



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

# DELEGATION REGISTER

## 2022

I certify that this Delegation Register was reviewed by Council at its Ordinary Meeting held 17 May 2022, by Resolution 2022/4-004

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Cr ARC (Tony) Sachse

President

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intentionally**

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# ADMINISTRATION

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

#### ADMIN 001 Exercise of Powers under Part 3, Local Government Act 1995

DELEGATION REF:	ADMIN 001
HEAD OF POWER:	LG Act 1995, s 3.24, s.3.25, s.3.27, Part 3 division 3, s.3.39(1)
FILE REF:	4.0351
POLICY REF:	Nil
RESOLUTION DATE:	17 May 2022
RESOLUTION No:	2022/4-004
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Environmental Health Officer

#### DETAIL OF DELEGATION:

The Chief Executive Officer is, under section 3.24 of the Local Government Act 1995, expressly authorised to exercise the following powers under Part 3 of the Act (unless Schedule 3.1 indicates otherwise):

- s.3.25 – Give notices to owners/occupiers requiring certain actions to be taken on the land.
- s.3.27 – Do the things prescribed in Schedule 3.2 on land that is not Local Government property
- Part 3 – Division 3. Subdivision3: Exercise powers of entry, where entry is required to perform a function under the Act, other than under a local law.
- s.3.39 – Remove and impound any goods involved in a contravention that can lead to impounding.

#### CONDITIONS IMPOSED:

Nil

#### RECORDING REQUIREMENTS:

Written notices to be recorded in the appropriate file.

#### REPORTING REQUIREMENTS:

Council to be advised of any notices issued and the outcome.

#### DATE REVIEWED:

Annually

\_\_\_\_\_  
President  
Date:

\_\_\_\_\_  
Chief Executive Officer  
Date:

# ADMINISTRATION

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

#### ADMIN 002 Minor Variations to Approved Contracts

<b>DELEGATION REF:</b>	ADMIN 002
<b>HEAD OF POWER:</b>	Local Government (Functions and General) Regulations r.20
<b>FILE REF:</b>	Agreements/Contracts/Leases
<b>POLICY REF:</b>	Nil
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	Chief Executive Officer
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	Nil

#### DETAIL OF DELEGATION:

The Chief Executive Officer is delegated authority to approve minor variations to contracts entered into by the Shire.

#### CONDITIONS IMPOSED:

Subject to the funds required to meet the cost of the variation not exceeding the amount allocated in the Shire's annual budget for the contract.

#### RECORDING REQUIREMENTS:

Record of variation to be recorded on appropriate file

#### REPORTING REQUIREMENTS:

Council to be informed at its following Ordinary Meeting.

#### DATE REVIEWED:

Annually

\_\_\_\_\_  
President  
Date:

\_\_\_\_\_  
Chief Executive Officer  
Date:

# ADMINISTRATION

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

#### ADMIN 003 Shire of Mt Marshall Audit Committee

<b>DELEGATION REF:</b>	ADMIN 003
<b>HEAD OF POWER:</b>	Local Government Act 1995 s.7.1B & 7.12A(2)
<b>FILE REF:</b>	4.0351
<b>POLICY REF:</b>	Nil
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	The Mt Marshall Audit Committee
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	Nil

#### DETAIL OF DELEGATION:

To meet with Council's Auditor at least once each financial year in compliance with the Local Government Act 1995.

#### CONDITIONS IMPOSED:

Nil

#### RECORDING REQUIREMENTS:

Nil

#### REPORTING REQUIREMENTS:

Nil

#### DATE REVIEWED:

Annually

\_\_\_\_\_  
President  
Date:

\_\_\_\_\_  
Chairman, Mt Marshall Audit  
Committee  
Date:

# ADMINISTRATION

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

#### ADMIN 005 Execution of Documents

<b>DELEGATION REF:</b>	ADMIN 005
<b>HEAD OF POWER:</b>	Local Government Act 1995 s. 9.49A (4)
<b>FILE REF:</b>	Nil
<b>POLICY REF:</b>	Nil
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	Chief Executive Officer
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	Nil

#### DETAIL OF DELEGATION:

The Chief Executive Officer is delegated authority under section 9.49A (4) of the Local Government Act 1995 to sign documents on behalf of the local government.

#### CONDITIONS IMPOSED:

Nil

#### RECORDING REQUIREMENTS:

Documents signed on behalf of the local government to be recorded in the appropriate file.

#### REPORTING REQUIREMENTS:

Details of documents signed on behalf of the local government are to be presented to Council at the following Ordinary Council Meeting.

#### DATE REVIEWED:

Annually

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President

Date:

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Chief Executive Officer

Date:

# PROPERTY

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

## PROP 001      Acquiring or Disposing of Shire Property To A Value

<b>DELEGATION REF:</b>	PROP 001
<b>HEAD OF POWER:</b>	Local Government Act 1995 s5.43(d)
<b>FILE REF:</b>	4.0352
<b>POLICY REF:</b>	F&R 2.2, F&R 2.8
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	Chief Executive Officer
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	<ul style="list-style-type: none"><li>• Finance &amp; Administration Manager</li><li>• Works Supervisor</li><li>• Executive Assistant</li><li>• Community Development Officer</li><li>• Regulatory Officer</li><li>• Customer Service Officer</li><li>• Beacon Town Maintenance</li><li>• Parks and Gardens Leading Hand</li></ul>

#### DETAIL OF DELEGATION:

The Chief Executive Officer is delegated authority to acquire or dispose of Shire property to the value of \$75,000.

#### CONDITIONS IMPOSED:

Provided that appropriate provision is made in the Shire's annual budget for expenditure and the acquisition is identified in the annual budget, or by resolution of Council, and disposals are effected in compliance with section 3.58 of the Local Government Act 1995 and Regulation 30 of the Local Government (Functions and General) Regulations 1986.

#### RECORDING REQUIREMENTS:

Issue of signed Purchase Order.

#### REPORTING REQUIREMENTS:

Nil.

#### DATE REVIEWED:

Annually

\_\_\_\_\_  
President  
Date:

\_\_\_\_\_  
Chief Executive Officer  
Date:



# PROPERTY

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

#### **PROP 002      Sale of Items of Surplus Equipment, Materials, Tools etc. held at Shire Depot**

<b>DELEGATION REF:</b>	PROP 002
<b>SUB-DELEGATION REF:</b>	PROP SD002
<b>HEAD OF POWER:</b>	Local Government Act 1995 s3.58 & s5.42 Local Government (Administration) Regulations 1996
<b>FILE REF:</b>	4.0352
<b>POLICY REF:</b>	Nil
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	Chief Executive Officer
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	Works Supervisor

#### **DETAIL OF DELEGATION:**

The Chief Executive Officer is delegated authority to sell, in any of the ways available as defined in the Local Government Act 1995, section 3.58, items of surplus equipment, materials, tools, etc., which are no longer required, are outmoded or are no longer serviceable.

#### **CONDITIONS IMPOSED:**

This delegation applies only to items with an estimated value less than \$10,000.

#### **RECORDING REQUIREMENTS:**

Sale to be recorded.

#### **REPORTING REQUIREMENTS:**

Finance Section to be advised so that Shire Asset Register can be amended if required.

#### **DATE REVIEWED:**

Annually

\_\_\_\_\_  
**President**  
**Date:**

\_\_\_\_\_  
**Chief Executive Officer**  
**Date:**

# BUILDING

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

#### BLDG 001 Permits

<b>DELEGATION REF:</b>	BLDG 001
<b>HEAD OF POWER:</b>	Building Act 2011 s127 Building Act 2011 s20 Building Act 2011 s21 Building Act 2011 s27 Building Regulations 2012 Reg 61
<b>FILE REF:</b>	4.0353
<b>POLICY REF:</b>	Nil
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	<ul style="list-style-type: none"><li>• Chief Executive Officer</li><li>• Environmental Health Officer</li></ul>
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	Nil

#### DETAIL OF DELEGATION:

The Chief Executive Officer and the Environmental Health Officer are delegated authority to:

1. Grant a building permit in accordance with Section 20 of the Building Act 2011;
2. Grant a demolition permit in accordance with Section 21 of the Building Act 2011;
3. Impose, vary or revoke conditions on a building or demolition permit in accordance with Section 27 of the Building Act 2011;
4. Approve battery powered smoke alarms in accordance with Regulation 61 of the Building Regulations 2012

#### CONDITIONS IMPOSED:

Nil – But note that s127(3) of the Building Act 2011 requires that a delegation can only be to an employee of the Local Government.

#### RECORDING REQUIREMENTS:

All building plans and specifications are to be retained in the appropriate file.

#### REPORTING REQUIREMENTS:

Nil

#### DATE REVIEWED:

Annually

\_\_\_\_\_  
President  
Date:

\_\_\_\_\_  
Chief Executive Officer  
Date:

\_\_\_\_\_  
**Environmental Health Officer**  
**Date:**

# BUILDING

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

## BLDG 002      Occupancy Permit/Building Approval Certificate

<b>DELEGATION REF:</b>	BLDG 002
<b>HEAD OF POWER:</b>	Building Act 2011 s.55 Building Act 2011 s.58
<b>FILE REF:</b>	4.0353
<b>POLICY REF:</b>	Nil
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	<ul style="list-style-type: none"><li>• Chief Executive Officer</li><li>• Environmental Health Officer</li></ul>
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	Nil

#### DETAIL OF DELEGATION:

The Chief Executive Officer and the Environmental Health Officer are delegated authority to:

1. Refuse to consider an application in accordance with Section 55 of the Building Act 2011;
2. Grant an occupancy permit, building approval certificate in accordance with Section 58 of the Building Act 2011.

#### CONDITIONS IMPOSED:

Nil

#### RECORDING REQUIREMENTS:

All occupancy permit, building approval certificates are to be recorded and placed in the correct file.

#### REPORTING REQUIREMENTS:

Nil

#### DATE REVIEWED:

Annually

\_\_\_\_\_  
**Environmental Health Officer**  
Date:

\_\_\_\_\_  
**President**  
Date:

\_\_\_\_\_  
**Chief Executive Officer**  
Date:

# BUILDING

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

#### BLDG 003 Authorised Persons

<b>DELEGATION REF:</b>	BLDG 003
<b>HEAD OF POWER:</b>	Building Act 2011 s.96(3)
<b>FILE REF:</b>	4.0353
<b>POLICY REF:</b>	Nil
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	<ul style="list-style-type: none"><li>• Chief Executive Officer</li><li>• Environmental Health Officer</li></ul>
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	Nil

#### DETAIL OF DELEGATION:

The Chief Executive Officer and the Environmental Health Officer are delegated authority to designate a person as an Authorised Person in accordance with section 96(3) of the Building Act 2011.

#### CONDITIONS IMPOSED:

Nil

#### RECORDING REQUIREMENTS:

All designations are to be retained in the appropriate file.

#### REPORTING REQUIREMENTS:

Nil

#### DATE REVIEWED:

Annually

\_\_\_\_\_  
Environmental Health Officer

Date:

\_\_\_\_\_  
President

Date:

\_\_\_\_\_  
Chief Executive Officer

Date:

# BUILDING

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

#### BLDG 004 Building Orders

<b>DELEGATION REF:</b>	BLDG 004
<b>HEAD OF POWER:</b>	Building Act 2011 s.110 Building Act 2011 s.117
<b>FILE REF:</b>	4.0353
<b>POLICY REF:</b>	Nil
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	<ul style="list-style-type: none"><li>• Chief Executive Officer</li><li>• Environmental Health Officer</li></ul>
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	Nil

#### DETAIL OF DELEGATION:

The Chief Executive Officer and the Environmental Health Officer are delegated authority to:

1. Make a building order in accordance with section 110 of the Building Act 2011;
2. Revoke a building order in accordance with section 117 of the Building Act 2011

#### CONDITIONS IMPOSED:

Nil

#### RECORDING REQUIREMENTS:

All building orders are to be retained in the appropriate file.

#### REPORTING REQUIREMENTS:

Nil

#### DATE REVIEWED:

Annually

\_\_\_\_\_  
Environmental Health Officer

Date:

\_\_\_\_\_  
President

Date:

\_\_\_\_\_  
Chief Executive Officer

Date:

# CARAVANS AND CAMPING

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

#### CARA 001 Caravans and Camping

<b>DELEGATION REF:</b>	CARA 001
<b>HEAD OF POWER:</b>	Caravan Parks & Camping Grounds Regulations 1997 r.6
<b>FILE REF:</b>	4.0354
<b>POLICY REF:</b>	Nil
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	Chief Executive Officer
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	Nil

#### DETAIL OF DELEGATION:

The Chief Executive Officer be appointed as the authorised person to undertake the functions conferred on a local government by the Caravan Parks and Camping Grounds Regulations 1997.

#### CONDITIONS IMPOSED:

Nil

#### RECORDING REQUIREMENTS:

The appointment be authorised in writing.

#### REPORTING REQUIREMENTS:

Nil

#### DATE REVIEWED:

Annually

\_\_\_\_\_  
President  
Date:

\_\_\_\_\_  
Chief Executive Officer  
Date:

# FINANCE

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

#### FIN 001                      Payments from Municipal and Trust Fund

<b>DELEGATION REF:</b>	FIN 001
<b>HEAD OF POWER:</b>	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 r.12
<b>FILE REF:</b>	4.0355
<b>POLICY REF:</b>	Nil
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	Chief Executive Officer
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	Nil

#### **DETAIL OF DELEGATION:**

The Chief Executive Officer is delegated authority to make payments from the Municipal Fund Bank Account and the Trust Fund Bank Account.

#### **CONDITIONS IMPOSED:**

Each payment is to be noted on a list compiled for each month showing:

- a. the payee's name
- b. amount of the payment
- c. date of the payment
- d. sufficient information to identify the transaction

#### **RECORDING REQUIREMENTS:**

Record each payment on a list and include in minutes.

#### **REPORTING REQUIREMENTS:**

List to be presented to next Ordinary monthly meeting of Council and is to appear in the minutes of that meeting.

#### **DATE REVIEWED:**

Annually

\_\_\_\_\_  
President  
Date:

\_\_\_\_\_  
Chief Executive Officer  
Date:



# FINANCE

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

#### FIN 002 Write Off Money Owed To The Shire

<b>DELEGATION REF:</b>	FIN 002
<b>HEAD OF POWER:</b>	Local Government Act 1995 s6.12(1)(c)
<b>FILE REF:</b>	4.0355
<b>POLICY REF:</b>	Nil
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	Chief Executive Officer
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	Nil

#### DETAIL OF DELEGATION:

The Chief Executive Officer is delegated authority under section 6.12(1)(c) to write off any amount of money owed to the Shire.

#### CONDITIONS IMPOSED:

The delegated authority is limited to the amount of \$100.00/year for rates and/or services debt.

The delegated authority is limited to the amount of \$150/year for individual debt waivers, write-offs and discounts.

#### RECORDING REQUIREMENTS:

Nil

#### REPORTING REQUIREMENTS:

Council to be advised as part of the monthly Debtors Report presented to the Ordinary meeting.

#### DATE REVIEWED:

Annually

\_\_\_\_\_  
President  
Date:

\_\_\_\_\_  
Chief Executive Officer  
Date:

# FINANCE

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

#### FIN 003 Rating

<b>DELEGATION REF:</b>	FIN 003
<b>HEAD OF POWER:</b>	Local Government Act 1995 s6.49, s6.50(1)&(2), s6.56(1), s6.60(2), s6.76(4)
<b>FILE REF:</b>	4.0355
<b>POLICY REF:</b>	Policy Manual – Part 6
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	Chief Executive Officer
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	Nil

#### DETAIL OF DELEGATION:

The Chief Executive Officer is delegated the power to perform the following functions of the Council:

1. Entering into an agreement in accordance with s6.49 of the Local Government Act 1995.
2. The time allowed for the payment of the rate before it becomes in arrear, s6.50(1)&(2) of the Local Government Act 1995.
3. The recovery of rates by complaint or action pursuant to the provisions of s6.56(1) of the Local Government Act 1995.
4. Requiring the lessee to pay rent to the Shire in satisfaction of rates or service charges due and payable in accordance with s6.60(2) of the Local Government Act 1995.
5. The exercise of discretion in regard to granting of any extension of time for service of objections to the Rate Book, s6.76(4) of the Local Government Act 1995.

#### CONDITIONS IMPOSED:

Nil

#### RECORDING REQUIREMENTS:

All decisions or approvals are to be saved into the relevant file.

#### REPORTING REQUIREMENTS:

Nil

#### DATE REVIEWED:

Annually

\_\_\_\_\_  
President

Date:

\_\_\_\_\_  
Chief Executive Officer

Date:

# FINANCE

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

#### FIN 004 Purchasing – Raising Of Purchase Orders

<b>DELEGATION REF:</b>	FIN 004
<b>SUB-DELEGATION REF:</b>	FIN SD001
<b>HEAD OF POWER:</b>	Local Government Act 1995, s5.42 Local Government (Administration) Regulations 1996
<b>FILE REF:</b>	4.0355
<b>POLICY REF:</b>	F&R.2.1, F&R.2.5
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>SUB-DELEGATED TO:</b>	<ul style="list-style-type: none"><li>• Finance &amp; Administration Manager</li><li>• Works Supervisor</li><li>• Executive Assistant</li><li>• Community Development Officer</li><li>• Customer Service Officer</li><li>• Beacon Town Maintenance Officer</li><li>• Regulatory Officer</li></ul>
<b>EXPIRY DATE:</b>	Indefinite

#### DETAIL OF DELEGATION:

##### 1. Raising of Purchase Orders

- i. Expenditure for the purchase of goods and services shall only be authorised through the signing of an official Shire purchase order.
- ii. All goods and services ordered pursuant to paragraph (i) shall have the proper authorisation either by inclusion in the budget or by Council resolution and shall be signed by the officer to whom that specific duty, function or responsibility has been allocated.
- iii. The Officer signing the order shall indicate on the order the chart of account number to which the good or service is to be allocated.
- iv. All purchases are to be made with regard to the adopted purchasing policies, and also take account of the Tender Regulations defined in the Local Government (Administration) Regulations 1996

Under this Delegation the Chief Executive Officer is delegated authority to purchase up to any amount, conditional upon Paragraph 1 (ii) above.

#### CONDITIONS IMPOSED:

- i. It shall not be necessary to issue an official purchase order form for:
- ii. Fees and payments due under any Act of Parliament,
- iii. Insurances, freight, postal charges and subscription to publications which Council normally obtains,
- iv. Fees and costs payable to debt professional services authorised by resolution of the Council,

- v. Goods purchased from petty cash,
- vi. Payments made under any award binding upon the Council,
- vii. Licences, or rights of copyright, payment of which is not avoidable at law,
- viii. Awards against the Council by a court of law for damages, penalties or royalties, and
- ix. Donations to charitable and non-profit organisations that have been authorised by resolution of the Council.
- x. Officers are to observe Council's Local Purchasing Policy F&R.2.1

**RECORDING REQUIREMENTS:**

A duplicate copy of all orders issued shall be kept as a record of the exercise of the sub-delegation as required by Local Government (Administration) Regulation 19.

**REPORTING REQUIREMENTS:**

Nil

**DATE REVIEWED:**

Annually

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**President**  
**Date:**

---

**Chief Executive Officer**  
**Date:**

# FIRE CONTROL

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

## FIRE 001 Approval to Perform Bush Fire Control Functions

<b>DELEGATION REF:</b>	FIRE 001
<b>HEAD OF POWER:</b>	Bush Fires Act 1954 s.48
<b>FILE REF:</b>	4.0356
<b>POLICY REF:</b>	Policy Manual – Part 7
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	Chief Executive Officer
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	Nil

#### DETAIL OF DELEGATION:

The Chief Executive Officer is delegated authority to perform any emergency management functions necessary in accordance with section 48 of the Bush Fires Act 1954

#### CONDITIONS IMPOSED:

This delegation specifically excludes powers which require a Local Government Resolution, and those to be performed by a designated officer.

Note: Subject to section 48(3) Bush Fires Act 1954, there is no power to sub-delegate this authority.

#### RECORDING REQUIREMENTS:

All functions undertaken under this delegation to be recorded in the appropriate file.

#### REPORTING REQUIREMENTS:

Nil

#### DATE REVIEWED:

Annually

\_\_\_\_\_  
President  
Date:

\_\_\_\_\_  
Chief Executive Officer  
Date:

# FIRE CONTROL

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

#### FIRE 002 Varying Prohibited Burning Times

<b>DELEGATION REF:</b>	FIRE 002
<b>HEAD OF POWER:</b>	Bush Fires Act 1954 s.17(10) Bush Fires Act 1954 s.17(8)
<b>FILE REF:</b>	4.0356
<b>POLICY REF:</b>	Policy Manual – Part 7
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	<ul style="list-style-type: none"><li>• Chief Bush Fire Control Officer</li><li>• Shire President</li></ul>
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	Nil

#### DETAIL OF DELEGATION:

The Shire President and Chief Bushfire Control Officer are jointly delegated authority to exercise the Council's powers within section 17(7) and 17(8) of the Bushfires Act 1954.

(Relates to the varying of the prohibited burning times in the District and the giving notice of the change.)

#### CONDITIONS IMPOSED:

Any variation approved is to comply with the requirements of s7 of the Bush Fires Act 1954.

#### RECORDING REQUIREMENTS:

All functions undertaken under this delegation to be recorded in the appropriate file.

#### REPORTING REQUIREMENTS:

Variation to be advertised within the Shire.

#### DATE REVIEWED:

Annually

\_\_\_\_\_  
President  
Date:

\_\_\_\_\_  
Chief Bush Fire Control Officer  
Date:

# HEALTH

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

#### HEALTH 001 Administration of the Health Act

<b>DELEGATION REF:</b>	HEALTH 001
<b>HEAD OF POWER:</b>	Public Health Act 2016
<b>FILE REF:</b>	4.0357
<b>POLICY REF:</b>	Nil
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	Environmental Health Officer
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	Nil

#### DETAIL OF DELEGATION:

The Environmental Health Officer is delegated authority to serve notices, approve and renew licenses and permits and exercise the powers of Council for the expeditious administration of the Health Act.

#### CONDITIONS IMPOSED:

Nil

#### RECORDING REQUIREMENTS:

Details of actions taken are to be recorded in appropriate files.

#### REPORTING REQUIREMENTS:

Nil

#### DATE REVIEWED:

Annually

\_\_\_\_\_  
President  
Date:

\_\_\_\_\_  
Environmental Health Officer  
Date:

# HEALTH

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

## HEALTH 002 Approval of Applications under Health Local Laws

<b>DELEGATION REF:</b>	HEALTH 002
<b>HEAD OF POWER:</b>	Shire of Mt Marshall Health Local Laws 2001
<b>FILE REF:</b>	4.0357
<b>POLICY REF:</b>	Nil
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	Chief Executive Officer
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	Nil

#### DETAIL OF DELEGATION:

The Chief Executive Officer is delegated authority to approve applications for licences, registrations, and permits under the Shire of Mt Marshall Health Local Laws 2001.

#### CONDITIONS IMPOSED:

Nil

#### RECORDING REQUIREMENTS:

Applications with notification of approval or refusal are to be saved in the Record Management System.

#### REPORTING REQUIREMENTS:

Council to be advised through an agenda item to the next Ordinary Meeting.

#### DATE REVIEWED:

Annually

\_\_\_\_\_  
President  
Date:

\_\_\_\_\_  
Chief Executive Officer  
Date:



# HEALTH

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

#### HEALTH 003 Administration of the Food Act

<b>DELEGATION REF:</b>	HEALTH 003
<b>HEAD OF POWER:</b>	Food Act 2008 and Food Regulations 2009
<b>FILE REF:</b>	4.0357
<b>POLICY REF:</b>	Nil
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	Chief Executive Officer
<b>SUB-DELEGATED TO:</b>	Environmental Health Officer
<b>EXPIRY DATE:</b>	Indefinite

#### DETAIL OF DELEGATION:

The Chief Executive Officer be delegated the authority to administer the functions as 'enforcement agency' pursuant to the Food Act 2008 and Food Regulations 2009.

#### CONDITIONS IMPOSED:

Nil – Note there is no power to sub-delegate granted by the Food Regulations 2009.

#### RECORDING REQUIREMENTS:

Details of actions taken are to be recorded in appropriate files.

#### REPORTING REQUIREMENTS:

Nil

#### DATE REVIEWED:

Annually

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President  
Date:

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Chief Executive Officer  
Date:

# HEALTH

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

## HEALTH 004 Appointment of Environmental Health Officers

<b>DELEGATION REF:</b>	HEALTH 004
<b>HEAD OF POWER:</b>	Public Health Act 2016 s17, s21, s24
<b>FILE REF:</b>	STAFF
<b>POLICY REF:</b>	Nil
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	Chief Executive Officer
<b>SUB-DELEGATED TO:</b>	Environmental Health Officer
<b>EXPIRY DATE:</b>	Indefinite

#### DETAIL OF DELEGATION:

The CEO is, under the Public Health Act 2016, expressly authorised to:

S17 - Appoint authorised officers

S21 – Issue authority cards to authorised officers

#### CONDITIONS IMPOSED:

Nil

#### RECORDING REQUIREMENTS:

Copies of Letters of Authorisation and Authority Cards to be kept in the appropriate file

#### REPORTING REQUIREMENTS:

Council to be advised of authorisations under s17

#### DATE REVIEWED:

Annually

\_\_\_\_\_  
President

Date:

\_\_\_\_\_  
Chief Executive Officer

Date:

# ROADS AND THOROUGHFARES

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

## ROADS 001 Temporary Road Closures

<b>DELEGATION REF:</b>	ROADS 001
<b>HEAD OF POWER:</b>	Local Government Act 1995 s3.5, s3.50, s3.50A Road Traffic (Events on Roads) Regulations 1991 s5.4
<b>FILE REF:</b>	4.0358
<b>POLICY REF:</b>	Nil
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	Chief Executive Officer
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	Nil

### DETAIL OF DELEGATION:

The Chief Executive Officer is delegated authority to determine applications for the temporary closure of roads for public events. The determination shall be in accordance with provisions of the Road Traffic (Events on Roads) Regulations 1991 and the Local Government Act 1995.

### CONDITIONS IMPOSED:

Approval shall contain the following conditions:

1. The closure is to be advertised in a local newspaper
2. Arrangements are to be made for appropriate signposting to effect the closure
3. Applicant is to take out a public risk insurance policy which indemnifies the Shire against any damages claims and a copy is to be delivered to Council
4. Applicant is to notify the Emergency Services Department and ensure that whilst the event is in progress, satisfactory arrangements are made to allow access to premises by Emergency Services.

CEO may determine other conditions to be imposed on any approvals issued.

### RECORDING REQUIREMENTS:

Any closure and reason for closure under this delegation to be recorded in the appropriate file.

### REPORTING REQUIREMENTS:

Advertising in line with legislation required.

### DATE REVIEWED:

Annually

\_\_\_\_\_  
President

Date:

\_\_\_\_\_  
Chief Executive Officer

Date:

# ROADS AND THOROUGHFARES

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

## ROADS 002 Temporary Closure of Roads for Repairs or Maintenance

<b>DELEGATION REF:</b>	ROADS 002
<b>HEAD OF POWER:</b>	Local Government Act 1995 s3.50A
<b>FILE REF:</b>	4.0358
<b>POLICY REF:</b>	Nil
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	Chief Executive Officer
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	Works Supervisor

#### DETAIL OF DELEGATION:

The Chief Executive Officer is delegated authority under section 3.50A of the Local Government Act 1995 to partially and temporarily close a thoroughfare, without giving public notice, for the purpose of carrying out repairs or maintenance and the closure is unlikely to have a significant adverse effect on road users.

#### CONDITIONS IMPOSED:

For periods in excess of five working days, notice is to be given in both local newspapers.

#### RECORDING REQUIREMENTS:

Any closure and reason for closure under this delegation to be recorded in the appropriate file.

#### REPORTING REQUIREMENTS:

Councillors to be informed of any significant temporary road closures.

#### DATE REVIEWED:

Annually

\_\_\_\_\_  
President  
Date:

\_\_\_\_\_  
Chief Executive Officer  
Date:

# ROADS AND THOROUGHFARES

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

## ROADS 003 Closure of Roads for a Period Not Exceeding Four Weeks

<b>DELEGATION REF:</b>	ROADS 003
<b>HEAD OF POWER:</b>	Local Government Act 1995 s3.50(1)
<b>FILE REF:</b>	4.0358
<b>POLICY REF:</b>	Nil
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	Chief Executive Officer
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	Works Supervisor

#### DETAIL OF DELEGATION:

The Chief Executive Officer is delegated authority under section 3.50(1) of the Local Government Act 1995 to wholly or partially close a thoroughfare to the passage of vehicles for a period not exceeding four weeks.

#### CONDITIONS IMPOSED:

For periods in excess of five working days' notice is to be given in both local newspapers.

#### RECORDING REQUIREMENTS:

Any closure and reason for closure under this delegation to be recorded in the appropriate file.

#### REPORTING REQUIREMENTS:

Councillors to be informed of any significant road closures.

#### DATE REVIEWED:

Annually

\_\_\_\_\_  
President  
Date:

\_\_\_\_\_  
Chief Executive Officer  
Date:

# ROADS AND THOROUGHFARES

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

## ROADS 004 Closure of Roads for a Period Exceeding Four Weeks

<b>DELEGATION REF:</b>	ROADS 004
<b>HEAD OF POWER:</b>	Local Government Act 1995 s3.50(1a), s3.50(2)
<b>FILE REF:</b>	4.0358
<b>POLICY REF:</b>	Nil
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	Chief Executive Officer
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	Nil

#### DETAIL OF DELEGATION:

The Chief Executive Officer is delegated authority under section 3.50(1a) of the Local Government Act 1995 to, by local public notice, order that a thoroughfare is wholly or partially closed to the passage of vehicles for a period exceeding four weeks. Under section 3.50(2) the order may limit the closure to vehicles of any class, to particular times, or to such other case or class of case as deemed appropriate and may contain exceptions

#### CONDITIONS IMPOSED:

Nil

#### RECORDING REQUIREMENTS:

Any closure and reason for closure under this delegation to be recorded in the appropriate file.

#### REPORTING REQUIREMENTS:

Councillors to be informed of any closure and the reasons for the closures.

#### DATE REVIEWED:

Annually

\_\_\_\_\_  
President

Date:

\_\_\_\_\_  
Chief Executive Officer

Date:

# ROADS AND THOROUGHFARES

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

#### ROADS 005 Gate or Other Device across Thoroughfare

<b>DELEGATION REF:</b>	ROADS 005
<b>HEAD OF POWER:</b>	Local Government (Uniform Local Provisions) Regulations 1996 r.9
<b>FILE REF:</b>	4.0358
<b>POLICY REF:</b>	Nil
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	Chief Executive Officer
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	Nil

#### DETAIL OF DELEGATION:

The Chief Executive Officer is, under Regulation 9 of the Local Government (Uniform Local Provisions) Regulations 1996, authorised to approve applications for a person to have a gate or other device across a public thoroughfare that enables motor traffic to pass across but prevents livestock from straying.

#### CONDITIONS IMPOSED:

Permissions granted:

- Must be in writing;
- Must specify the period for which it is granted
- Must specify each condition imposed
- May be reviewed from time to time
- May be cancelled (In writing)

#### RECORDING REQUIREMENTS:

Register to be kept of gates or other devices approved.

#### REPORTING REQUIREMENTS:

Council to be advised of approvals given.

#### DATE REVIEWED:

Annually

\_\_\_\_\_  
President

Date:

\_\_\_\_\_  
Chief Executive Officer

Date:

# ROAD AND THOROUGHFARES

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

## ROADS 006 Construction of Crossing from Thoroughfare to Private Land

<b>DELEGATION REF:</b>	ROADS 006
<b>HEAD OF POWER:</b>	Local Government (Uniform Local Provisions) Regulations 1996 r.12
<b>FILE REF:</b>	4.0358
<b>POLICY REF:</b>	Nil
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	Chief Executive Officer
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	Nil

#### DETAIL OF DELEGATION:

The Chief Executive Officer is, under Regulation 12 of the Local Government (Uniform Local Provisions) Regulations 1996, on receipt of an application delegated authority to approve the construction of a crossing giving access from a public thoroughfare under the management and control of the Shire to the land or a private thoroughfare serving the land.

#### CONDITIONS IMPOSED:

That the construction of the crossing be under the supervision of the Shire and completed to the satisfaction of the Shire.

#### RECORDING REQUIREMENTS:

Approvals and refusals to be recorded in the appropriate file.

#### REPORTING REQUIREMENTS:

Nil

#### DATE REVIEWED:

Annually

\_\_\_\_\_  
President  
Date:

\_\_\_\_\_  
Chief Executive Officer  
Date:



# ROAD AND THOROUGHFARES

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

#### ROADS 007 Notice to Construct or Repair Crossing

<b>DELEGATION REF:</b>	ROADS 007
<b>HEAD OF POWER:</b>	Local Government (Uniform Local Provisions) Regulations 1996 r.13
<b>FILE REF:</b>	4.0358
<b>POLICY REF:</b>	Nil
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	Chief Executive Officer
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	Nil

#### DETAIL OF DELEGATION:

The Chief Executive Officer is, under Regulation 13 of the Local Government (Uniform Local Provisions) Regulations 1996, is authorised to give a person who is the owner or occupier of private land a notice requiring the person to construct or repair a crossing from a public thoroughfare under the management and control of the Shire to the land or a private thoroughfare serving the land.

#### CONDITIONS IMPOSED:

Failure of the person to comply with the notice to be presented to Council for a decision on further action.

#### RECORDING REQUIREMENTS:

Notices given to be recorded in the appropriate file.

#### REPORTING REQUIREMENTS:

Nil

#### DATE REVIEWED:

Annually

\_\_\_\_\_  
President  
Date:

\_\_\_\_\_  
Chief Executive Officer  
Date:

# SWIMMING POOLS - PRIVATE

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

## SWIM 001 Notice on Non-Complying Private Swimming Pools

<b>DELEGATION REF:</b>	SWIM 001
<b>HEAD OF POWER:</b>	Building Act 2011 (s. 3, 93, 95, 97) Building Regulations 2012
<b>FILE REF:</b>	4.0359
<b>POLICY REF:</b>	Nil
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	Chief Executive Officer
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	Environmental Health Officer

#### DETAIL OF DELEGATION:

The Chief Executive Officer is delegated authority to exercise and carry out the powers and duties, pursuant to section 3, 93, 95, 97 of the Building Act 2011 and Building Regulations 2012, with respect to private swimming pools, and to issue notices as required on the owners or occupiers of the land on which there is a swimming pool not complying with the statutory requirements for a barrier to prevent access to the swimming pool by children.

#### CONDITIONS IMPOSED:

Nil

#### RECORDING REQUIREMENTS:

Notices issued are to be placed on appropriate file.

#### REPORTING REQUIREMENTS:

Nil

#### DATE REVIEWED:

Annually

\_\_\_\_\_  
President

Date:

\_\_\_\_\_  
Chief Executive Officer

Date:

# DOGS

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

#### DOGS 001 Administer the Dog Act

<b>DELEGATION REF:</b>	DOGS 001
<b>HEAD OF POWER:</b>	Dog Act 1976 s 29(1)
<b>FILE REF:</b>	4.0360
<b>POLICY REF:</b>	Nil
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/2-004
<b>DELEGATED TO:</b>	Chief Executive Officer
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED TO:</b>	WA Contract Ranger Services

#### DETAIL OF DELEGATION:

The Chief Executive Officer is appointed under s 29(1) of the Dog Act 1976 as an authorised person to exercise the powers of the Shire under that Act.

#### CONDITIONS IMPOSED:

Nil

#### RECORDING REQUIREMENTS:

The Chief Executive Officer is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

#### REPORTING REQUIREMENTS:

Nil

#### DATE REVIEWED:

Annually

\_\_\_\_\_  
President

Date:

\_\_\_\_\_  
Chief Executive Officer

Date:

# CATS

## REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)  
(Local Government (Administration) Regulations 1996, s19)

### INSTRUMENT OF DELEGATION

#### CATS 001 Administer the Cat Act

<b>DELEGATION REF:</b>	CATS 001
<b>HEAD OF POWER:</b>	Cat Act 2011, s.44
<b>FILE REF:</b>	4.0361
<b>POLICY REF:</b>	Nil
<b>RESOLUTION DATE:</b>	17 May 2022
<b>RESOLUTION No:</b>	2022/4-004
<b>DELEGATED TO:</b>	Chief Executive Officer
<b>EXPIRY DATE:</b>	Indefinite
<b>SUB-DELEGATED:</b>	WA Contract Ranger Services

#### DETAIL OF DELEGATION:

The Chief Executive Officer is appointed under s.44 of the Cat Act 2011 for the purposes of exercising the powers of the Shire under that Act.

#### CONDITIONS IMPOSED:

Nil

#### RECORDING REQUIREMENTS:

The Chief Executive Officer is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

#### REPORTING REQUIREMENTS:

Nil

#### DATE REVIEWED:

Annually

\_\_\_\_\_  
President  
Date:

\_\_\_\_\_  
Chief Executive Officer  
Date: