



Chief Executive Officer Attachments
ORDINARY COUNCIL MEETING
Wednesday, 21 June 2017

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
9.4.1	Delegated Authority Register Review 1. Delegated Authority Register	1 – 77
9.4.2	Adoption of Strategic Community Plan 2017-2027 1. Strategic Community Plan 2017-2027	78 – 97



DELEGATED AUTHORITY REGISTER

DOCUMENT CONTROL

DOCUMENT DISTRIBUTION LIST			
Copy No	Distributed to	Position/Title	Date
5	Councillors and Staff		24 June 2015
6	Councillors and Staff	Executive Support Officer	27 June 2016

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	Delegated Authority Register Council Resolution 130616 (ref N161832)	15 June 2016

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)
6	27 July 2016	Amended by CEO (N1673883)
6	12 October 2016	Amended by CEO (N1676812)
6	14 December 2016	Approved by Council (N161938)
6	16 February 2017	Amended by CEO (N1780461)
6	22 February 2017	Amended by Council (N171952)
6	22 February 2017	Amended by Council (N171954)



Delegated Authority Register

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Table of Contents

INTRODUCTION	1
DA1 Acting Chief Executive Officer	4
DA2 Code of Conduct Enforcement	5
DA3 Control and Management of Land	6
DA4 Disposal of Property other than land	7
DA5 Signing of Documents	8
DA6 Investment of Funds	9
DA7 Contract Price Variation	10
DA8 Disposing of Impounded Goods	11
DA9 Engaging Consultants	12
DA10 Engaging Contractors	13
DA11 Entering Into Contracts	14
DA12 Facility Hire Fees	15
DA13 Industrial Representation	16
DA14 Issuing of Notices	17
DA15 Legal Advice	18
DA16 Native Title	19
DA17 Prosecutions	20
DA18 Rates and Service Charges Agreements	21
DA19 Rates and Service Charges Caveat	22
DA20 Tenders / Quotations	23
DA21 To Accept Quotations for Goods and Services – REVOKED (16 May 2012)	25
DA22 Bond Refunds	26
DA23 Undertaking Private Works	27
DA24 Major Plant Purchases – REVOKED (16 May 2012)	28
DA25 Grant Applications	29
DA26 Caravan Park Licences / Permits to Camp on Private Property	30
DA27 Burning on Roadsides	31
DA28 Bush Fires, Prohibited Burning Times, Restricted Burning Times and Prosecution of Offences	32
DA29 Certificates of Classification – REVOKED (16 May 2012)	34
DA30 Insurance	35
DA31 Public Liability Claims	36
DA32 Sale and Consumption of Liquor on Council Property	37
DA33 Issue of Section 401 Notices – REVOKED (25 June 2014)	38
DA34 Appointment of Authorised Officers	39
DA35 Tender Evaluation	40
DA36 Permits Road Trains and Extra Mass	41
DA37 Rating and Service Charges Recovery	42
DA38 Demolition Permits	44
DA39 Building Permits	45
DA40 Building Orders	46
DA41 Extension of Period of Duration of an Occupancy Permit or Building	48
DA42 Uncompleted Buildings – REVOKED (16 May 2012)	49
DA43 Strata Titles	50

DA44	Determination of Applications for Planning Approval.....	51
DA45	Authority to Commence Prosecutions.....	53
DA46	Planning Approvals – REVOKED (17 June 2015)	54
DA47	Subdivision	55
DA48	Subdivisional Clearance	56
DA49	Variation to Advertising Period.....	57
DA50	Record on Title – REVOKED (25 JUNE 2014)	58
DA51	Payment of Creditors	59
DA52	Ordering Thresholds	60
DA53	Occupancy Permits or Building Approval Certificates	61
DA54	Authority to appoint authorised persons - Building	62
DA55	Chittering Australia Day Advisory Committee – REVOKED (19 June 2013)	63
DA56	Chittering Education Scholarship Advisory Committee – REVOKED (19 June 2013)	64
DA57	Food Act 2008 – to issue infringement notices	65
DA58	Food Act 2008 – to receive payment and grant extensions of time.....	66
DA59	Food Act 2008 – to issue of Prohibition Orders and Certificates of Clearance	67
DA60	Multiple Dogs.....	68
DA61	Withdrawal Rates and Service Charges Caveat	69
DA62	Cat Act 2011 – Powers and Duties of a Local Government	70
DA63	Cat Control Notice – REVOKED (27 July 2016)	71
DA64	Western Australian treasury corporation borrowings.....	72



Delegated Authority Register

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 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 (Miscellaneous Provisions) 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*
- *Public Health Act 2016*
- *Land Act 1933*

Note - this is not an exhaustive list



Delegated Authority Register

Delegation by the Chief Executive Officer

The Act allows for the Chief Executive Officer 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 Chief Executive Officer to place conditions on any delegations if desired [Section 5.44 (4)].

A register of delegations relevant to the Chief Executive Officer 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 Chief Executive Officer where applicable, once approved through a signed authority by the Chief Executive Officer.
- 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 Chief Executive Officer to delegate a power [Section 5.44 (1)].



Delegated Authority Register

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.*



Delegated Authority Register

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.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	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
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – Section 5.39</i> • <i>Shire of Chittering Policy <u>3.14</u>– <u>Appointment of an Acting Chief Executive Officer</u></i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA2 CODE OF CONDUCT ENFORCEMENT

Objective of Delegation:	To enforce the Code of Conduct
Extent of Delegation:	The duty to enforce the Code of Conduct in respect of employees, contractors and volunteers.
Conditions imposed:	<ol style="list-style-type: none"> 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. 2. The procedure should include internal investigations and/or referral to appropriate external agencies. 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.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – Section 5.9</i> • <i>Shire of Chittering Policy <u>3.1</u>– Code of Conduct – Staff, <u>Volunteers and Contractors</u></i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

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

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



Delegated Authority Register

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:**
- 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.
 - 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.

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



Delegated Authority Register

DA5 SIGNING OF DOCUMENTS

Objective of Delegation:	To sign Shire documents on behalf of the Shire of Chittering.
Extent of Delegation:	The authority to sign documents as a part of the day to day operations of the Shire of Chittering.
Conditions imposed:	<p>Authority is delegated on the provision that one or more of the following provisions apply:</p> <ol style="list-style-type: none"> 1 The Council has authorised the entering into a formal contract/document. 2 A formal contract is authorised under delegated authority of the Council. 3 A formal contract/document is considered necessary by the Chief Executive Officer as part of the day to day operations of the Council. 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.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Common Seal Register Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 s9.49 (a) 4</i> • <i>Shire of Chittering Policy 1.5 Execution of Documents</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA6 INVESTMENT OF FUNDS

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

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	<p>Included in Monthly Financial Statements in Ordinary Council agenda</p> <p>Recorded in central records system</p>
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Local Government (Financial Management) Regulations – Reg 19</i> • <i>Shire of Chittering Finance Policy 2.2 – Investment of Funds</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA7 CONTRACT PRICE VARIATION

Objective of Delegation:	To approve minor price variations to contracts
Extent of Delegation:	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.
Conditions imposed:	For the purposes of this delegation, a minor price variation is limited to \$50,000.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – section 3.58</i> • <i>Shire of Chittering Policy 2.12 – Purchasing</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

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.

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



Delegated Authority Register

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.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services Executive Manager Corporate Services
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – section 6.5 – 6.10</i> • <u><i>Shire of Chittering Policy 2.12 – Purchasing</i></u>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA10 ENGAGING CONTRACTORS

Objective of Delegation:	To appoint contractors to the Shire of Chittering
Extent of Delegation:	The authority to engage private contractors to assist and complement the Shire's work staff in implementing the works program.
Conditions imposed:	<ol style="list-style-type: none"> 1. Applies to Contracts under \$150,000. 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"> • adequate budget provision exists; • the engagement of contractors is made in accordance with the Shire's purchasing policy; • that all contracts are in writing; and • that appropriate performance measures are in place and performance is subject to supervision. 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.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Policy 2.12 – Purchasing</i>
Last Reviewed:	15 June 2016
Amended:	15 June 2016



Delegated Authority Register

DA11 ENTERING INTO CONTRACTS

Objective of Delegation:	To enter into contracts on behalf of the Shire of Chittering
Extent of Delegation:	<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"> the Council has authorised entering into a formal contract; or 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 a formal contract is authorised under a delegated authority from the Council
Conditions imposed:	<ol style="list-style-type: none"> All contracts where the consideration is greater than \$100,000 must be subject to specific authorization of the Council. Compliance with the requirements of the Standing Orders Local Law in respect of signing documents under seal if applicable.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> <i>Local Government Act 1995</i> <i>Shire of Chittering Policy 2.12 – Purchasing</i> <i>Shire of Chittering Policy 1.5 – Execution Documents</i> <i>Shire of Chittering Local Government (Council Meetings) Local Law 2014</i>
Last Reviewed:	15 June 2016
Amended:	15 June 2016



Delegated Authority Register

DA12 FACILITY HIRE FEES

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

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Annual Budget</i> • <u><i>Shire of Chittering Policy 1.2 Use of Civic Centre – Council Chambers</i></u>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA13 INDUSTRIAL REPRESENTATION

Objective of Delegation:	To source advice from an industrial service
Extent of Delegation:	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.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Policy 3.1 Code of Conduct; Staff, Volunteers and Contractors</i> • <i>Shire of Chittering Policy 3.9 Occupational Safety and Health (OSH)</i> • <i>Shire of Chittering Policy 3.11 Contractors</i> • <i>Shire of Chittering Policy 3.12 Voluntary service</i> • <i>Shire of Chittering Policy 3.13 Gratuities and Redundancy Payments</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA14 ISSUING OF NOTICES

Objective of Delegation:	To issue notices to owners of land in the Shire of Chittering
Extent of Delegation:	<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"> • Preventing water from dripping or running from a building • Placing a street number in a prominent place • Ensuring that unsightly land is either enclosed or where it is considered untidy having such materials or rubbish removed including contaminated material • Taking steps for preventing or minimising danger to the public or damage to property which might arise from cyclonic activity or bush fire.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Policy 9.3 Rural Numbering</i> • <i>Shire of Chittering Policy 10.2 Bush Fire Control</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

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.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> <i>Local Government Act 1995</i> <i>Shire of Chittering Annual Budget</i> <i><u>Shire of Chittering Policy 2.12 Purchasing</u></i> <i>Shire of Chittering Policy 3.1 Code of Conduct; Staff, Volunteers and Contractors</i> <i>Shire of Chittering Policy 4.5 Legal Representation and Costs Indemnification</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA16 NATIVE TITLE

Objective of Delegation:	To register an interest in any native title claim
Extent of Delegation:	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.
Conditions imposed:	Nil

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



Delegated Authority Register

DA17 PROSECUTIONS

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

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



Delegated Authority Register

DA18 RATES AND SERVICE CHARGES AGREEMENTS

Objective of Delegation:	To accept payment of a rate or service charge
Extent of Delegation:	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.
Conditions imposed:	<ol style="list-style-type: none"> 1. The Chief Executive Officer is required to observe any relevant policy. 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. 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. 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.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Copy of signed offer and acceptance retained on property file. Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Policy 2.6 Rating</i>
Last Reviewed:	15 June 2016
Amended:	16 February 2017 (ref N1780461)



Delegated Authority Register

DA19 RATES AND SERVICE CHARGES CAVEAT

Objective of Delegation:	To lodge a caveat on property in the Shire of Chittering
Extent of Delegation:	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.
Conditions imposed:	<ol style="list-style-type: none"> 1. The Chief Executive Officer is required to observe any relevant policy. 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. 3. The action is only to be taken by persons with the specific written authority to lodge the caveat.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Monthly Information Bulletin. Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Policy 2.4 Rating of Council Property</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

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.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – section 3.57</i> • <i>Shire of Chittering Policy 2.12 Purchasing</i>

Delegated Authority Register

Last Reviewed:	15 June 2016
Amended:	15 June 2016



Delegated Authority Register

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



Delegated Authority Register

DA22 BOND REFUNDS

Objective of Delegation:	To expedite the approvals process
Extent of Delegation:	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.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services Executive Manager Corporate Services
Formal Record:	Monthly List of Payments included in the Ordinary Council agenda Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – section 5.42</i> • <i>Shire of Chittering Policy 5.1 Advertising on public open space</i> • <i>Shire of Chittering Policy 7.2 Crossovers Subsidy</i> • <i>Shire of Chittering Policy 9.6 Public Guidance Signage in Road Reserves</i>
Last Reviewed:	15 June 2016
Amended:	12 October 2016



Delegated Authority Register

DA23 UNDERTAKING PRIVATE WORKS

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

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> <i>Local Government Act 1995 – section 5.42</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA24 MAJOR PLANT PURCHASES – REVOKED (16 MAY 2012)



Delegated Authority Register

DA25 GRANT APPLICATIONS

Objective of Delegation:	To make applications for grants from various sources
Extent of Delegation:	The authority to make application for grants from various sources.
Conditions imposed:	<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>

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Policy 2.9 Funding Submissions</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA26 CARAVAN PARK LICENCES / PERMITS TO CAMP ON PRIVATE PROPERTY

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

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



Delegated Authority Register

DA27 BURNING ON ROADSIDES

Objective of Delegation:	To control burns on road verges
Extent of Delegation:	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.
Conditions imposed:	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 <i>Environmental Protection Act 1986</i> .

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services Community Emergency Services Manager
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Bush Fire Act 1954</i> • <i>Environmental Protection Act 1986</i> • <u><i>Shire of Chittering Policy 10.2 Bush Fire Control</i></u>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA28 BUSH FIRES, PROHIBITED BURNING TIMES, RESTRICTED BURNING TIMES AND PROSECUTION OF OFFENCES

Objective of Delegation: That under section 48 of the *Bush Fires Act 1954* the Council of the Shire of Chittering hereby delegates authority to the **Chief Executive Officer**, the exercise the powers and discharge of duties of the Local Government functions under the *Bush Fires Act 1954*.

That under section 17(1) of the *Bush Fires Act 1954* the Council of the Shire of Chittering hereby delegates authority to the **Shire President** and **Chief Bushfire Control Officer** to vary prohibited burning times under section 17 and vary restricted burning times under section 18 of the *Bush Fires Act 1954*.

That under section 59(3) of the *Bush Fires Act 1954* the Council of the Shire of Chittering hereby delegates authority to the **Shire Rangers** to prosecute offences committed against this Act, and issue infringement notices pursuant to section 59 and section 59A of the *Bush Fires Act 1954*.

Delegation by Council to:	Chief Executive Officer Shire President Chief Bushfire Control Officer Shire Rangers
Delegation by Chief Executive Officer to:	Section 48(3) of the <i>Bush Fires Act 1954</i> delegation under this section does not include the power to sub-delegate.



Delegated Authority Register

Formal Record:	<p>Section 41 of the <i>Bush Fires Act 1954</i> requires the local government to keep a register of bush fire brigades and their members.</p> <p>Section 50 of the <i>Bush Fires Act 1954</i> requires the local government to maintain records of all bush fire control officers and bush fire brigade officers appointed, and particulars of the bush firefighting equipment and appliances available within the district.</p> <p>All evidentiary documents must be retained on the Shire's record keeping database.</p>
Heads of Power:	<ul style="list-style-type: none"> • <i>Bush Fires Act 1954</i> • <i><u>Shire of Chittering Policy 1.9 Prosecution by Council against Offenders</u></i> • <i><u>Shire of Chittering Policy 10.2 Bush Fire Control</u></i>
References:	<p><u>Power to delegate:</u> Section 48 <i>Bush Fires Act 1954</i>: <i>Delegation by local governments</i></p> <p><u>Power/duty delegated:</u> Section 17 <i>Bush Fires Act 1954</i> – <i>Prohibited burning times may be declared by Minister</i> Section 18 <i>Bush Fires Act 1954</i> – <i>Restricted burning times may be declared by Minister</i> Section 59 <i>Bush Fires Act 1954</i> – <i>Prosecution of offences</i></p>
Last Reviewed:	15 June 2016
Amended:	14 December 2016 (resolution 101216)



Delegated Authority Register

DA29 CERTIFICATES OF CLASSIFICATION – REVOKED (16 MAY 2012)





Delegated Authority Register

DA30 INSURANCE

Objective of Delegation: To enter into appropriate contacts of insurance

Extent of Delegation: The authority to enter into appropriate contracts of insurance.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Retain copy of Insurance documentation Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – section 5.42</i> • <i><u>Shire of Chittering Policy 2.12 Purchasing</u></i> • <i>Shire of Chittering Policy 3.1 Code of Conduct; Staff, Volunteers and Contractors</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA31 PUBLIC LIABILITY CLAIMS

Objective of Delegation:	To consider claims for property damage
Extent of Delegation:	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.
Conditions imposed:	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.

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



Delegated Authority Register

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

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



Delegated Authority Register

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



Delegated Authority Register

DA34 APPOINTMENT OF AUTHORISED OFFICERS

Objective of Delegation:	To appoint authorised officers.
Extent of Delegation:	<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"> • <i>Building Act 2011</i> • <i>Bush Fires Act 1954</i> • <i>Cat Act 2011</i> • <i>Cemeteries Act 1986</i> • <i>Criminal Procedure Act 2004</i> • <i>Dog Act 1976</i> • <i>Health (<u>Miscellaneous Provisions</u>) Act 1911</i> • <i>Health (Asbestos) Regulations 1992</i> • <i>Food Act 2008</i> • <i>Fines, Penalties and Infringement Notices Enforcement Act 1994</i> • <i>Litter Act 1979</i> • <i>Public Health Act 2016</i> • <i>Town Planning Scheme No 6</i>
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Nil
Formal Record:	Recorded in central records system
Heads of Power:	<u>Acts as listed above</u>
Last Reviewed:	15 June 2016
Amended:	17 June 2015 15 February 2017 (Resolution 080217) 15 February 2017 (Resolution 090217) and Department of Local Government Circular 02-2017



Delegated Authority Register

DA35 TENDER EVALUATION

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

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	<p>Executive Manager Technical Services Executive Manager Development Services Executive Manager Corporate Services</p>
Formal Record:	<p>Copies of tender evaluations to be filed with Tender documents.</p> <p>Recorded in central records system</p>
Heads of Power:	<ul style="list-style-type: none"> <i>Local Government Act 1995</i> <i>Local Government (Function and General) Regulations 1996</i> <i>Shire of Chittering Policy 2.12 Purchasing</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA36 PERMITS ROAD TRAINS AND EXTRA MASS

- Objective of Delegation:** To expedite the applications to use road trains / extra mass on any local road.
- Extent of Delegation:** 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.
- Conditions imposed:** The Chief Executive Officer is to have regarded:
- 1 All roads are subject to the appropriate approval by Main Roads WA and subsequent issue of relevant permits
 - 2 Applicants to supply Council with a copy of Main Roads WA permit before operations commence
 - 3 That the speeds of the vehicles do not exceed 90km/h on gravel roads or as sign posted
 - 4 Applicants are requested to utilise sealed routes, where possible, particularly during periods of wet weather
 - 5 Council reserves the right to withdraw the approval with twenty four (24) hours' notice.
 - 6 Any policy of Council in place from time to time.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Technical Services
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Policy 7.6 Heavy Vehicle Access</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA37 RATING AND SERVICE CHARGES RECOVERY

Objective of Delegation:	To recover debt from rates or services charges.
Extent of Delegation:	<p>The power to:</p> <ol style="list-style-type: none"> 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



Delegated Authority Register

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.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Monthly Information Bulletin Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Policy 2.6 Rating</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA38 DEMOLITION PERMITS

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

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



Delegated Authority Register

DA39 BUILDING PERMITS

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

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



Delegated Authority Register

DA40 BUILDING ORDERS

Objective of Delegation:	To expedite the approval of building orders
Extent of Delegation:	<p>Council delegates its authority and power to Bronwyn Southee (Executive Manager Development Services) and Allan Ramsay <u>Nathan Gough</u> (Principal Building Surveyor) to:</p> <ol style="list-style-type: none"> 1) Make building orders pursuant to section 110 of the <i>Building Act 2011</i> in relation to: <ol style="list-style-type: none"> a) Stop work, demolish/remove a building, alter a building or evacuate a building, where there is a contravention of a provision of the <i>Building Act 2011</i>; b) Take specific action to prevent contravention of the <i>Building Act 2011</i>; 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 <i>Building Act 2011</i>.
Conditions imposed:	<p>Subject to the following conditions:</p> <ol style="list-style-type: none"> 1) The Executive Manager Development Services may: <ol style="list-style-type: none"> 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 <i>Building Act 2011</i> 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 <i>Local Government Act 1995</i>.

Delegation by Council to:	Executive Manager Development Services Principal Building Surveyor
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Delegated Authority Register

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



Delegated Authority Register

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~~ Nathan Gough (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*.

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



Delegated Authority Register

DA42 UNCOMPLETED BUILDINGS – REVOKED (16 MAY 2012)



Delegated Authority Register

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 <i>Strata Titles Act 1985</i> , 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 <i>Strata Titles Act 1985</i> .
Conditions imposed:	Nil

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



Delegated Authority Register

DA44 DETERMINATION OF APPLICATIONS FOR PLANNING APPROVAL

Objective of Delegation:	To expedite the approval of Planning Applications
Extent of Delegation:	<ol style="list-style-type: none"> 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"> a) the variation of scheme provisions, Planning Policy or provisions of the Residential Design Codes or b) the exercise of discretion under the scheme, Planning Policy or the Residential Design Codes. 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"> a) advertising is undertaken and any objections are received that officers cannot adequately resolve through sourcing of additional information or through conditions of approval; b) the application is contentious; or c) it requires the concurrence of the Minister of Planning.
Conditions imposed:	Nil

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



Delegated Authority Register

Amended:	17 June 2015
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Delegated Authority Register

DA45 AUTHORITY TO COMMENCE PROSECUTIONS

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

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	
Formal Record:	Recorded in central records system
Heads of Power:	<i>Building Act 2011 - sections 133</i>
Last Reviewed:	15 June 2016
Amended:	15 June 2016



Delegated Authority Register

DA46 PLANNING APPROVALS – REVOKED (17 JUNE 2015)



Delegated Authority Register

DA47 SUBDIVISION

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

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



Delegated Authority Register

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

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



Delegated Authority Register

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.

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



Delegated Authority Register

DA50 RECORD ON TITLE – REVOKED (25 JUNE 2014)





Delegated Authority Register

DA51 PAYMENT OF CREDITORS

Objective of Delegation:	To ensure the timely payment of creditors
Extent of Delegation:	The authority to make payments from the Municipal Fund Bank Accounts and the Trust Bank Accounts.
Conditions imposed:	<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"> a) The Payees name b) The amount of the payment c) The date of the payment d) Sufficient information to identify the transaction. <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>

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services Executive Manager Development Services Executive Manager Technical Services
Formal Record:	List of payments in monthly Ordinary Council agenda Recorded in central records system
Heads of Power	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Local Government (Financial Management) Regulations – Reg 13</i> • <i>Shire of Chittering Policy 2.10 Cheque Signatory/EFT requirements</i>
Last Reviewed:	15 June 2016
Amended:	12 October 2016



Delegated Authority Register

DA52 ORDERING THRESHOLDS

Objective of Delegation:	To authorise officers to sign purchase orders
Extent of Delegation:	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.
Conditions imposed:	As outlined in <i>Shire of Chittering Policy 2.12 Purchasing</i>

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services Executive Manager Corporate Services Works Manager Principal Building Surveyor Principal Environmental Health Officer Community Emergency Services Manager
Formal Record:	Retain copy of purchase order Recorded in central records system
Heads of Power	<i>Shire of Chittering Policy 2.12 Purchasing</i>
Last Reviewed:	15 June 2016
Amended:	15 June 2016; 12 October 2016



Delegated Authority Register

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~~ Nathan Gough (Principal Building Surveyor) the authority to grant, modify or refuse to grant occupancy permits or building approval certificates.

Conditions imposed: Nil

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



Delegated Authority Register

DA54 AUTHORITY TO APPOINT AUTHORISED PERSONS - BUILDING

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

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



Delegated Authority Register

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





Delegated Authority Register

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



Delegated Authority Register

DA57 FOOD ACT 2008 – TO ISSUE INFRINGEMENT NOTICES

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

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



Delegated Authority Register

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

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



Delegated Authority Register

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

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



Delegated Authority Register

DA60 MULTIPLE DOGS

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

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	Monthly Information Bulletin Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Dog Act 1976, Section 26(3)</i> • <i>Local Government Act 1995, Sections 5.18, 5.42& 5.46(1)</i> • <i>Dogs Local Law 2011</i>
Last Reviewed:	15 June 2016
Amended:	17 June 2015



Delegated Authority Register

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.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Monthly Information Bulletin Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Policy 2.6 Rating</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA62 CAT ACT 2011 – POWERS AND DUTIES OF A LOCAL GOVERNMENT

Objective of Delegation: Authority to exercise the powers or discharge the duties of the local government under the *Cat Act 2011*.

Extent of Delegation: The authorities to grant, renew, refuse or cancel an application for cat registration.

The authority to cancel a cat registration.

The authority to issue a cat control notice as per *Cat Act 2011*, *Section 26*.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Cat Register Monthly Information Bulletin Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Cat Act 2011, Section 44</i> • <i>Local Government Act 1995</i> • <u><i>Cats Local Law 2015</i></u> • <u><i>Cats Amendment Local Law 2016</i></u>
Last Reviewed:	15 June 2016
Amended:	27 July 2016 – N1673883



Delegated Authority Register

DA63 CAT CONTROL NOTICE – REVOKED (27 JULY 2016)



Delegated Authority Register

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.

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

SHIRE OF CHITTERING
STRATEGIC COMMUNITY PLAN 2017-2027
[Insert cover page]

Draft

Shire President: Foreword

The Shire of Chittering released its first Strategic Community Plan in 2012. A Community Strategic Plan is a long term (10 year) plan for the future which reflects both the Community's and Council's aspirations for the future of the Shire. A raft of other plans and documents sit under the Community Strategic Plan including the Corporate Business Plan (a more detailed five year plan), Asset Management Plans (for roads, buildings and other facilities), Workforce Plan, Local Planning Strategy and Long Term Financial Plan.

Council is required to update and review all of its planning documents on a regular basis. This particular plan is a review of the existing Community Strategic Plan, much of which is still relevant. Feedback has been sought from the community through a number of workshops with both residents and established Working Groups.

The Shire is entering an exciting time over the next few years with major highway linkages (Northlink and the Great Northern Highway upgrade) to be delivered between now and the end of 2019. By that time, Chittering Shire will be connected to Perth by a new four lane highway, making the area much more accessible as a place to live, work and play.

Additionally, the Muchea Employment Node (MEN), a proposed 1,100 hectare industrial area in the South of the Shire, will benefit from having these major transport upgrades at its doorstep. While the MEN has been in existence for many years, this new transport infrastructure will provide the incentive for planning and investment in that area. The jobs that are created through both the development and operation of the MEN will be vital to the economy of the region in the years ahead.

In preparing this plan, Council has also been mindful of the strong desire of its residents to protect and enhance the natural beauty and unique qualities that the region has to offer. People value the rolling hills, the natural environment, the wildflowers, the lakes and the rural lifestyle opportunities that are offered in the Chittering Shire; all within a short drive from the city and its outlying suburbs.

The plan is structured along five major themes covering:

Community - *An inclusive, active, safe and healthy community*

Natural Environment - *A protected and bio-diverse environment which community and visitors enjoy*

Built Environment - *Well-planned built landscapes that are progressive, vibrant, diverse and reflect the Shire's unique country lifestyle*

Economic Growth - *Thriving, sustainable and diverse economic investment and local employment opportunities from cottage to large-scale industry*

Strong Leadership - *A responsive and empowering Council which values consultation, accountability and consistency*

The plan identifies a number of priorities which are developed further as part of the Corporate Business Plan; a four year plan which details specific projects for implementation.

Council has developed this plan so that it represents an aspirational vision for the Shire, while at the same time being both realistically achievable and affordable.

We look forward to working with the community in the years ahead to deliver a future for the region which builds on its natural strengths and; which provides a range of employment and investment opportunities for both individuals and the private sector.

Cr Gordon Houston
Shire President

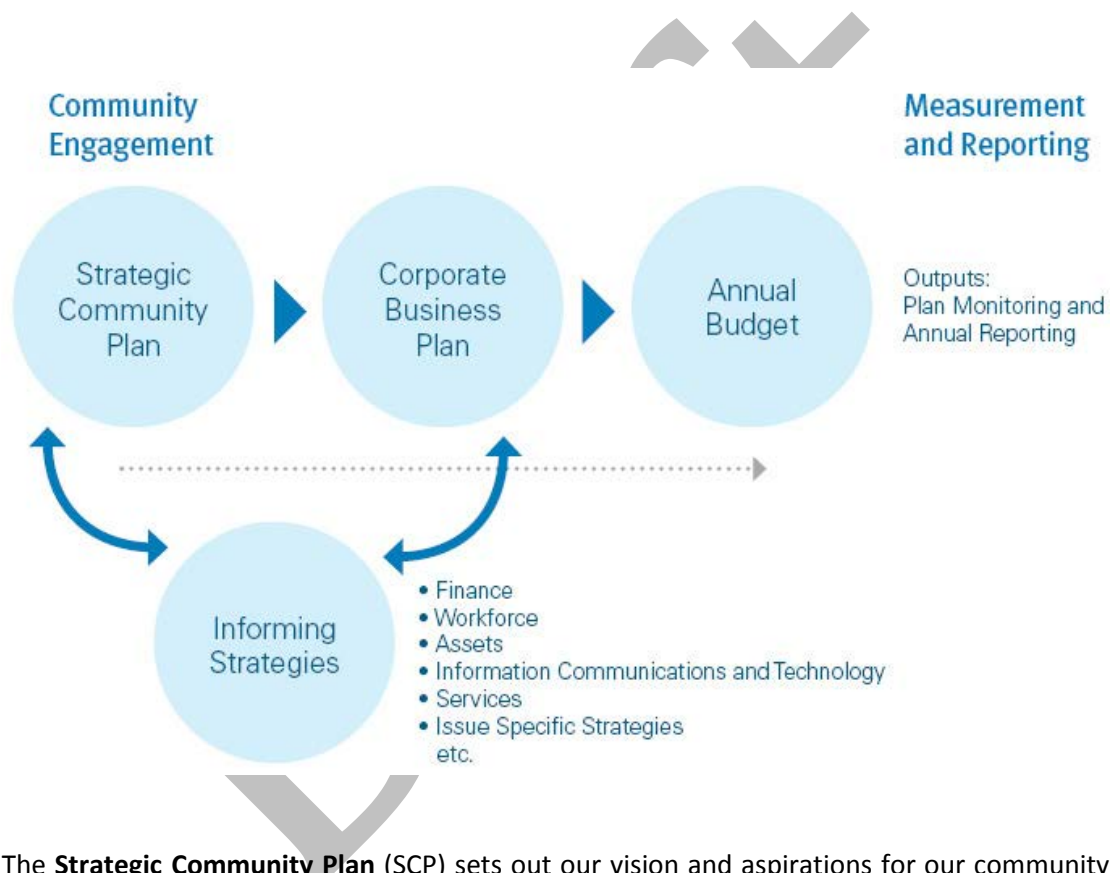
Draft

OVERVIEW OF THE INTEGRATED PLANNING FRAMEWORK

The Integrated Strategic Planning Framework provides the basis for strategic planning in local government. Its purpose is to ensure integration of community priorities into strategic planning for Councils, in addition to delivering the objectives that have been set from these priorities.

Specifically, the Framework sets out the requirements for three levels of integrated strategic planning:

- Level 1: Strategic Community Plan (10+ years);
- Level 2: Corporate Business Plan (4+ years); and
- Level 3: Operational Plans (1 year).



The **Strategic Community Plan (SCP)** sets out our vision and aspirations for our community for the next ten years. The SCP addresses the questions:

- **Where are we now?**
- **Where do we want to be?**
- **How do we get there?**

The **Corporate Business Plan** sets out the Shire of Chittering's shorter-term priorities and "activates" our vision, and enables the community to monitor the Council's progress towards achieving these aspirations.

The Shire of Chittering needs to work with key stakeholders and partners, such as the State and Federal Government, business and philanthropists to achieve the community vision, objectives and strategies. The Shire also needs to work within its financial capability in order to leave a legacy for future generations.

WHERE ARE WE NOW?

The Shire of Chittering is a vibrant community located 55 km North-East of the Perth CBD and has over 5,300 residents. The demographic data below shows the uniqueness of the Shire of Chittering.¹

- Our Shire covers a geographic area of 1,200km².
- The Shire consists of 3 townships: Bindoon, Muchea and Wannamal, together with 2 districts – Upper Chittering and Lower Chittering.
- 1,506 private dwellings with an average number of people per dwelling of 2.8 (ABS 2011). More recent data not available.
- Our Community (as at 2016 census) includes over 5,301 residents with a median age of 43.5 (significantly older than the State median of 36.1). The population consists of:
 - 19.7% aged 0-14 years;
 - 13.8% aged 15-24 years
 - 6.4% aged 25-34 years (significantly below the State average of 16.1%);
 - 12.3% aged 35-44 years;
 - 18.24% aged 45-54 years (higher than the State average of 13.3%);
 - 14.6% aged 55-64 years (higher than the State average of 11.1%);
 - 9.3% aged 65 – 74 years (State average of 7.6%)
 - 5.5% aged 75 +
- By 2027, the projected increase of residents over 70 years of age in the Shire of Chittering will be close to 200%.

Future growth

The Shire of Chittering continues to enjoy high growth rates as a peri-urban local government showing a population growth of 56.8% since 2005 (ABS 2015) and 5% (223 people) growth in 2014. This represents the greatest population growth of all local government areas in the Wheatbelt planning regions. Most of the population growth is occurring in the southern part of the Shire with people choosing a semi-rural lifestyle.

Population forecasts for the Shire estimate that 7,300 people will live in the Shire by 2026 which represents a 61% increase from the 2011 census.

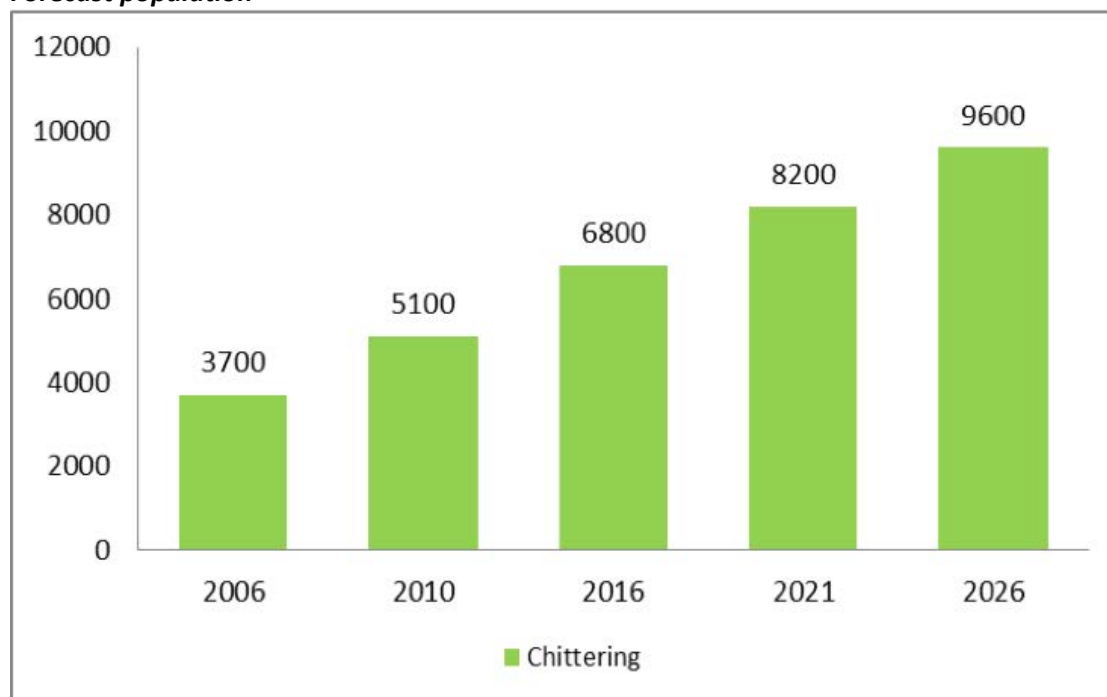
As it is expected that the Shire's aged population profile will increase, this will in turn increase the demand for healthcare, diverse housing and land options. By 2027, the Wheatbelt population over 70 years will have increased 75% with an increase from 10% in 2011 to 17% in 2027. The increase in this age group, as projected for the Shire of Chittering, is significantly higher and closer to 200%. As a further sign of how much the Shire is enjoyed by retirees, most respondents to a 2013 survey said they would remain in or relocate to Chittering when they are ready to retire.

¹ Based on ABS estimates of population forecasts for 2015.

http://stat.abs.gov.au/itt/r.jsp?RegionSummary®ion=51680&dataset=ABS_REGIONAL_LGA&geoconcept=REGION&maplayerid=LGA2014&measure=MEASURE&datasetASGS=ABS_REGIONAL_ASGS&datasetLGA=ABS_REGIONAL_LGA®ionLGA=REGION®ionASGS=REGION

At the other end of the age spectrum, the Shire also enjoys the second largest child population in the Wheatbelt (Northam being the largest). There is comparatively large number of children aged 0-14 years (20% of the population), but this figure drops significantly for the 15-24 age bracket (14% of the population).²

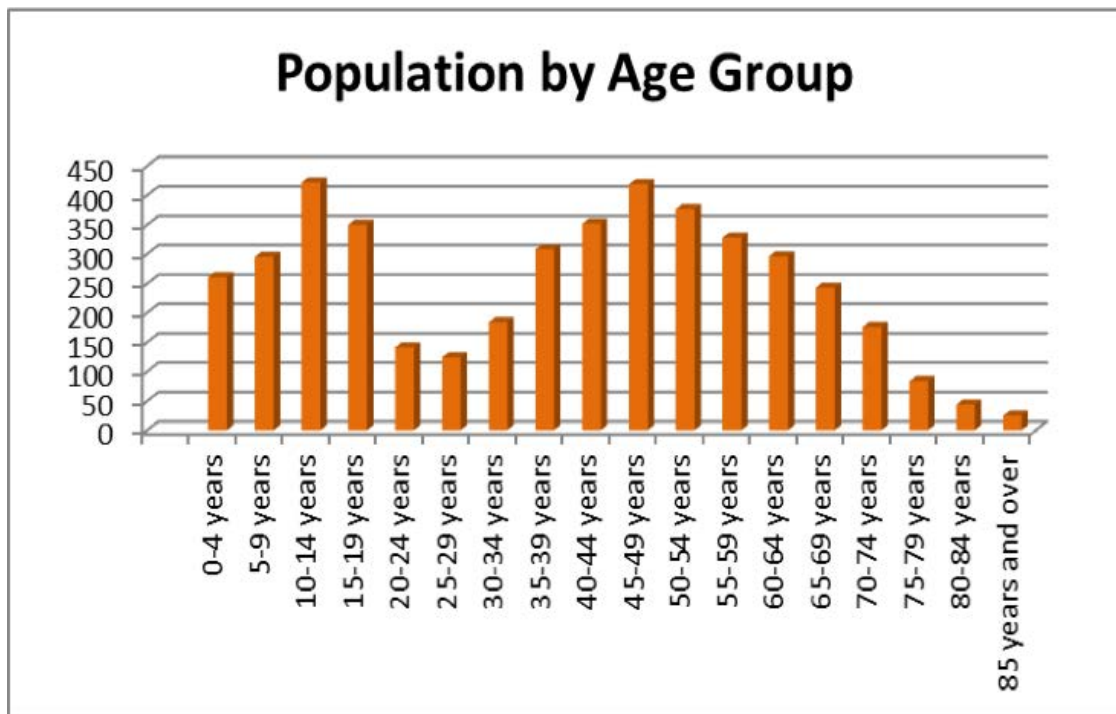
Forecast population



Our population is changing and is predicted to double by 2026 (These forecasts exclude the influences of Muchea Employment Node and Chittering New Town).

² Based on ABS estimates of population forecasts for 2015.

http://stat.abs.gov.au/itt/r.jsp?RegionSummary®ion=51680&dataset=ABS_REGIONAL_LGA&geoconcept=REGION&maplayerid=LGA2014&measure=MEASURE&datasetASGS=ABS_REGIONAL_ASGS&datasetLGA=ABS_REGIONAL_LGA®ionLGA=REGION®ionASGS=REGION



The 2011 Australian Bureau of Statistics Census data indicates the current median age for Chittering is 41 years of age.

Our Economy

The Shire's economy is based on broad-acre farming, orchards and small rural lifestyle lots. Current industries in the Shire include:

- Extractive industries (clay, gravel and sand);
- Mineral sands processing; and
- Nurseries, viticulture and wineries along with other small businesses.

A challenge for the Shire is the tendency of young people (15 to 19 year olds) to leave the Shire. This is a result of limited local employment and training opportunities, limited higher education options and restricted transport. Transport is a standout deficiency that restricts the community's mobility and connection to services

The economy of the Shire is underlined by an employment self-sufficiency rate of 57% (in 2011). This, coupled with a moderate unemployment rate, indicates that there are fewer jobs in the Shire than employed persons, highlighting the presence of a drive-in/drive-out trend.

There is a large scale (1,100 ha) industrial area in the south of the Shire (the Muchea Employment Node) which is set aside for service-based uses such as transport, agribusiness, fabrication, warehousing, wholesaling and general commercial use. The structure Plan for this area has been in place since 2011 and the first development parcel (150 ha) is in the planning approval stage. New development in the employment node will provide a concentration of employment opportunities for people living in and around the Shire of Chittering.

Significant new transport linkages are planned over the next three years, including a four lane highway from Morley to Muchea, and an upgraded highway north from Muchea to the Chittering Road House. These projects will have a significant impact on the attractiveness of Chittering as a place to live and as a place to invest, particularly in the Southern parts of the Shire. A route for the Great Northern Highway bypass of Bindoon has been announced by the State Government, however funding is yet to be secured for this project.

There are currently 2,255 lots in the Rural Residential and Townsite zones, leaving a deficit of 545 lots of houses required to accommodate the projected population to 2026. Further development in the Bindoon townsite can be achieved through the implementation of the STED (sewerage) program, but this will be insufficient to cater for the projected demand. The Shire has 230km of sealed roads and 174km of unsealed roads.

HOW WE DEVELOPED THIS PLAN

An important part of developing this SCP was consultation with the community to understand what it is that they want to see in the Shire of Chittering.

This involved a community engagement process which occurred between [September] and December 2016 and involved:

- two open invitation workshops in October,
- a Chittering Community Planning and Action Group [CPPAG] workshop in November; and
- a Youth Focus Group workshop also in November.

The aim of the workshops was to hear from a wide variety of residents and businesses. Community members were also encouraged to provide feedback through direct communication with the Shire.

Council considered the community vision and aspirations in context with research and; within the local constraints and opportunities. Council concerns and priorities were well aligned to those of the community.

THE COMMUNITY VISION

Based on feedback from the community engagement process, the Council supports the following vision for the Shire:

A connected thriving community.

This has been developed based on clear messages from the community that were focused on living, working and playing in our thriving, diverse community in harmony with our natural environment.

- We will plan for our growing communities.
- We will value and look after our natural environment and habitat.
- We will advocate and partner with government and service providers ensuring future services in the local community.
- We will connect our diverse communities.

1. OUR COMMUNITY

What you said:

“We could become a more connected and cohesive community across the entire Shire”

“Volunteers & community groups are vital. We’d like more support and assistance to recruit new members.”

“We’d like the Shire to attract increased / improved health services for all ages”

Where do we want to be:

An inclusive, active, safe and healthy community.

Strategic Priority 1: Our Community “An inclusive, active, safe and healthy community for all to enjoy.”		
Outcome	Strategies	Key Priorities
<p>1.1 Active and supported community</p> <p><i>Communities will have services and facilities within their local community hubs</i></p>	<ul style="list-style-type: none"> Strengthen aged, youth and children service access through partnerships and advocacy Develop and enhance existing recreation and social facilities for local communities 	<ul style="list-style-type: none"> Advocacy/partnerships with aged care providers and with youth services to address identified needs. Better alignment of services with adjoining communities of interest (both metro and wheatbelt) Develop new recreational and sporting facilities to service the growing population in Lower Chittering / Muchea area Enhance existing recreation and social facilities for local communities Promote a better understanding within the community of the role of Council and communicate defined service levels
<p>1.2 Strong sense of community</p> <p><i>Cohesive and connected communities through engagement, interaction and participation</i></p>	<ul style="list-style-type: none"> Actively support community, volunteer groups and networks Strengthen and grow social events and festivals Activate our local centres and towns 	<ul style="list-style-type: none"> Facilitate connections of community groups across the Shire Better coordination and evaluation of existing social events and festivals Encourage and grow markets with local produce Foster links with local communities through established networks, working groups and tourism / business associations Support community and volunteer groups and networks to build sustainability

<p>1.3 Safe and healthy community</p> <p><i>Future generations will have access to a range of health services and feel safe in their community</i></p>	<ul style="list-style-type: none"> • Improve the safety of our community • Advocate for improved education and health services 	<ul style="list-style-type: none"> • Support and advocate for improved access to education services • Develop a Health Services Plan as required by the new Public Health legislation • Extend security camera network to provide a deterrent and assist with enforcement • Support / assist with the development of a new Ambulance Station • Biennial review of, and linkages with: <ul style="list-style-type: none"> - Youth Plan - Aged Care Plan - Community Safety and Crime Prevention Plan
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Supporting Services:

- Community Development
- Library Services
- Planning
- Building
- Ranger Services
- Environmental Health Services

Success Measures:

Objective	Success Measures
1.1 Active and supported community	<ul style="list-style-type: none"> • Community satisfaction with services and support for youth, families, seniors, people with disabilities. • Community satisfaction with range and quality of recreation opportunities
1.2 Strong sense of community	<ul style="list-style-type: none"> • Maintain or increase the number of community volunteers. • Community satisfaction in social events and festivals • Increased positive social activity in our centres and towns.
1.3 Safe and healthy community	<ul style="list-style-type: none"> • Community satisfaction with the Shire's role in community safety • Community satisfaction with the Shire's role in public health

2. OUR NATURAL ENVIRONMENT

What you said:

“It would be great if public land could be better managed for recreational use”

“We could educate new residents on land management (water, weed, bushfire safety)”

“I’d like better options for disposing my bulk waste and large household rubbish”

Where do we want to be:

A protected and bio-diverse environment which community and visitors enjoy.

Strategic Priority 2: Natural Environment “A protected and bio-diverse environment, which the community and tourists enjoy in a well managed, respectful manner”		
Outcome	Strategies	Key Priorities
2.1 Protected Environment <i>Local diversity is valued, protected and promoted</i>	<ul style="list-style-type: none"> Ensure the protection of our local biodiversity Develop an integrated network of walking and cycling trails Explore other opportunities for other eco based recreational activities Support eco-tourism 	<ul style="list-style-type: none"> Explore options for responsible community access to environmentally sensitive areas Develop and fund a ten year capital works program for the prioritisation, funding and implementation of the trails network Review the Local Biodiversity Plan Ensure alignment of Bushfire Planning with Biodiversity Planning Review of, and linkages with: <ul style="list-style-type: none"> Economic Development Plan Trail Network Master Plan Parks & Garden Precinct Plan Mountain Bike Master Plan
2.2 Sustainable resources <i>Focus on improved water and energy use, waste reduction and recycling</i>	<ul style="list-style-type: none"> Education and Partnerships Encourage sustainable design Improved waste management outcomes Improve the sustainability of Council buildings 	<ul style="list-style-type: none"> Community education in partnership with Landcare and other providers Greater emphasis on recycling through community education programs Regional cooperation and advocacy in regard to waste management Planning controls which encourage sustainable practices Incentives to install solar on leased community facilities.
2.3 Protection of life and property	<ul style="list-style-type: none"> Improve bushfire preparedness and recovery 	<ul style="list-style-type: none"> Hazard Risk mapping and planning Emphasis on community education Promote Bushfire Education and Preparedness

Supporting Services:

- Parks and Gardens
- Waste Management Services
- Building Maintenance
- Emergency Services
- Building Services
- Community Development
- Ranger Services

Success Measures:

Objective	Success Measures
2.1 Protected Environment	<ul style="list-style-type: none"> • Natural Reserve Bush Condition against Nationally accepted practice. • Community satisfaction with the Town's conservation and environmental management
2.2 Sustainable resources	<ul style="list-style-type: none"> • Recycling Rates – kilogram per capita (increase) • Waste to landfill – kilograms per capita (maintain or decrease) • ANZECC standard of water quality against Nationally accepted practice • Community education programs implemented • Increased uptake of solar power technology in the Shire
2.3 Protection of life and property	<ul style="list-style-type: none"> • Community bushfire Safety education programs implemented. • Hazard risk mapping and planning conducted.

3. OUR BUILT ENVIRONMENT

What you said:

“Muchea should be beautified and maintained as the Entry to the Wheatbelt”

“I’d like more spaces in my local area to meet others and socialise”

“Diverse block sizes and affordable housing options will be needed into the future”

Where do we want to be?

Well-planned built landscapes that are progressive, vibrant, diverse and reflect the Shire’s unique country lifestyle.

Strategic Priority 3: Built Environment “Well planned built landscapes that are progressive, vibrant, diverse and reflect the Shire’s unique country lifestyle.”		
Outcome	Strategies	Key Priorities
3.1 Development of Local Hubs <i>Development of Town Centres with improved access to housing, services and facilities</i>	<ul style="list-style-type: none"> Plan for new and enhanced community facilities Activate local town centres to ensure a good mix of residential, commercial and social infrastructure Plan for and facilitate housing choice 	<ul style="list-style-type: none"> Ongoing improvements to recreation and social infrastructure across the region Projects and planning controls which deliver housing diversity, amenity, commercial and residential growth opportunities New community and recreation facilities to support the growing population in the south of the Shire Advocate for a local high school services
	<ul style="list-style-type: none"> Balance urban development with a focus on natural environment protection and open spaces 	<ul style="list-style-type: none"> Investigate options for growing and diversifying existing towns Investigate opportunities for a new urban scale residential subdivision with shops and services Identify and dispose of surplus land assets Identify and purchase strategic land in key locations Investigate options for in-fill infrastructure in Muchea Implement place making strategies for key centres
3.2 Safe Access	<ul style="list-style-type: none"> Advocate for improved public transport Improve pedestrian and cycle access 	<ul style="list-style-type: none"> Leverage positive outcomes from new highway links (Northlink / GNH / Bindoon Bypass) New entrance/Gateway statements for key centres

Strategic Priority 3: Built Environment “Well planned built landscapes that are progressive, vibrant, diverse and reflect the Shire’s unique country lifestyle.”		
Outcome	Strategies	Key Priorities
	<ul style="list-style-type: none"> Improve road safety options 	<ul style="list-style-type: none"> Support for community transport options Advocate for a public transport service which provides a connection to the urban centres and services in the south Advocate for a review of school bus zones which provide for better access to school bus services
3.3 Improved amenities <i>Focus on improved asset management</i>	<ul style="list-style-type: none"> Improve recreation and social infrastructure across the region 	<ul style="list-style-type: none"> Develop standard lease agreements with community groups Improved streetscapes and roads verges Improved street lighting Annual review of: <ul style="list-style-type: none"> Road Construction and Maintenance Program Plant and Equipment Replacement Program Sport and Rec Plan Long Term Financial Plan Biennial review of Asset Management Plans

Supporting Services:

- Planning
- Building
- Building Maintenance
- Maintenance and Construction
- Economic Development
- Financial and Rates Services
- Community Development

Success Measures:

Objective	Success Measures
3.1 Development of Local Hubs	<ul style="list-style-type: none"> Community facilities which meet the needs of the community Community satisfaction with housing choice and community facilities in the Shire
3.2 Safe Access	<ul style="list-style-type: none"> Community satisfaction with roads, footpaths and cycle paths Community satisfaction with access to public transport both within the Shire and to/from it
3.3 Improved amenities	<ul style="list-style-type: none"> Community satisfaction with recreation and social infrastructure across the Shire

4. ECONOMIC GROWTH

What you said:

“I’d like to see more cottage industry and diverse local produce. We love the Taste of Chittering Festival”

“We really need to promote Chittering as a Eco-tourism destination”

“I’m looking forward to progress in the Muchea Employment Node. Industrial activity should be limited to this area”

Where do we want to be:

Thriving, sustainable and diverse economic investment and local employment opportunities from cottage to large-scale industry.

Strategic Priority 4: Economic Growth “Thriving, sustainable and diverse economic investments and employment opportunities, from cottage to large-scale industry.”		
Outcome	Strategies	Key Priorities
4.1 Economic Growth	<ul style="list-style-type: none"> Support private investment which stimulates significant and sustainable jobs growth Actively pursue development of the Muchea Employment Node Support agricultural growth, with a focus on local produce and agribusiness 	<ul style="list-style-type: none"> Annual update/review of Economic Development Strategy Support for planning applications which promote economic activity and jobs growth Source Grant Funding for the implementation of the Muchea Employment Node Structure Plan Support for the Muchea Employment Node as a key part of the State Government’s Agribusiness Expansion Project Continue to support for the Northern Valleys Agribusiness Project
4.2 Local business growth	<ul style="list-style-type: none"> Encourage and support local businesses and new investments for the future. 	<ul style="list-style-type: none"> Continued support for an active and engaged Chamber of Commerce Support for local retail, local cottage industry in partnership with the Chamber of Commerce Business mentoring and incentives in partnership with the Chamber of Commerce Continue to advocate for improved access to the NBN and better mobile phone coverage
4.3 Increased visitors <i>Visitors are welcome to stay and recreate</i> <i>Improved environmental</i>	<ul style="list-style-type: none"> Support and promote accommodation options Support and grow events to attract visitation 	<ul style="list-style-type: none"> Supported and promoted accommodation options: <ul style="list-style-type: none"> - resort style facilities - caravan parks - overnight stops - B&Bs - farm-stays

Strategic Priority 4: Economic Growth "Thriving, sustainable and diverse economic investments and employment opportunities, from cottage to large-scale industry."		
Outcome	Strategies	Key Priorities
access as places to visit		<ul style="list-style-type: none"> Foster and assist with the growth of annual events: Ag Show, Wear Ya Wellies, Taste of Chittering, Spring Flower Festival Explore opportunities for combining and enhancing the attractiveness of events across the community
	<ul style="list-style-type: none"> Facilitate, promote and support ecotourism 	<ul style="list-style-type: none"> Promotion and development of Chittering Trails Network Ongoing commitment to staff and resources in support of economic development Planning controls and projects which support diverse options for short stay accommodation

Supporting Services:

- Economic Development
- Financial and Rates Services
- Community Development
- Governance and Administration

Success Measures:

Objective	Success Measures
4.1 Economic Growth	<ul style="list-style-type: none"> • Number of Businesses in the Shire (increase). • Productivity (Gross Regional Product estimate) (increase).
4.2 Local business growth	<ul style="list-style-type: none"> • Estimated number of local jobs (increase). • Positive relationship and partnership with local Chamber of Commerce • Local Business Mentoring and incentives program delivered in partnership with the Chamber of Commerce.
4.3 Increased visitors	<ul style="list-style-type: none"> • Increase in the number of local accommodation options • Continued support of cultural events across the Shire • Increased promotion of the Shire of Chittering as a tourism destination • Increased number of visitors to the Shire

5. STRONG LEADERSHIP

What you said:

“Our Shire could pursue stronger partnerships with the community and stakeholders”

“I’d love the Shire to have more of a “can do” attitude. Explain decisions and help us to wade through the red tape”

“Opportunities like this to have our say are great. I’d like more of them”

Where do we want to be:

A responsive and empowering Council which values consultation, accountability and consistency.

Strategic Priority 5: Strong Leadership “A responsive and empowering Council, which values consultation, accountability and consistency.”		
Outcome	Strategies	Key Priorities
5.1 An engaged community	<ul style="list-style-type: none"> Encourage and promote community engagement 	<ul style="list-style-type: none"> Active communication through mail, email, website, social media and print Advocate for improved community services and infrastructure
5.2 Strong partnerships and relationships <i>Working with stakeholders to build strong and sustainable relationships and to ensure the best use of Shire resources</i>	<ul style="list-style-type: none"> Build effective partnerships with stakeholders Actively seek Grant Funding opportunities to support identified projects 	<ul style="list-style-type: none"> Continue to build relationships with surrounding local governments Continue to build relationships with the Chamber of Commerce and the Chittering Tourist Association Continue to build relationships with community groups through ongoing engagement and support Develop business case / draft funding applications for projects ahead of Grant Funding Rounds Build effective partnerships with other stakeholders i.e. Avon Regional Organisation of Councils (AROC), Northern Growth Alliance, State Government Departments, Federal Government agencies and philanthropists
5.3 Accountable governance	<ul style="list-style-type: none"> Good governance which supports efficient and effective service delivery 	<ul style="list-style-type: none"> Broaden the role and scope of the Audit Committee to include Risk Management Continued focus on efficient and cost effective provision of services Better Financial controls through the adoption of the Local Government Standard Chart of Accounts

Strategic Priority 5: Strong Leadership “A responsive and empowering Council, which values consultation, accountability and consistency.”

Outcome	Strategies	Key Priorities
		<ul style="list-style-type: none"> Better use of IT systems to improve reporting and accountability Review of IT service provision and systems to ensure sustainability, deliver efficiencies and minimise risk On a biennial basis: <ul style="list-style-type: none"> Review Community Engagement and Communication Plans Undertake a community perception survey

Supporting Services:

- Economic Development
- Financial and Rates Services
- Community Development
- Governance and Administration
- Executive Team and Elected Members

Success Measures:

Objective	Success Measures
5.1 An engaged community	<ul style="list-style-type: none"> Community satisfaction with how they are consulted about local issues (improve). Community satisfaction with Council’s leadership (improve) Community who feel that the Shire understands community needs and prioritises appropriately
5.2 Strong partnerships and relationships	<ul style="list-style-type: none"> Increased and strengthened partnerships with stakeholders for the benefit of the Shire of Chittering. (Stakeholders: Residents, Avon Regional Organisation of Councils (AROC), Northern Growth Alliance, State Government Departments, Federal Government agencies and philanthropists, Chamber of Commerce, Chittering Tourist Association.)
5.3 Accountable governance	<ul style="list-style-type: none"> Residents are satisfied with the Shire of Chittering as a governing organisation - level of trust (improve). Proportion of customer requests (CRM’s) responded to within target timeframes (maintain or improve). Satisfaction with the Shire’s responsiveness to resolving problems and enquiries DLGC financial health indicator



DELEGATED AUTHORITY REGISTER

DOCUMENT CONTROL

DOCUMENT DISTRIBUTION LIST			
Copy No	Distributed to	Position/Title	Date
5	Councillors and Staff		24 June 2015
6	Councillors and Staff	Executive Support Officer	27 June 2016

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	Delegated Authority Register Council Resolution 130616 (ref N161832)	15 June 2016

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)
6	27 July 2016	Amended by CEO (N1673883)
6	12 October 2016	Amended by CEO (N1676812)
6	14 December 2016	Approved by Council (N161938)
6	16 February 2017	Amended by CEO (N1780461)
6	22 February 2017	Amended by Council (N171952)
6	22 February 2017	Amended by Council (N171954)



Delegated Authority Register

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Table of Contents

INTRODUCTION	1
DA1 Acting Chief Executive Officer	4
DA2 Code of Conduct Enforcement	5
DA3 Control and Management of Land	6
DA4 Disposal of Property other than land	7
DA5 Signing of Documents	8
DA6 Investment of Funds	9
DA7 Contract Price Variation	10
DA8 Disposing of Impounded Goods	11
DA9 Engaging Consultants	12
DA10 Engaging Contractors	13
DA11 Entering Into Contracts	14
DA12 Facility Hire Fees	15
DA13 Industrial Representation	16
DA14 Issuing of Notices	17
DA15 Legal Advice	18
DA16 Native Title	19
DA17 Prosecutions	20
DA18 Rates and Service Charges Agreements	21
DA19 Rates and Service Charges Caveat	22
DA20 Tenders / Quotations	23
DA21 To Accept Quotations for Goods and Services – REVOKED (16 May 2012)	25
DA22 Bond Refunds	26
DA23 Undertaking Private Works	27
DA24 Major Plant Purchases – REVOKED (16 May 2012)	28
DA25 Grant Applications	29
DA26 Caravan Park Licences / Permits to Camp on Private Property	30
DA27 Burning on Roadsides	31
DA28 Bush Fires, Prohibited Burning Times, Restricted Burning Times and Prosecution of Offences	32
DA29 Certificates of Classification – REVOKED (16 May 2012)	34
DA30 Insurance	35
DA31 Public Liability Claims	36
DA32 Sale and Consumption of Liquor on Council Property	37
DA33 Issue of Section 401 Notices – REVOKED (25 June 2014)	38
DA34 Appointment of Authorised Officers	39
DA35 Tender Evaluation	40
DA36 Permits Road Trains and Extra Mass	41
DA37 Rating and Service Charges Recovery	42
DA38 Demolition Permits	44
DA39 Building Permits	45
DA40 Building Orders	46
DA41 Extension of Period of Duration of an Occupancy Permit or Building	48
DA42 Uncompleted Buildings – REVOKED (16 May 2012)	49
DA43 Strata Titles	50

DA44	Determination of Applications for Planning Approval.....	51
DA45	Authority to Commence Prosecutions.....	53
DA46	Planning Approvals – REVOKED (17 June 2015)	54
DA47	Subdivision	55
DA48	Subdivisional Clearance	56
DA49	Variation to Advertising Period.....	57
DA50	Record on Title – REVOKED (25 JUNE 2014)	58
DA51	Payment of Creditors	59
DA52	Ordering Thresholds	60
DA53	Occupancy Permits or Building Approval Certificates	61
DA54	Authority to appoint authorised persons - Building	62
DA55	Chittering Australia Day Advisory Committee – REVOKED (19 June 2013)	63
DA56	Chittering Education Scholarship Advisory Committee – REVOKED (19 June 2013)	64
DA57	Food Act 2008 – to issue infringement notices	65
DA58	Food Act 2008 – to receive payment and grant extensions of time.....	66
DA59	Food Act 2008 – to issue of Prohibition Orders and Certificates of Clearance	67
DA60	Multiple Dogs.....	68
DA61	Withdrawal Rates and Service Charges Caveat	69
DA62	Cat Act 2011 – Powers and Duties of a Local Government	70
DA63	Cat Control Notice – REVOKED (27 July 2016)	71
DA64	Western Australian treasury corporation borrowings.....	72



Delegated Authority Register

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 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 (Miscellaneous Provisions) 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*
- *Public Health Act 2016*
- *Land Act 1933*

Note - this is not an exhaustive list



Delegated Authority Register

Delegation by the Chief Executive Officer

The Act allows for the Chief Executive Officer 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 Chief Executive Officer to place conditions on any delegations if desired [Section 5.44 (4)].

A register of delegations relevant to the Chief Executive Officer 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 Chief Executive Officer where applicable, once approved through a signed authority by the Chief Executive Officer.
- 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 Chief Executive Officer to delegate a power [Section 5.44 (1)].



Delegated Authority Register

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.*



Delegated Authority Register

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.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	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
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – Section 5.39</i> • <i>Shire of Chittering Policy <u>3.14</u>– <u>Appointment of an Acting Chief Executive Officer</u></i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA2 CODE OF CONDUCT ENFORCEMENT

Objective of Delegation:	To enforce the Code of Conduct
Extent of Delegation:	The duty to enforce the Code of Conduct in respect of employees, contractors and volunteers.
Conditions imposed:	<ol style="list-style-type: none"> 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. 2. The procedure should include internal investigations and/or referral to appropriate external agencies. 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.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – Section 5.9</i> • <i>Shire of Chittering Policy <u>3.1</u>– Code of Conduct – Staff, <u>Volunteers and Contractors</u></i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

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 <i>Land Act 1933</i> and vested in or under control and management of the Council.
Conditions imposed:	Nil

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



Delegated Authority Register

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:**
- 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.
 - 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.

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



Delegated Authority Register

DA5 SIGNING OF DOCUMENTS

- Objective of Delegation:** To sign Shire documents on behalf of the Shire of Chittering.
- Extent of Delegation:** The authority to sign documents as a part of the day to day operations of the Shire of Chittering.
- Conditions imposed:** Authority is delegated on the provision that one or more of the following provisions apply:
- 1 The Council has authorised the entering into a formal contract/document.
 - 2 A formal contract is authorised under delegated authority of the Council.
 - 3 A formal contract/document is considered necessary by the Chief Executive Officer as part of the day to day operations of the Council.
 - 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.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Common Seal Register Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 s9.49 (a) 4</i> • <i>Shire of Chittering Policy 1.5 Execution of Documents</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA6 INVESTMENT OF FUNDS

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

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	<p>Included in Monthly Financial Statements in Ordinary Council agenda</p> <p>Recorded in central records system</p>
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Local Government (Financial Management) Regulations – Reg 19</i> • <i>Shire of Chittering Finance Policy 2.2 – Investment of Funds</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA7 CONTRACT PRICE VARIATION

Objective of Delegation:	To approve minor price variations to contracts
Extent of Delegation:	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.
Conditions imposed:	For the purposes of this delegation, a minor price variation is limited to \$50,000.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – section 3.58</i> • <i>Shire of Chittering Policy 2.12 – Purchasing</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

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.

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



Delegated Authority Register

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.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services Executive Manager Corporate Services
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – section 6.5 – 6.10</i> • <u><i>Shire of Chittering Policy 2.12 – Purchasing</i></u>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA10 ENGAGING CONTRACTORS

Objective of Delegation:	To appoint contractors to the Shire of Chittering
Extent of Delegation:	The authority to engage private contractors to assist and complement the Shire's work staff in implementing the works program.
Conditions imposed:	<ol style="list-style-type: none"> 1. Applies to Contracts under \$150,000. 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"> • adequate budget provision exists; • the engagement of contractors is made in accordance with the Shire's purchasing policy; • that all contracts are in writing; and • that appropriate performance measures are in place and performance is subject to supervision. 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.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Policy 2.12 – Purchasing</i>
Last Reviewed:	15 June 2016
Amended:	15 June 2016



Delegated Authority Register

DA11 ENTERING INTO CONTRACTS

Objective of Delegation:	To enter into contracts on behalf of the Shire of Chittering
Extent of Delegation:	<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"> the Council has authorised entering into a formal contract; or 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 a formal contract is authorised under a delegated authority from the Council
Conditions imposed:	<ol style="list-style-type: none"> All contracts where the consideration is greater than \$100,000 must be subject to specific authorization of the Council. Compliance with the requirements of the Standing Orders Local Law in respect of signing documents under seal if applicable.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> <i>Local Government Act 1995</i> <i>Shire of Chittering Policy 2.12 – Purchasing</i> <i>Shire of Chittering Policy 1.5 – Execution Documents</i> <i>Shire of Chittering Local Government (Council Meetings) Local Law 2014</i>
Last Reviewed:	15 June 2016
Amended:	15 June 2016



Delegated Authority Register

DA12 FACILITY HIRE FEES

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

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Annual Budget</i> • <u><i>Shire of Chittering Policy 1.2 Use of Civic Centre – Council Chambers</i></u>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA13 INDUSTRIAL REPRESENTATION

Objective of Delegation:	To source advice from an industrial service
Extent of Delegation:	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.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Policy 3.1 Code of Conduct; Staff, Volunteers and Contractors</i> • <i>Shire of Chittering Policy 3.9 Occupational Safety and Health (OSH)</i> • <i>Shire of Chittering Policy 3.11 Contractors</i> • <i>Shire of Chittering Policy 3.12 Voluntary service</i> • <i>Shire of Chittering Policy 3.13 Gratuities and Redundancy Payments</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA14 ISSUING OF NOTICES

Objective of Delegation:	To issue notices to owners of land in the Shire of Chittering
Extent of Delegation:	<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"> • Preventing water from dripping or running from a building • Placing a street number in a prominent place • Ensuring that unsightly land is either enclosed or where it is considered untidy having such materials or rubbish removed including contaminated material • Taking steps for preventing or minimising danger to the public or damage to property which might arise from cyclonic activity or bush fire.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Policy 9.3 Rural Numbering</i> • <i>Shire of Chittering Policy 10.2 Bush Fire Control</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

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.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> <i>Local Government Act 1995</i> <i>Shire of Chittering Annual Budget</i> <i><u>Shire of Chittering Policy 2.12 Purchasing</u></i> <i>Shire of Chittering Policy 3.1 Code of Conduct; Staff, Volunteers and Contractors</i> <i>Shire of Chittering Policy 4.5 Legal Representation and Costs Indemnification</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA16 NATIVE TITLE

Objective of Delegation:	To register an interest in any native title claim
Extent of Delegation:	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.
Conditions imposed:	Nil

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



Delegated Authority Register

DA17 PROSECUTIONS

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

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



Delegated Authority Register

DA18 RATES AND SERVICE CHARGES AGREEMENTS

Objective of Delegation:	To accept payment of a rate or service charge
Extent of Delegation:	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.
Conditions imposed:	<ol style="list-style-type: none"> 1. The Chief Executive Officer is required to observe any relevant policy. 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. 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. 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.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Copy of signed offer and acceptance retained on property file. Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Policy 2.6 Rating</i>
Last Reviewed:	15 June 2016
Amended:	16 February 2017 (ref N1780461)



Delegated Authority Register

DA19 RATES AND SERVICE CHARGES CAVEAT

Objective of Delegation:	To lodge a caveat on property in the Shire of Chittering
Extent of Delegation:	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.
Conditions imposed:	<ol style="list-style-type: none"> 1. The Chief Executive Officer is required to observe any relevant policy. 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. 3. The action is only to be taken by persons with the specific written authority to lodge the caveat.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Monthly Information Bulletin. Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Policy 2.4 Rating of Council Property</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

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.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – section 3.57</i> • <i>Shire of Chittering Policy 2.12 Purchasing</i>



Delegated Authority Register

Last Reviewed:	15 June 2016
Amended:	15 June 2016



Delegated Authority Register

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



Delegated Authority Register

DA22 BOND REFUNDS

Objective of Delegation:	To expedite the approvals process
Extent of Delegation:	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.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services Executive Manager Corporate Services
Formal Record:	Monthly List of Payments included in the Ordinary Council agenda Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – section 5.42</i> • <i>Shire of Chittering Policy 5.1 Advertising on public open space</i> • <i>Shire of Chittering Policy 7.2 Crossovers Subsidy</i> • <i>Shire of Chittering Policy 9.6 Public Guidance Signage in Road Reserves</i>
Last Reviewed:	15 June 2016
Amended:	12 October 2016



Delegated Authority Register

DA23 UNDERTAKING PRIVATE WORKS

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

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> <i>Local Government Act 1995 – section 5.42</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA24 MAJOR PLANT PURCHASES – REVOKED (16 MAY 2012)



Delegated Authority Register

DA25 GRANT APPLICATIONS

Objective of Delegation:	To make applications for grants from various sources
Extent of Delegation:	The authority to make application for grants from various sources.
Conditions imposed:	<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>

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Policy 2.9 Funding Submissions</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA26 CARAVAN PARK LICENCES / PERMITS TO CAMP ON PRIVATE PROPERTY

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

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



Delegated Authority Register

DA27 BURNING ON ROADSIDES

Objective of Delegation:	To control burns on road verges
Extent of Delegation:	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.
Conditions imposed:	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 <i>Environmental Protection Act 1986</i> .

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services Community Emergency Services Manager
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Bush Fire Act 1954</i> • <i>Environmental Protection Act 1986</i> • <u><i>Shire of Chittering Policy 10.2 Bush Fire Control</i></u>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA28 BUSH FIRES, PROHIBITED BURNING TIMES, RESTRICTED BURNING TIMES AND PROSECUTION OF OFFENCES

Objective of Delegation: That under section 48 of the *Bush Fires Act 1954* the Council of the Shire of Chittering hereby delegates authority to the **Chief Executive Officer**, the exercise the powers and discharge of duties of the Local Government functions under the *Bush Fires Act 1954*.

That under section 17(1) of the *Bush Fires Act 1954* the Council of the Shire of Chittering hereby delegates authority to the **Shire President** and **Chief Bushfire Control Officer** to vary prohibited burning times under section 17 and vary restricted burning times under section 18 of the *Bush Fires Act 1954*.

That under section 59(3) of the *Bush Fires Act 1954* the Council of the Shire of Chittering hereby delegates authority to the **Shire Rangers** to prosecute offences committed against this Act, and issue infringement notices pursuant to section 59 and section 59A of the *Bush Fires Act 1954*.

Delegation by Council to:	Chief Executive Officer Shire President Chief Bushfire Control Officer Shire Rangers
Delegation by Chief Executive Officer to:	Section 48(3) of the <i>Bush Fires Act 1954</i> delegation under this section does not include the power to sub-delegate.



Delegated Authority Register

Formal Record:	<p>Section 41 of the <i>Bush Fires Act 1954</i> requires the local government to keep a register of bush fire brigades and their members.</p> <p>Section 50 of the <i>Bush Fires Act 1954</i> requires the local government to maintain records of all bush fire control officers and bush fire brigade officers appointed, and particulars of the bush firefighting equipment and appliances available within the district.</p> <p>All evidentiary documents must be retained on the Shire's record keeping database.</p>
Heads of Power:	<ul style="list-style-type: none"> • <i>Bush Fires Act 1954</i> • <i><u>Shire of Chittering Policy 1.9 Prosecution by Council against Offenders</u></i> • <i><u>Shire of Chittering Policy 10.2 Bush Fire Control</u></i>
References:	<p><u>Power to delegate:</u> Section 48 <i>Bush Fires Act 1954</i>: <i>Delegation by local governments</i></p> <p><u>Power/duty delegated:</u> Section 17 <i>Bush Fires Act 1954</i> – <i>Prohibited burning times may be declared by Minister</i> Section 18 <i>Bush Fires Act 1954</i> – <i>Restricted burning times may be declared by Minister</i> Section 59 <i>Bush Fires Act 1954</i> – <i>Prosecution of offences</i></p>
Last Reviewed:	15 June 2016
Amended:	14 December 2016 (resolution 101216)



Delegated Authority Register

DA29 CERTIFICATES OF CLASSIFICATION – REVOKED (16 MAY 2012)





Delegated Authority Register

DA30 INSURANCE

Objective of Delegation: To enter into appropriate contacts of insurance

Extent of Delegation: The authority to enter into appropriate contracts of insurance.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Retain copy of Insurance documentation Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – section 5.42</i> • <i><u>Shire of Chittering Policy 2.12 Purchasing</u></i> • <i>Shire of Chittering Policy 3.1 Code of Conduct; Staff, Volunteers and Contractors</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA31 PUBLIC LIABILITY CLAIMS

Objective of Delegation:	To consider claims for property damage
Extent of Delegation:	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.
Conditions imposed:	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.

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



Delegated Authority Register

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

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



Delegated Authority Register

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



Delegated Authority Register

DA34 APPOINTMENT OF AUTHORISED OFFICERS

Objective of Delegation:	To appoint authorised officers.
Extent of Delegation:	<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"> • <i>Building Act 2011</i> • <i>Bush Fires Act 1954</i> • <i>Cat Act 2011</i> • <i>Cemeteries Act 1986</i> • <i>Criminal Procedure Act 2004</i> • <i>Dog Act 1976</i> • <i>Health (<u>Miscellaneous Provisions</u>) Act 1911</i> • <i>Health (Asbestos) Regulations 1992</i> • <i>Food Act 2008</i> • <i>Fines, Penalties and Infringement Notices Enforcement Act 1994</i> • <i>Litter Act 1979</i> • <i>Public Health Act 2016</i> • <i>Town Planning Scheme No 6</i>
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Nil
Formal Record:	Recorded in central records system
Heads of Power:	<u>Acts as listed above</u>
Last Reviewed:	15 June 2016
Amended:	17 June 2015 15 February 2017 (Resolution 080217) 15 February 2017 (Resolution 090217) and Department of Local Government Circular 02-2017



Delegated Authority Register

DA35 TENDER EVALUATION

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

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	<p>Executive Manager Technical Services Executive Manager Development Services Executive Manager Corporate Services</p>
Formal Record:	<p>Copies of tender evaluations to be filed with Tender documents.</p> <p>Recorded in central records system</p>
Heads of Power:	<ul style="list-style-type: none"> <i>Local Government Act 1995</i> <i>Local Government (Function and General) Regulations 1996</i> <i>Shire of Chittering Policy 2.12 Purchasing</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA36 PERMITS ROAD TRAINS AND EXTRA MASS

- Objective of Delegation:** To expedite the applications to use road trains / extra mass on any local road.
- Extent of Delegation:** 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.
- Conditions imposed:** The Chief Executive Officer is to have regarded:
- 1 All roads are subject to the appropriate approval by Main Roads WA and subsequent issue of relevant permits
 - 2 Applicants to supply Council with a copy of Main Roads WA permit before operations commence
 - 3 That the speeds of the vehicles do not exceed 90km/h on gravel roads or as sign posted
 - 4 Applicants are requested to utilise sealed routes, where possible, particularly during periods of wet weather
 - 5 Council reserves the right to withdraw the approval with twenty four (24) hours' notice.
 - 6 Any policy of Council in place from time to time.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Technical Services
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Policy 7.6 Heavy Vehicle Access</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA37 RATING AND SERVICE CHARGES RECOVERY

Objective of Delegation:	To recover debt from rates or services charges.
Extent of Delegation:	<p>The power to:</p> <ol style="list-style-type: none"> 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



Delegated Authority Register

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.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Monthly Information Bulletin Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Policy 2.6 Rating</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA38 DEMOLITION PERMITS

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

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



Delegated Authority Register

DA39 BUILDING PERMITS

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

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



Delegated Authority Register

DA40 BUILDING ORDERS

Objective of Delegation:	To expedite the approval of building orders
Extent of Delegation:	<p>Council delegates its authority and power to Bronwyn Southee (Executive Manager Development Services) and Allan Ramsay <u>Nathan Gough</u> (Principal Building Surveyor) to:</p> <ol style="list-style-type: none"> 1) Make building orders pursuant to section 110 of the <i>Building Act 2011</i> in relation to: <ol style="list-style-type: none"> a) Stop work, demolish/remove a building, alter a building or evacuate a building, where there is a contravention of a provision of the <i>Building Act 2011</i>; b) Take specific action to prevent contravention of the <i>Building Act 2011</i>; 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 <i>Building Act 2011</i>.
Conditions imposed:	<p>Subject to the following conditions:</p> <ol style="list-style-type: none"> 1) The Executive Manager Development Services may: <ol style="list-style-type: none"> 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 <i>Building Act 2011</i> 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 <i>Local Government Act 1995</i>.

Delegation by Council to:	Executive Manager Development Services Principal Building Surveyor
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Delegated Authority Register

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



Delegated Authority Register

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~~ Nathan Gough (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*.

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



Delegated Authority Register

DA42 UNCOMPLETED BUILDINGS – REVOKED (16 MAY 2012)





Delegated Authority Register

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 <i>Strata Titles Act 1985</i> , 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 <i>Strata Titles Act 1985</i> .
Conditions imposed:	Nil

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



Delegated Authority Register

DA44 DETERMINATION OF APPLICATIONS FOR PLANNING APPROVAL

Objective of Delegation:	To expedite the approval of Planning Applications
Extent of Delegation:	<ol style="list-style-type: none"> 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"> a) the variation of scheme provisions, Planning Policy or provisions of the Residential Design Codes or b) the exercise of discretion under the scheme, Planning Policy or the Residential Design Codes. 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"> a) advertising is undertaken and any objections are received that officers cannot adequately resolve through sourcing of additional information or through conditions of approval; b) the application is contentious; or c) it requires the concurrence of the Minister of Planning.
Conditions imposed:	Nil

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



Delegated Authority Register

Amended:	17 June 2015
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Delegated Authority Register

DA45 AUTHORITY TO COMMENCE PROSECUTIONS

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

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	
Formal Record:	Recorded in central records system
Heads of Power:	<i>Building Act 2011 - sections 133</i>
Last Reviewed:	15 June 2016
Amended:	15 June 2016



Delegated Authority Register

DA46 PLANNING APPROVALS – REVOKED (17 JUNE 2015)



Delegated Authority Register

DA47 SUBDIVISION

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

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



Delegated Authority Register

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

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



Delegated Authority Register

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.

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



Delegated Authority Register

DA50 RECORD ON TITLE – REVOKED (25 JUNE 2014)





Delegated Authority Register

DA51 PAYMENT OF CREDITORS

Objective of Delegation:	To ensure the timely payment of creditors
Extent of Delegation:	The authority to make payments from the Municipal Fund Bank Accounts and the Trust Bank Accounts.
Conditions imposed:	<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"> a) The Payees name b) The amount of the payment c) The date of the payment d) Sufficient information to identify the transaction. <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>

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services Executive Manager Development Services Executive Manager Technical Services
Formal Record:	List of payments in monthly Ordinary Council agenda Recorded in central records system
Heads of Power	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Local Government (Financial Management) Regulations – Reg 13</i> • <i>Shire of Chittering Policy 2.10 Cheque Signatory/EFT requirements</i>
Last Reviewed:	15 June 2016
Amended:	12 October 2016



Delegated Authority Register

DA52 ORDERING THRESHOLDS

Objective of Delegation:	To authorise officers to sign purchase orders
Extent of Delegation:	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.
Conditions imposed:	As outlined in <i>Shire of Chittering Policy 2.12 Purchasing</i>

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services Executive Manager Corporate Services Works Manager Principal Building Surveyor Principal Environmental Health Officer Community Emergency Services Manager
Formal Record:	Retain copy of purchase order Recorded in central records system
Heads of Power	<i>Shire of Chittering Policy 2.12 Purchasing</i>
Last Reviewed:	15 June 2016
Amended:	<i>15 June 2016; 12 October 2016</i>



Delegated Authority Register

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~~ Nathan Gough (Principal Building Surveyor) the authority to grant, modify or refuse to grant occupancy permits or building approval certificates.

Conditions imposed: Nil

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



Delegated Authority Register

DA54 AUTHORITY TO APPOINT AUTHORISED PERSONS - BUILDING

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

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



Delegated Authority Register

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



Delegated Authority Register

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





Delegated Authority Register

DA57 FOOD ACT 2008 – TO ISSUE INFRINGEMENT NOTICES

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

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



Delegated Authority Register

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

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



Delegated Authority Register

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

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



Delegated Authority Register

DA60 MULTIPLE DOGS

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

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	Monthly Information Bulletin Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Dog Act 1976, Section 26(3)</i> • <i>Local Government Act 1995, Sections 5.18, 5.42& 5.46(1)</i> • <i>Dogs Local Law 2011</i>
Last Reviewed:	15 June 2016
Amended:	17 June 2015



Delegated Authority Register

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.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Monthly Information Bulletin Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Policy 2.6 Rating</i>
Last Reviewed:	15 June 2016
Amended:	



Delegated Authority Register

DA62 CAT ACT 2011 – POWERS AND DUTIES OF A LOCAL GOVERNMENT

Objective of Delegation: Authority to exercise the powers or discharge the duties of the local government under the *Cat Act 2011*.

Extent of Delegation: The authorities to grant, renew, refuse or cancel an application for cat registration.

The authority to cancel a cat registration.

The authority to issue a cat control notice as per *Cat Act 2011*, *Section 26*.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Cat Register Monthly Information Bulletin Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Cat Act 2011, Section 44</i> • <i>Local Government Act 1995</i> • <u><i>Cats Local Law 2015</i></u> • <u><i>Cats Amendment Local Law 2016</i></u>
Last Reviewed:	15 June 2016
Amended:	27 July 2016 – N1673883



Delegated Authority Register

DA63 CAT CONTROL NOTICE – REVOKED (27 JULY 2016)



Delegated Authority Register

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.

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

SHIRE OF CHITTERING
STRATEGIC COMMUNITY PLAN 2017-2027
[Insert cover page]

Draft

Shire President: Foreword

The Shire of Chittering released its first Strategic Community Plan in 2012. A Community Strategic Plan is a long term (10 year) plan for the future which reflects both the Community's and Council's aspirations for the future of the Shire. A raft of other plans and documents sit under the Community Strategic Plan including the Corporate Business Plan (a more detailed five year plan), Asset Management Plans (for roads, buildings and other facilities), Workforce Plan, Local Planning Strategy and Long Term Financial Plan.

Council is required to update and review all of its planning documents on a regular basis. This particular plan is a review of the existing Community Strategic Plan, much of which is still relevant. Feedback has been sought from the community through a number of workshops with both residents and established Working Groups.

The Shire is entering an exciting time over the next few years with major highway linkages (Northlink and the Great Northern Highway upgrade) to be delivered between now and the end of 2019. By that time, Chittering Shire will be connected to Perth by a new four lane highway, making the area much more accessible as a place to live, work and play.

Additionally, the Muchea Employment Node (MEN), a proposed 1,100 hectare industrial area in the South of the Shire, will benefit from having these major transport upgrades at its doorstep. While the MEN has been in existence for many years, this new transport infrastructure will provide the incentive for planning and investment in that area. The jobs that are created through both the development and operation of the MEN will be vital to the economy of the region in the years ahead.

In preparing this plan, Council has also been mindful of the strong desire of its residents to protect and enhance the natural beauty and unique qualities that the region has to offer. People value the rolling hills, the natural environment, the wildflowers, the lakes and the rural lifestyle opportunities that are offered in the Chittering Shire; all within a short drive from the city and its outlying suburbs.

The plan is structured along five major themes covering:

Community - *An inclusive, active, safe and healthy community*

Natural Environment - *A protected and bio-diverse environment which community and visitors enjoy*

Built Environment - *Well-planned built landscapes that are progressive, vibrant, diverse and reflect the Shire's unique country lifestyle*

Economic Growth - *Thriving, sustainable and diverse economic investment and local employment opportunities from cottage to large-scale industry*

Strong Leadership - *A responsive and empowering Council which values consultation, accountability and consistency*

The plan identifies a number of priorities which are developed further as part of the Corporate Business Plan; a four year plan which details specific projects for implementation.

Council has developed this plan so that it represents an aspirational vision for the Shire, while at the same time being both realistically achievable and affordable.

We look forward to working with the community in the years ahead to deliver a future for the region which builds on its natural strengths and; which provides a range of employment and investment opportunities for both individuals and the private sector.

Cr Gordon Houston
Shire President

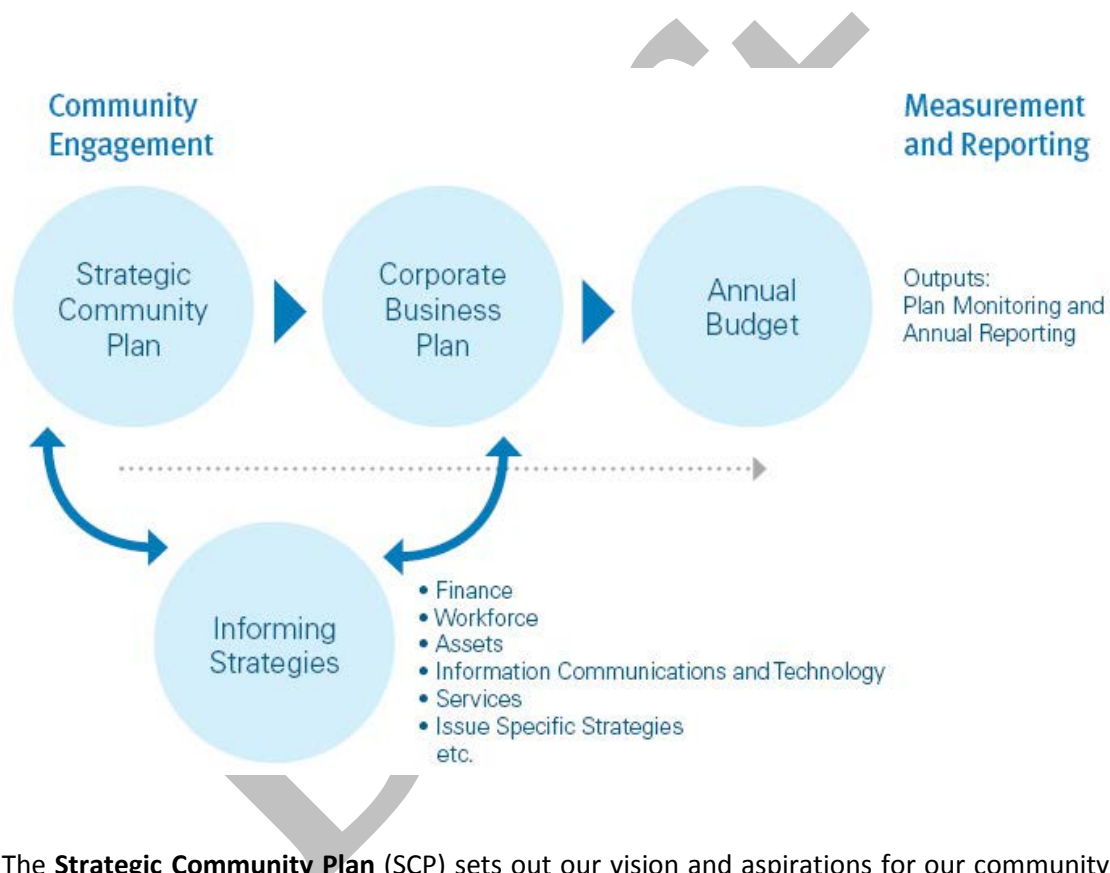
Draft

OVERVIEW OF THE INTEGRATED PLANNING FRAMEWORK

The Integrated Strategic Planning Framework provides the basis for strategic planning in local government. Its purpose is to ensure integration of community priorities into strategic planning for Councils, in addition to delivering the objectives that have been set from these priorities.

Specifically, the Framework sets out the requirements for three levels of integrated strategic planning:

- Level 1: Strategic Community Plan (10+ years);
- Level 2: Corporate Business Plan (4+ years); and
- Level 3: Operational Plans (1 year).



The **Strategic Community Plan (SCP)** sets out our vision and aspirations for our community for the next ten years. The SCP addresses the questions:

- **Where are we now?**
- **Where do we want to be?**
- **How do we get there?**

The **Corporate Business Plan** sets out the Shire of Chittering's shorter-term priorities and "activates" our vision, and enables the community to monitor the Council's progress towards achieving these aspirations.

The Shire of Chittering needs to work with key stakeholders and partners, such as the State and Federal Government, business and philanthropists to achieve the community vision, objectives and strategies. The Shire also needs to work within its financial capability in order to leave a legacy for future generations.

WHERE ARE WE NOW?

The Shire of Chittering is a vibrant community located 55 km North-East of the Perth CBD and has over 5,300 residents. The demographic data below shows the uniqueness of the Shire of Chittering.¹

- Our Shire covers a geographic area of 1,200km².
- The Shire consists of 3 townships: Bindoon, Muchea and Wannamal, together with 2 districts – Upper Chittering and Lower Chittering.
- 1,506 private dwellings with an average number of people per dwelling of 2.8 (ABS 2011). More recent data not available.
- Our Community (as at 2016 census) includes over 5,301 residents with a median age of 43.5 (significantly older than the State median of 36.1). The population consists of:
 - 19.7% aged 0-14 years;
 - 13.8% aged 15-24 years
 - 6.4% aged 25-34 years (significantly below the State average of 16.1%);
 - 12.3% aged 35-44 years;
 - 18.24% aged 45-54 years (higher than the State average of 13.3%);
 - 14.6% aged 55-64 years (higher than the State average of 11.1%);
 - 9.3% aged 65 – 74 years (State average of 7.6%)
 - 5.5% aged 75 +
- By 2027, the projected increase of residents over 70 years of age in the Shire of Chittering will be close to 200%.

Future growth

The Shire of Chittering continues to enjoy high growth rates as a peri-urban local government showing a population growth of 56.8% since 2005 (ABS 2015) and 5% (223 people) growth in 2014. This represents the greatest population growth of all local government areas in the Wheatbelt planning regions. Most of the population growth is occurring in the southern part of the Shire with people choosing a semi-rural lifestyle.

Population forecasts for the Shire estimate that 7,300 people will live in the Shire by 2026 which represents a 61% increase from the 2011 census.

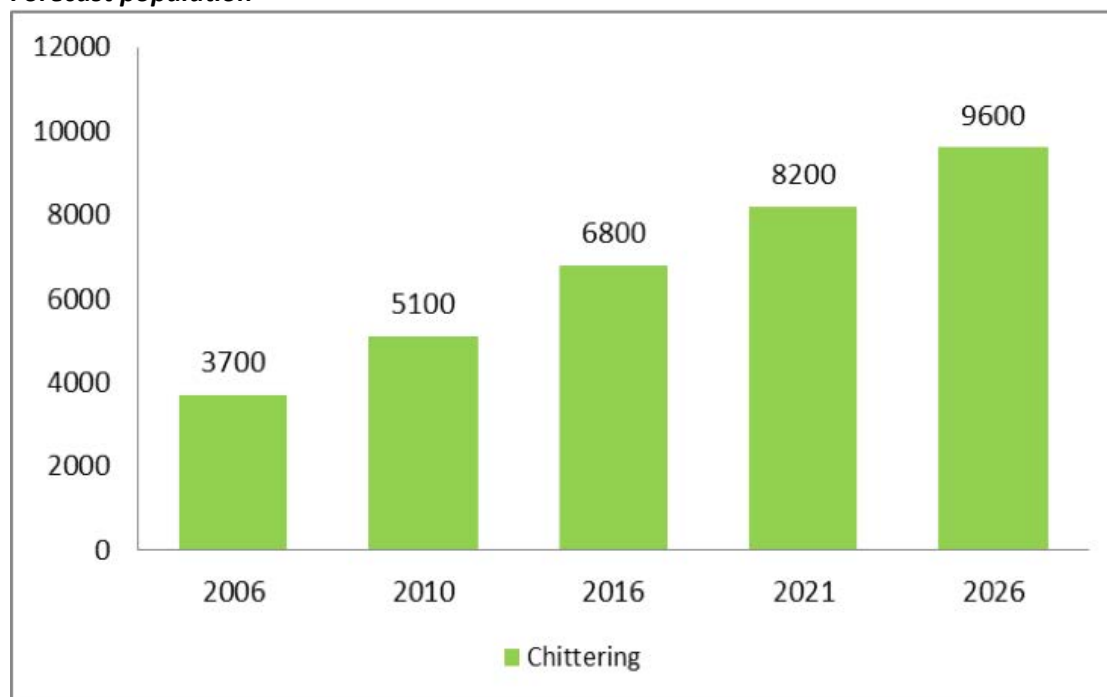
As it is expected that the Shire's aged population profile will increase, this will in turn increase the demand for healthcare, diverse housing and land options. By 2027, the Wheatbelt population over 70 years will have increased 75% with an increase from 10% in 2011 to 17% in 2027. The increase in this age group, as projected for the Shire of Chittering, is significantly higher and closer to 200%. As a further sign of how much the Shire is enjoyed by retirees, most respondents to a 2013 survey said they would remain in or relocate to Chittering when they are ready to retire.

¹ Based on ABS estimates of population forecasts for 2015.

http://stat.abs.gov.au/itt/r.jsp?RegionSummary®ion=51680&dataset=ABS_REGIONAL_LGA&geoconcept=REGION&maplayerid=LGA2014&measure=MEASURE&datasetASGS=ABS_REGIONAL_ASGS&datasetLGA=ABS_REGIONAL_LGA®ionLGA=REGION®ionASGS=REGION

At the other end of the age spectrum, the Shire also enjoys the second largest child population in the Wheatbelt (Northam being the largest). There is comparatively large number of children aged 0-14 years (20% of the population), but this figure drops significantly for the 15-24 age bracket (14% of the population).²

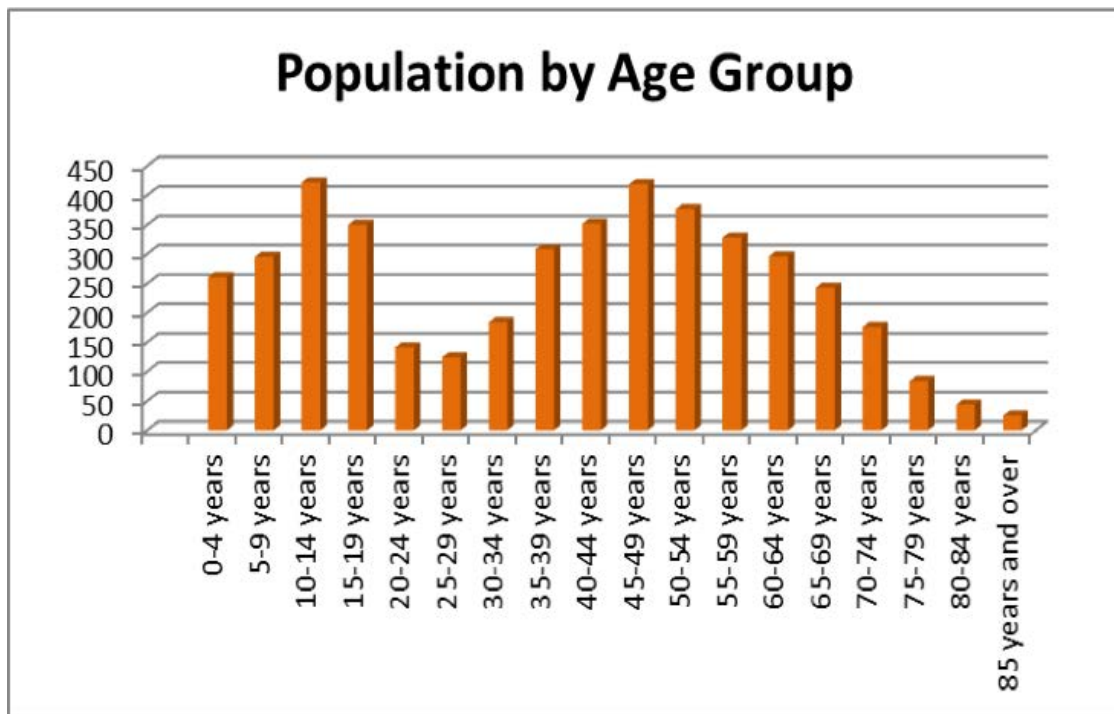
Forecast population



Our population is changing and is predicted to double by 2026 (These forecasts exclude the influences of Muchea Employment Node and Chittering New Town).

² Based on ABS estimates of population forecasts for 2015.

http://stat.abs.gov.au/itt/r.jsp?RegionSummary®ion=51680&dataset=ABS_REGIONAL_LGA&geoconcept=REGION&maplayerid=LGA2014&measure=MEASURE&datasetASGS=ABS_REGIONAL_ASGS&datasetLGA=ABS_REGIONAL_LGA®ionLGA=REGION®ionASGS=REGION



The 2011 Australian Bureau of Statistics Census data indicates the current median age for Chittering is 41 years of age.

Our Economy

The Shire's economy is based on broad-acre farming, orchards and small rural lifestyle lots. Current industries in the Shire include:

- Extractive industries (clay, gravel and sand);
- Mineral sands processing; and
- Nurseries, viticulture and wineries along with other small businesses.

A challenge for the Shire is the tendency of young people (15 to 19 year olds) to leave the Shire. This is a result of limited local employment and training opportunities, limited higher education options and restricted transport. Transport is a standout deficiency that restricts the community's mobility and connection to services

The economy of the Shire is underlined by an employment self-sufficiency rate of 57% (in 2011). This, coupled with a moderate unemployment rate, indicates that there are fewer jobs in the Shire than employed persons, highlighting the presence of a drive-in/drive-out trend.

There is a large scale (1,100 ha) industrial area in the south of the Shire (the Muchea Employment Node) which is set aside for service-based uses such as transport, agribusiness, fabrication, warehousing, wholesaling and general commercial use. The structure Plan for this area has been in place since 2011 and the first development parcel (150 ha) is in the planning approval stage. New development in the employment node will provide a concentration of employment opportunities for people living in and around the Shire of Chittering.

Significant new transport linkages are planned over the next three years, including a four lane highway from Morley to Muchea, and an upgraded highway north from Muchea to the Chittering Road House. These projects will have a significant impact on the attractiveness of Chittering as a place to live and as a place to invest, particularly in the Southern parts of the Shire. A route for the Great Northern Highway bypass of Bindoon has been announced by the State Government, however funding is yet to be secured for this project.

There are currently 2,255 lots in the Rural Residential and Townsite zones, leaving a deficit of 545 lots of houses required to accommodate the projected population to 2026. Further development in the Bindoon townsite can be achieved through the implementation of the STED (sewerage) program, but this will be insufficient to cater for the projected demand. The Shire has 230km of sealed roads and 174km of unsealed roads.

HOW WE DEVELOPED THIS PLAN

An important part of developing this SCP was consultation with the community to understand what it is that they want to see in the Shire of Chittering.

This involved a community engagement process which occurred between [September] and December 2016 and involved:

- two open invitation workshops in October,
- a Chittering Community Planning and Action Group [CPPAG] workshop in November; and
- a Youth Focus Group workshop also in November.

The aim of the workshops was to hear from a wide variety of residents and businesses. Community members were also encouraged to provide feedback through direct communication with the Shire.

Council considered the community vision and aspirations in context with research and; within the local constraints and opportunities. Council concerns and priorities were well aligned to those of the community.

THE COMMUNITY VISION

Based on feedback from the community engagement process, the Council supports the following vision for the Shire:

A connected thriving community.

This has been developed based on clear messages from the community that were focused on living, working and playing in our thriving, diverse community in harmony with our natural environment.

- We will plan for our growing communities.
- We will value and look after our natural environment and habitat.
- We will advocate and partner with government and service providers ensuring future services in the local community.
- We will connect our diverse communities.

1. OUR COMMUNITY

What you said:

“We could become a more connected and cohesive community across the entire Shire”

“Volunteers & community groups are vital. We’d like more support and assistance to recruit new members.”

“We’d like the Shire to attract increased / improved health services for all ages”

Where do we want to be:

An inclusive, active, safe and healthy community.

Strategic Priority 1: Our Community “An inclusive, active, safe and healthy community for all to enjoy.”		
Outcome	Strategies	Key Priorities
<p>1.1 Active and supported community</p> <p><i>Communities will have services and facilities within their local community hubs</i></p>	<ul style="list-style-type: none"> Strengthen aged, youth and children service access through partnerships and advocacy Develop and enhance existing recreation and social facilities for local communities 	<ul style="list-style-type: none"> Advocacy/partnerships with aged care providers and with youth services to address identified needs. Better alignment of services with adjoining communities of interest (both metro and wheatbelt) Develop new recreational and sporting facilities to service the growing population in Lower Chittering / Muchea area Enhance existing recreation and social facilities for local communities Promote a better understanding within the community of the role of Council and communicate defined service levels
<p>1.2 Strong sense of community</p> <p><i>Cohesive and connected communities through engagement, interaction and participation</i></p>	<ul style="list-style-type: none"> Actively support community, volunteer groups and networks Strengthen and grow social events and festivals Activate our local centres and towns 	<ul style="list-style-type: none"> Facilitate connections of community groups across the Shire Better coordination and evaluation of existing social events and festivals Encourage and grow markets with local produce Foster links with local communities through established networks, working groups and tourism / business associations Support community and volunteer groups and networks to build sustainability

<p>1.3 Safe and healthy community</p> <p><i>Future generations will have access to a range of health services and feel safe in their community</i></p>	<ul style="list-style-type: none"> • Improve the safety of our community • Advocate for improved education and health services 	<ul style="list-style-type: none"> • Support and advocate for improved access to education services • Develop a Health Services Plan as required by the new Public Health legislation • Extend security camera network to provide a deterrent and assist with enforcement • Support / assist with the development of a new Ambulance Station • Biennial review of, and linkages with: <ul style="list-style-type: none"> - Youth Plan - Aged Care Plan - Community Safety and Crime Prevention Plan
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Supporting Services:

- Community Development
- Library Services
- Planning
- Building
- Ranger Services
- Environmental Health Services

Success Measures:

Objective	Success Measures
1.1 Active and supported community	<ul style="list-style-type: none"> • Community satisfaction with services and support for youth, families, seniors, people with disabilities. • Community satisfaction with range and quality of recreation opportunities
1.2 Strong sense of community	<ul style="list-style-type: none"> • Maintain or increase the number of community volunteers. • Community satisfaction in social events and festivals • Increased positive social activity in our centres and towns.
1.3 Safe and healthy community	<ul style="list-style-type: none"> • Community satisfaction with the Shire's role in community safety • Community satisfaction with the Shire's role in public health

2. OUR NATURAL ENVIRONMENT

What you said:

“It would be great if public land could be better managed for recreational use”

“We could educate new residents on land management (water, weed, bushfire safety)”

“I’d like better options for disposing my bulk waste and large household rubbish”

Where do we want to be:

A protected and bio-diverse environment which community and visitors enjoy.

Strategic Priority 2: Natural Environment “A protected and bio-diverse environment, which the community and tourists enjoy in a well managed, respectful manner”		
Outcome	Strategies	Key Priorities
2.1 Protected Environment <i>Local diversity is valued, protected and promoted</i>	<ul style="list-style-type: none"> Ensure the protection of our local biodiversity Develop an integrated network of walking and cycling trails Explore other opportunities for other eco based recreational activities Support eco-tourism 	<ul style="list-style-type: none"> Explore options for responsible community access to environmentally sensitive areas Develop and fund a ten year capital works program for the prioritisation, funding and implementation of the trails network Review the Local Biodiversity Plan Ensure alignment of Bushfire Planning with Biodiversity Planning Review of, and linkages with: <ul style="list-style-type: none"> Economic Development Plan Trail Network Master Plan Parks & Garden Precinct Plan Mountain Bike Master Plan
2.2 Sustainable resources <i>Focus on improved water and energy use, waste reduction and recycling</i>	<ul style="list-style-type: none"> Education and Partnerships Encourage sustainable design Improved waste management outcomes Improve the sustainability of Council buildings 	<ul style="list-style-type: none"> Community education in partnership with Landcare and other providers Greater emphasis on recycling through community education programs Regional cooperation and advocacy in regard to waste management Planning controls which encourage sustainable practices Incentives to install solar on leased community facilities.
2.3 Protection of life and property	<ul style="list-style-type: none"> Improve bushfire preparedness and recovery 	<ul style="list-style-type: none"> Hazard Risk mapping and planning Emphasis on community education Promote Bushfire Education and Preparedness

Supporting Services:

- Parks and Gardens
- Waste Management Services
- Building Maintenance
- Emergency Services
- Building Services
- Community Development
- Ranger Services

Success Measures:

Objective	Success Measures
2.1 Protected Environment	<ul style="list-style-type: none"> • Natural Reserve Bush Condition against Nationally accepted practice. • Community satisfaction with the Town's conservation and environmental management
2.2 Sustainable resources	<ul style="list-style-type: none"> • Recycling Rates – kilogram per capita (increase) • Waste to landfill – kilograms per capita (maintain or decrease) • ANZECC standard of water quality against Nationally accepted practice • Community education programs implemented • Increased uptake of solar power technology in the Shire
2.3 Protection of life and property	<ul style="list-style-type: none"> • Community bushfire Safety education programs implemented. • Hazard risk mapping and planning conducted.

3. OUR BUILT ENVIRONMENT

What you said:

“Muchea should be beautified and maintained as the Entry to the Wheatbelt”

“I’d like more spaces in my local area to meet others and socialise”

“Diverse block sizes and affordable housing options will be needed into the future”

Where do we want to be?

Well-planned built landscapes that are progressive, vibrant, diverse and reflect the Shire’s unique country lifestyle.

Strategic Priority 3: Built Environment “Well planned built landscapes that are progressive, vibrant, diverse and reflect the Shire’s unique country lifestyle.”		
Outcome	Strategies	Key Priorities
3.1 Development of Local Hubs <i>Development of Town Centres with improved access to housing, services and facilities</i>	<ul style="list-style-type: none"> Plan for new and enhanced community facilities Activate local town centres to ensure a good mix of residential, commercial and social infrastructure Plan for and facilitate housing choice 	<ul style="list-style-type: none"> Ongoing improvements to recreation and social infrastructure across the region Projects and planning controls which deliver housing diversity, amenity, commercial and residential growth opportunities New community and recreation facilities to support the growing population in the south of the Shire Advocate for a local high school services
	<ul style="list-style-type: none"> Balance urban development with a focus on natural environment protection and open spaces 	<ul style="list-style-type: none"> Investigate options for growing and diversifying existing towns Investigate opportunities for a new urban scale residential subdivision with shops and services Identify and dispose of surplus land assets Identify and purchase strategic land in key locations Investigate options for in-fill infrastructure in Muchea Implement place making strategies for key centres
3.2 Safe Access	<ul style="list-style-type: none"> Advocate for improved public transport Improve pedestrian and cycle access 	<ul style="list-style-type: none"> Leverage positive outcomes from new highway links (Northlink / GNH / Bindoon Bypass) New entrance/Gateway statements for key centres

Strategic Priority 3: Built Environment “Well planned built landscapes that are progressive, vibrant, diverse and reflect the Shire’s unique country lifestyle.”		
Outcome	Strategies	Key Priorities
	<ul style="list-style-type: none"> Improve road safety options 	<ul style="list-style-type: none"> Support for community transport options Advocate for a public transport service which provides a connection to the urban centres and services in the south Advocate for a review of school bus zones which provide for better access to school bus services
3.3 Improved amenities <i>Focus on improved asset management</i>	<ul style="list-style-type: none"> Improve recreation and social infrastructure across the region 	<ul style="list-style-type: none"> Develop standard lease agreements with community groups Improved streetscapes and roads verges Improved street lighting Annual review of: <ul style="list-style-type: none"> Road Construction and Maintenance Program Plant and Equipment Replacement Program Sport and Rec Plan Long Term Financial Plan Biennial review of Asset Management Plans

Supporting Services:

- Planning
- Building
- Building Maintenance
- Maintenance and Construction
- Economic Development
- Financial and Rates Services
- Community Development

Success Measures:

Objective	Success Measures
3.1 Development of Local Hubs	<ul style="list-style-type: none"> Community facilities which meet the needs of the community Community satisfaction with housing choice and community facilities in the Shire
3.2 Safe Access	<ul style="list-style-type: none"> Community satisfaction with roads, footpaths and cycle paths Community satisfaction with access to public transport both within the Shire and to/from it
3.3 Improved amenities	<ul style="list-style-type: none"> Community satisfaction with recreation and social infrastructure across the Shire

4. ECONOMIC GROWTH

What you said:

“I’d like to see more cottage industry and diverse local produce. We love the Taste of Chittering Festival”

“We really need to promote Chittering as a Eco-tourism destination”

“I’m looking forward to progress in the Muchea Employment Node. Industrial activity should be limited to this area”

Where do we want to be:

Thriving, sustainable and diverse economic investment and local employment opportunities from cottage to large-scale industry.

Strategic Priority 4: Economic Growth “Thriving, sustainable and diverse economic investments and employment opportunities, from cottage to large-scale industry.”		
Outcome	Strategies	Key Priorities
4.1 Economic Growth	<ul style="list-style-type: none"> Support private investment which stimulates significant and sustainable jobs growth Actively pursue development of the Muchea Employment Node Support agricultural growth, with a focus on local produce and agribusiness 	<ul style="list-style-type: none"> Annual update/review of Economic Development Strategy Support for planning applications which promote economic activity and jobs growth Source Grant Funding for the implementation of the Muchea Employment Node Structure Plan Support for the Muchea Employment Node as a key part of the State Government’s Agribusiness Expansion Project Continue to support for the Northern Valleys Agribusiness Project
4.2 Local business growth	<ul style="list-style-type: none"> Encourage and support local businesses and new investments for the future. 	<ul style="list-style-type: none"> Continued support for an active and engaged Chamber of Commerce Support for local retail, local cottage industry in partnership with the Chamber of Commerce Business mentoring and incentives in partnership with the Chamber of Commerce Continue to advocate for improved access to the NBN and better mobile phone coverage
4.3 Increased visitors <i>Visitors are welcome to stay and recreate</i> <i>Improved environmental</i>	<ul style="list-style-type: none"> Support and promote accommodation options Support and grow events to attract visitation 	<ul style="list-style-type: none"> Supported and promoted accommodation options: <ul style="list-style-type: none"> - resort style facilities - caravan parks - overnight stops - B&Bs - farm-stays

Strategic Priority 4: Economic Growth "Thriving, sustainable and diverse economic investments and employment opportunities, from cottage to large-scale industry."		
Outcome	Strategies	Key Priorities
access as places to visit		<ul style="list-style-type: none"> Foster and assist with the growth of annual events: Ag Show, Wear Ya Wellies, Taste of Chittering, Spring Flower Festival Explore opportunities for combining and enhancing the attractiveness of events across the community
	<ul style="list-style-type: none"> Facilitate, promote and support ecotourism 	<ul style="list-style-type: none"> Promotion and development of Chittering Trails Network Ongoing commitment to staff and resources in support of economic development Planning controls and projects which support diverse options for short stay accommodation

Supporting Services:

- Economic Development
- Financial and Rates Services
- Community Development
- Governance and Administration

Success Measures:

Objective	Success Measures
4.1 Economic Growth	<ul style="list-style-type: none"> • Number of Businesses in the Shire (increase). • Productivity (Gross Regional Product estimate) (increase).
4.2 Local business growth	<ul style="list-style-type: none"> • Estimated number of local jobs (increase). • Positive relationship and partnership with local Chamber of Commerce • Local Business Mentoring and incentives program delivered in partnership with the Chamber of Commerce.
4.3 Increased visitors	<ul style="list-style-type: none"> • Increase in the number of local accommodation options • Continued support of cultural events across the Shire • Increased promotion of the Shire of Chittering as a tourism destination • Increased number of visitors to the Shire

5. STRONG LEADERSHIP

What you said:

“Our Shire could pursue stronger partnerships with the community and stakeholders”

“I’d love the Shire to have more of a “can do” attitude. Explain decisions and help us to wade through the red tape”

“Opportunities like this to have our say are great. I’d like more of them”

Where do we want to be:

A responsive and empowering Council which values consultation, accountability and consistency.

Strategic Priority 5: Strong Leadership “A responsive and empowering Council, which values consultation, accountability and consistency.”		
Outcome	Strategies	Key Priorities
5.1 An engaged community	<ul style="list-style-type: none"> Encourage and promote community engagement 	<ul style="list-style-type: none"> Active communication through mail, email, website, social media and print Advocate for improved community services and infrastructure
5.2 Strong partnerships and relationships <i>Working with stakeholders to build strong and sustainable relationships and to ensure the best use of Shire resources</i>	<ul style="list-style-type: none"> Build effective partnerships with stakeholders Actively seek Grant Funding opportunities to support identified projects 	<ul style="list-style-type: none"> Continue to build relationships with surrounding local governments Continue to build relationships with the Chamber of Commerce and the Chittering Tourist Association Continue to build relationships with community groups through ongoing engagement and support Develop business case / draft funding applications for projects ahead of Grant Funding Rounds Build effective partnerships with other stakeholders i.e. Avon Regional Organisation of Councils (AROC), Northern Growth Alliance, State Government Departments, Federal Government agencies and philanthropists
5.3 Accountable governance	<ul style="list-style-type: none"> Good governance which supports efficient and effective service delivery 	<ul style="list-style-type: none"> Broaden the role and scope of the Audit Committee to include Risk Management Continued focus on efficient and cost effective provision of services Better Financial controls through the adoption of the Local Government Standard Chart of Accounts

Strategic Priority 5: Strong Leadership “A responsive and empowering Council, which values consultation, accountability and consistency.”

Outcome	Strategies	Key Priorities
		<ul style="list-style-type: none"> Better use of IT systems to improve reporting and accountability Review of IT service provision and systems to ensure sustainability, deliver efficiencies and minimise risk On a biennial basis: <ul style="list-style-type: none"> Review Community Engagement and Communication Plans Undertake a community perception survey

Supporting Services:

- Economic Development
- Financial and Rates Services
- Community Development
- Governance and Administration
- Executive Team and Elected Members

Success Measures:

Objective	Success Measures
5.1 An engaged community	<ul style="list-style-type: none"> Community satisfaction with how they are consulted about local issues (improve). Community satisfaction with Council’s leadership (improve) Community who feel that the Shire understands community needs and prioritises appropriately
5.2 Strong partnerships and relationships	<ul style="list-style-type: none"> Increased and strengthened partnerships with stakeholders for the benefit of the Shire of Chittering. (Stakeholders: Residents, Avon Regional Organisation of Councils (AROC), Northern Growth Alliance, State Government Departments, Federal Government agencies and philanthropists, Chamber of Commerce, Chittering Tourist Association.)
5.3 Accountable governance	<ul style="list-style-type: none"> Residents are satisfied with the Shire of Chittering as a governing organisation - level of trust (improve). Proportion of customer requests (CRM’s) responded to within target timeframes (maintain or improve). Satisfaction with the Shire’s responsiveness to resolving problems and enquiries DLGC financial health indicator