, including recovery costs, associated with a rate or service

charge, if it remains unpaid after the time for payment under the Act, and after the procedures under the Shire debt collection policy has been unsuccessful.

**Conditions imposed:**

1. The Chief Executive Officer is required to observe any relevant policy.
2. The legal action is only to be taken, where in the opinion of the Chief Executive Officer, that action is a last resort to obtain payment.
3. The legal action is only to be taken by persons with the specific written authority to commence the action.
4. To observe all relevant provisions of the ***Local Government Act 1995***, all other written law and regulations, Council policies, directions and guidelines.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Corporate Services
<b>Formal Record:</b>	Monthly Information Bulletin Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995</i></b></li> <li>• <b><i>Shire of Chittering Finance Policy – Rating</i></b></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA38 DEMOLITION PERMITS

<b>Objective of Delegation:</b>	To manage dangerous buildings in the Shire of Chittering
<b>Extent of Delegation:</b>	Council delegates its authority and power to Bronwyn Southee (Executive Manager Development Services) and Allan Ramsay (Principal Building Surveyor) to approve or refuse to grant demolition permits submitted under section 21 of the <b><i>Building Act 2011</i></b> .
<b>Conditions imposed:</b>	<p>Subject to the following conditions:</p> <p>In undertaking the functions of this delegation, Sam Neale, Principal Building Surveyor must:</p> <ol style="list-style-type: none"> <li>1) Be employed by the Shire of Chittering in accordance with section 5.36 of the <b><i>Local Government Act 1995</i></b>; and</li> <li>2) Hold the appropriate qualifications as set out under Regulation 6 of the <b><i>Local Government (Building Surveyors) Regulations 2008</i></b>.</li> </ol>

<b>Delegation by Council to:</b>	Executive Manager Development Services Principal Building Surveyor
<b>Delegation by Chief Executive Officer to:</b>	Not Applicable
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<b><i>Building Act 2011 – sections 21, 22 and 127</i></b>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	15 June 2016

## DA39 BUILDING PERMITS

<b>Objective of Delegation:</b>	To expedite the approval of Building Licences
<b>Extent of Delegation:</b>	Council delegates its authority and power to Bronwyn Southee (Executive Manager Development Services) and Allan Ramsay (Principal Building Surveyor) to approve or refuse to approve plans and specifications submitted under the <b><i>Building Act 2011</i></b> .
<b>Conditions imposed:</b>	<p>Subject to the following conditions:</p> <p>In undertaking the functions of this delegation Sam Neale, (Principal Building Surveyor) must:</p> <ol style="list-style-type: none"> <li>1) Be employed by the Shire of Chittering in accordance with section 5.36 of the <b><i>Local Government Act 1995</i></b>; and</li> <li>2) Hold the appropriate qualifications as set out under Regulation 6 of the <b><i>Local Government (Building Surveyors) Regulations 2008</i></b>.</li> </ol>

<b>Delegation by Council to:</b>	Executive Manager Development Services Principal Building Surveyor
<b>Delegation by Chief Executive Officer to:</b>	Not Applicable
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<b><i>Building Act 2011 – sections 16, 20, 22 and 127</i></b>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	15 June 2016

## DA40 BUILDING ORDERS

- Objective of Delegation:** To expedite the approval of building orders
- Extent of Delegation:** Council delegates its authority and power to Bronwyn Southee (Executive Manager Development Services) and Allan Ramsay (Principal Building Surveyor) to:
- 1) Make building orders pursuant to section 110 of the **Building Act 2011** in relation to:
    - a) Stop work, demolish/remove a building, alter a building or evacuate a building, where there is a contravention of a provision of the **Building Act 2011**;
    - b) Take specific action to prevent contravention of the **Building Act 2011**;
    - c) Finish an outward facing side of a wall;
    - d) Buildings which are considered as being unsafe or not fit for human habitation.
  - 2) Revoke building orders pursuant to section 117 of the **Building Act 2011**.
- Conditions imposed:** Subject to the following conditions:
- 1) The Executive Manager Development Services may:
    - a) Seek legal advice on the issue of a building order where it is considered appropriate.
    - b) Determine that a building order is to remain in effect in accordance with section 117(2) of the **Building Act 2011** where it is considered appropriate.
  - 2) In undertaking the functions of this delegation, the Principal Building Surveyor must be employed by the Shire of Chittering in accordance with section 5.36 of the **Local Government Act 1995**.

Delegation by Council to:	Executive Manager Development Services Principal Building Surveyor
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<b>Delegation by Chief Executive Officer to:</b>	Not Applicable
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<b><i>Building Act 2011 – sections 110, 111, 117 and 127</i></b>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	15 June 2016

## DA41 EXTENSION OF PERIOD OF DURATION OF AN OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE

**Objective of Delegation:** To manage extending the period of duration of an occupancy permit or building approval certificate.

**Extent of Delegation:** Council delegates its authority and power to Bronwyn Southee (Executive Manager Development Services) and Allan Ramsay (Principal Building Surveyor) to approve or refuse to approve applications submitted under section 65 of the ***Building Act 2011***.

**Conditions imposed:** Subject to the following conditions:

In undertaking the functions of this delegation, the Principal Building Surveyor must:

- 1) Be employed by the Shire of Chittering in accordance with section 5.36 of the ***Local Government Act 1995***; and
- 2) Hold the appropriate qualifications as set out under Regulation 6 of the ***Local Government (Building Surveyors) Regulations 2008***.

<b>Delegation by Council to:</b>	Executive Manager Development Services Principal Building Surveyor
<b>Delegation by Chief Executive Officer to:</b>	Not Applicable
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<b><i>Building Act 2011 – sections 65 and 127</i></b>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	15 June 2016



**DA42 UNCOMPLETED BUILDINGS – REVOKED (16 MAY 2012)**

## DA43 STRATA TITLES

**Objective of Delegation:** To manage strata titles in the Shire of Chittering

**Extent of Delegation:** Pursuant to the provisions of section 23 of the ***Strata Titles Act 1985***, the authority to issue the appropriate certificates in respect to buildings as may be shown on a strata plan to be lodged for registration under the Act, provided that the buildings shown on the strata plan are first inspected to ensure compliance with Town Planning, Health and Building statutory requirements and that the Chief Executive Officer, is of the opinion that the buildings are of sufficient standard and suitable to be divided into lots pursuant to the *Strata Titles Act 1985*.

**Conditions imposed:** Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Development Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995</i></b></li> <li>• <b><i>Local Government (Miscellaneous Provisions) Act 1960</i></b></li> <li>• <b><i>Strata Titles Act 1985</i></b></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA44 DETERMINATION OF APPLICATIONS FOR PLANNING APPROVAL

<b>Objective of Delegation:</b>	To expedite the approval of Planning Applications
<b>Extent of Delegation:</b>	<ol style="list-style-type: none"> <li>1) The authority to perform the functions of Council in respect of determining applications for development approval, including applications involving: <ol style="list-style-type: none"> <li>a) the variation of scheme provisions, Planning Policy or provisions of the Residential Design Codes or</li> <li>b) the exercise of discretion under the scheme, Planning Policy or the Residential Design Codes.</li> </ol> </li> <li>2) The authority to refuse any development applications where the proposed use is not permitted by the Town Planning Scheme or where the development does not comply with the non-discretionary provisions of the Residential Planning Codes or any mandatory statutory requirement, unless: <ol style="list-style-type: none"> <li>a) advertising is undertaken and any objections are received that officers cannot adequately resolve through sourcing of additional information or through conditions of approval;</li> <li>b) The application is contentious; or</li> <li>c) It requires the concurrence of the Minister of Planning.</li> </ol> </li> </ol>
<b>Conditions imposed:</b>	Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Development Services Senior Planner
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995</i></b></li> <li>• <b><i>Local Government (Miscellaneous Provisions) Act 1960</i></b></li> <li>• <b><i>Planning and Development Act 2005</i></b></li> </ul>
<b>Last Reviewed:</b>	15 June 2016

<b>Amended:</b>	17 June 2015
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## DA45 AUTHORITY TO COMMENCE PROSECUTIONS

<b>Objective of Delegation:</b>	To provide authority to commence legal proceedings
<b>Extent of Delegation:</b>	Council delegates its authority and power to Alan Sheridan (Chief Executive Officer) the authority to commence prosecutions pursuant to section 133 of the <b><i>Building Act 2011</i></b> .
<b>Conditions imposed:</b>	Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<b><i>Building Act 2011 - sections133</i></b>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	15 June 2016

**DA46 PLANNING APPROVALS – REVOKED (17 JUNE 2015)**

## DA47 SUBDIVISION

<b>Objective of Delegation:</b>	To expedite the sub division referral proformas
<b>Extent of Delegation:</b>	<p>The authority to:</p> <ol style="list-style-type: none"> <li>1 endorse subdivision referral proformas for the purposes of part 10 Division 2 of the <b><i>Planning and Development Act 2005</i></b>.</li> <li>2 certify the compliance with subdivision conditions for the purposes of part III sections 20 &amp; 24 of the <b><i>Planning and Development Act 2005</i></b>.</li> <li>3 approve or refuse the Subdivision referral which complies with all relevant legislation and policies involving:</li> </ol>
<b>Conditions imposed:</b>	Council is to be notified of delegated authority used by report through the Information Bulletin.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Development Services
<b>Formal Record:</b>	Monthly Information Bulletin Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995</i></b></li> <li>• <b><i>Local Government (Miscellaneous Provisions) Act 1960</i></b></li> <li>• <b><i>Planning and Development Act 2005</i></b></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	15 June 2016

## DA48 SUBDIVISIONAL CLEARANCE

**Objective of Delegation:** To issue subdivision clearances

**Extent of Delegation:** The authority to issue subdivision clearances where the subdivision complies with the requirements of the Town Planning Scheme and Council Policies in place from time to time and the conditions have been complied with to the satisfaction of the Executive Manager Development Services and Executive Manager Technical Services.

**Conditions imposed:** Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Development Services Executive Manager Technical Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995</i></b></li> <li>• <b><i>Local Government (Miscellaneous Provisions) Act 1960</i></b></li> <li>• <b><i>Planning and Development Act 2005</i></b></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	



## DA49 VARIATION TO ADVERTISING PERIOD

**Objective of Delegation:** To manage the advertising periods in accordance with the Town Planning Scheme

**Extent of Delegation:** The authority to determine whether advertising is required, the level of advertising and undertake the advertising process in accordance with 9.4.3 of the ***Town Planning Scheme No 6***.

The Chief Executive Officer may extend the advertising period beyond the minimum where he/she believes there is a need to extend or where there has been changes to the applicant's original proposal.

**Conditions imposed:** Advertising is to be not less than fourteen (14) days in accordance with the Scheme.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Development Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995</i></b></li> <li>• <b><i>Local Government (Miscellaneous Provisions) Act 1960</i></b></li> <li>• <b><i>Planning and Development Act 2005</i></b></li> <li>• <b><i>Shire of Chittering Town Planning Scheme No 6</i></b></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

**DA50    RECORD ON TITLE – REVOKED (25 JUNE 2014)**

## DA51 PAYMENT OF CREDITORS

<b>Objective of Delegation:</b>	To ensure the timely payment of creditors
<b>Extent of Delegation:</b>	The authority to make payments from the Municipal Fund Bank Accounts and the Trust Bank Accounts.
<b>Conditions imposed:</b>	<p>Each payment from the Municipal Fund Bank Accounts and the Trust Fund Bank Account is to be noted on a list compiled for each month showing:</p> <ul style="list-style-type: none"> <li>a) The Payees name</li> <li>b) The amount of the payment</li> <li>c) The date of the payment</li> <li>d) Sufficient information to identify the transaction.</li> </ul> <p>The list referred to above is to be presented to the Council at the next ordinary meeting of the Council following the preparation of the list.</p>

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Corporate Services Executive Manager Development Services Executive Manager Technical Services Manager Human Resources
<b>Formal Record:</b>	List of payments in monthly Ordinary Council agenda Recorded in central records system
<b>Heads of Power</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995</i></b></li> <li>• <b><i>Local Government (Financial Management) Regulations – Reg 13</i></b></li> <li>• <b><i>Shire of Chittering Finance Policy – Cheque Signatory/EFT requirements</i></b></li> </ul>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA52 ORDERING THRESHOLDS

<b>Objective of Delegation:</b>	To authorise officers to sign purchase orders
<b>Extent of Delegation:</b>	To authorise officers to sign orders on behalf of Council within the limits stated within purchasing policy, provided such proposed purchases are contained within the Budget and are within the officer's area of activity.
<b>Conditions imposed:</b>	As outlined in Shire of Chittering Policy – Purchasing

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Development Services Executive Manager Technical Services Executive Manager Corporate Services Manager Human Resources Works Manager Principal Building Surveyor Principal Environmental Health Officer Community Emergency Services Manager
<b>Formal Record:</b>	Retain copy of purchase order Recorded in central records system
<b>Heads of Power</b>	<b><i>Shire of Chittering Policy - Purchasing</i></b>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	15 June 2016

## DA53 OCCUPANCY PERMITS OR BUILDING APPROVAL CERTIFICATES

**Objective of Delegation:** To expedite the approval of occupancy permits or building approval certificates.

**Extent of Delegation:** Council delegates its authority and power to Bronwyn Southee (Executive Manager Development Services) and Allan Ramsay (Principal Building Surveyor) the authority to grant, modify or refuse to grant occupancy permits or building approval certificates.

**Conditions imposed:** Nil

<b>Delegation by Council to:</b>	Executive Manager Development Services Principal Building Surveyor
<b>Delegation by Chief Executive Officer to:</b>	Nil
<b>Formal Record:</b>	Monthly information bulletin Recorded in central records system
<b>Heads of Power:</b>	<b><i>Building Act 2011, section 58 and 127</i></b>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	15 June 2016

## DA54 AUTHORITY TO APPOINT AUTHORISED PERSONS - BUILDING

<b>Objective of Delegation:</b>	To provide authority to appoint authorised persons
<b>Extent of Delegation:</b>	Council delegates its authority and power to Alan Sheridan (Chief Executive Officer) to appoint authorised persons pursuant to section 96 of the <b><i>Building Act 2011</i></b> .
<b>Conditions imposed:</b>	Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Nil
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<b><i>Building Act 2011 – sections 96 and 127</i></b>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	15 June 2016

**DA55 CHITTERING AUSTRALIA DAY ADVISORY COMMITTEE –  
REVOKED (19 JUNE 2013)**

DA56 CHITTERING EDUCATION SCHOLARSHIP ADVISORY  
COMMITTEE – REVOKED (19 JUNE 2013)



## DA57 FOOD ACT 2008 – TO ISSUE INFRINGEMENT NOTICES

<b>Objective of Delegation:</b>	To issue infringement notices
<b>Extent of Delegation:</b>	The authority to issue infringement notices in accordance with section 126(2) of the <b><i>Food Act 2008</i></b> .
<b>Conditions imposed:</b>	Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Principal Environmental Health Officer
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<b><i>Food Act 2008, Section 126(2)</i></b>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA58 FOOD ACT 2008 – TO RECEIVE PAYMENT AND GRANT EXTENSIONS OF TIME

**Objective of Delegation:** To receive payment and grant extensions of time for infringement notices.

**Extent of Delegation:** To receive payment of modified penalties, granting extension of time and withdrawing infringement notices in accordance with Section 126(1), (3), (6) and (7) of the *Food Act 2008*.

**Conditions imposed:** Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Development Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<i>Food Act 2008, Section 126(1), (3), (6) and (7)</i>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA59 FOOD ACT 2008 – TO ISSUE OF PROHIBITION ORDERS AND CERTIFICATES OF CLEARANCE

**Objective of Delegation:** To issue Prohibition Orders and Certificates of Clearance.

**Extent of Delegation:** To issue prohibition orders and Certificates of Clearance for the purpose of Sections 65 and 66 of the ***Food Act 2008***.

**Conditions imposed:** Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Nil
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<b><i>Food Act 2008, Sections 65 and 66</i></b>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA60 MULTIPLE DOGS

<b>Objective of Delegation:</b>	To expedite the approval of multiple dog(s) applications
<b>Extent of Delegation:</b>	The authority to approve multiple dog(s) applications where: <ol style="list-style-type: none"> <li>1. The proposal complies with all relevant legislation and policies</li> <li>2. The proposal has been advertised and no valid objections have been received by affected adjoining land owners.</li> </ol>
<b>Conditions imposed:</b>	Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Development Services
<b>Formal Record:</b>	Monthly Information Bulletin Recorded in central records system
<b>Heads of Power:</b>	<b><i>Dog Act 1976, Section 26(3)</i></b> <b><i>Local Government Act 1995, Sections 5.18, 5.42&amp; 5.46(1)</i></b> <b><i>Dogs Local Law 2011</i></b>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	17 June 2015

## DA61 WITHDRAWAL RATES AND SERVICE CHARGES CAVEAT

**Objective of Delegation:** To expedite the withdrawal of a Caveat that has been lodged with Landgate for unpaid rates and charges on a property in the Shire of Chittering, where the purpose for which the Caveat was lodged has been satisfied.

**Extent of Delegation:** The authority to withdraw a Caveat to enable dealings on land, where the purposes for which the Caveat was lodged has been satisfied and the Chief Executive Officer is satisfied that the Shire's interests arising from the Caveat are fully protected.

**Conditions imposed:**

1. The Chief Executive Officer and the Executive Manager Corporate Services are required to observe any relevant policy.
2. The action to withdraw a Caveat is only to be taken, where in the opinion of the Chief Executive Officer or the Executive Manager Corporate Services, the purpose for which the Caveat was lodged has been satisfied or will be satisfied at settlement.
3. The action is only to be taken by persons with the specific written authority to withdraw the Caveat.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Corporate Services
<b>Formal Record:</b>	Monthly Information Bulletin Recorded in central records system
<b>Heads of Power:</b>	<b><i>Local Government Act 1995</i></b> <b><i>Shire of Chittering – Rating Policy</i></b>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA62 CAT REGISTRATION

<b>Objective of Delegation:</b>	To expedite the registration of cats in the Shire.
<b>Extent of Delegation:</b>	<p>The authority to grant, renew or refuse an application for cat registration.</p> <p>The authority to cancel a cat registration.</p>
<b>Conditions imposed:</b>	<ol style="list-style-type: none"> <li>1. A registration number, certificate and tag is to be issued with each registration</li> <li>2. A replacement tag is to be provided if required</li> <li>3. A cat register is to be kept</li> <li>4. Notify the owner of the cat the outcome of a decision</li> </ol>

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Development Services Executive Manager Corporate Services Community Emergency Services Manager Shire Ranger Customer Service Officers
<b>Formal Record:</b>	Cat Register Recorded in central records system
<b>Heads of Power:</b>	<b><i>Cat Act 2011, sections 9, 9 (5), 10, 11, 13 Local Government Act 1995</i></b>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA63 CAT CONTROL NOTICE

**Objective of Delegation:** To expedite the issuing of cat control notices

**Extent of Delegation:** The authority to issue a cat control notice to a cat owner

**Conditions imposed:** Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Development Services Community Emergency Services Manager Shire Ranger
<b>Formal Record:</b>	Monthly Information Bulletin Recorded in central records system
<b>Heads of Power:</b>	<b><i>Cat Act 2011, section 26</i></b> <b><i>Local Government Act 1995</i></b>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	

## DA64 WESTERN AUSTRALIAN TREASURY CORPORATION BORROWINGS

**Objective of Delegation:** To sign documents in relation to borrowings for the Shire of Chittering

**Extent of Delegation:** To sign schedule documents under the Master Lending Agreement and give instructions to Western Australian Treasury Corporation on behalf of the Shire of Chittering.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Not applicable
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<i>Local Government Act 1995 – Section 9.49A(4)</i>
<b>Last Reviewed:</b>	15 June 2016
<b>Amended:</b>	