

## DELEGATIONS

<b>Delegation</b>	<b>AAP Appointment of Authorised Persons</b>
<b>Category</b>	Building
<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Building Act 2011 (Section 96)
<b>Function</b>	The Chief Executive Officer is delegated the authority to appoint authorised persons for the purpose of the Building Act, 2011 and may be subject to such conditions as the Chief Executive Officer considers necessary.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Environmental Health Officer Manager of Governance Town Planner
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
20 Jun 2022	Amended delegation	Remove Sub delegate - Deputy CEO	MIN 085/2022

<b>Delegation</b>	<b>ACEOH Appointment of CEO as Deputy</b>
<b>Category</b>	Health
<b>Head of power</b>	Health Act 1911 (Miscellaneous Provisions)
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Health (Miscellaneous Provisions) Act 1911 – Section 26
<b>Function</b>	That Council: 1. Appoints its Chief Executive Officer as its deputy in accordance with Section 26 of the Health (Miscellaneous Provisions) Act 1911 and in that capacity enable him/her to exercise and discharge all or any of the powers and functions of the Local Government.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Environmental Health Officer
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Delegation</b>	<b>ACW Approval for Licensed Carriers of Controlled Wastes to Utilise Septic Disposal Facility</b>
<b>Category</b>	Health
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42 (1) & (2))
<b>Function</b>	Function: In accordance with Section 5.42(1) and (2) of the Local Government Act, 1995 the Chief Executive Officer is delegated the power to authorise entry to dispose of controlled wastes at the septic disposal facility located on Common Crown Reserve No 44819 to licensed carriers of controlled waste.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance Manager Works and Services
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
20 Jun 2022	Amended delegation	Remove sub delegate - Deputy CEO	MIN 085/22

<b>Delegation</b>	<b>AOFA Appointment of Officers and various functions under Food Act 2008</b>
<b>Category</b>	Health
<b>Head of power</b>	Food Act
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Food Act 2008 (Section 118 (2))
<b>Function</b>	<p>That Council delegates authority to the Chief Executive Officer to;</p> <ul style="list-style-type: none"> <li>• Appoint authorised officers in accordance with Section 122 (1) of the Food Act, 2008.</li> <li>• Issue Certificates of Authority to authorised officers in accordance with Section 123 (1) and 123 (2) of the Food Act, 2008.</li> <li>• Appoint designated officers to issue infringement notices in accordance with Section 126 (2) of the Food Act, 2008.</li> <li>• Appoint designated officers to extend payment periods for infringement notices or withdraw infringement notices in accordance with 126 (6) and 126 (7) of the Food Act, 2008.</li> <li>• Appoint designated officers to receive payment from infringement notices under Section 126 (3) (c) of the Food Act, 2008.</li> <li>• Waive fees for notification and registration from community and charitable organisations.</li> </ul>
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Environmental Health Officer
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Delegation</b>	<b>ATP Authorisation to approve Traders' Permits only relating to food trading</b>
<b>Category</b>	Health
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Government Act 1995 (Section 5.42 (1) & (2))
<b>Function</b>	<p>1. In accordance with Sections 5.42(1) and (2) of the Local Government Act, 1995, Council delegates to the Chief Executive Officer the power to authorise the Traders' Permits only relating to food trading in accordance with Council's Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2008, and subject to the following conditions;</p> <p>a. Food vehicle to comply with Food Act, 2008.</p> <p>b. The trader's permit is valid for vehicles that travel along the road looking for customers and sells food from this vehicle which is parked temporarily on the road to customers that stop the vehicle or come to the vehicle while it is parked.</p> <p>c. The permit holder shall not to trade within 400 metres of an established outlet selling similar goods.</p> <p>d. The permit holder shall maintain public liability insurance to a value of \$20,000,000 and any other necessary insurance at all times.</p> <p>e. A permit is valid for the period between the date of issue and the following 31st August, or until its revocation</p> <p>f. A permit maybe revoked for the following reasons:</p> <p>(i) Failure to comply with the aforementioned conditions (a, b, c and d).</p> <p>(ii) The creation of any noise or disturbance to the annoyance of nearby occupants or obstructing the free passage of passers-by.</p> <p>(iii) Obstruct the free passage of pedestrian on any footpath or street.</p>
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	---
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 090/21
20 Jun 2022	Amended delegation	Remove sub delegate - Deputy DCEO	

<b>Delegation</b>	<b>BO Building Orders</b>
<b>Category</b>	Building
<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Building Act 2011 (Sections 110, 117 & 127)
<b>Function</b>	The Chief Executive Officer is Delegated Authority to make building orders pursuant to Section 110 of the Building Act, 2011 and revoke building order pursuant to Section 117 of the Building Act, 2011 in relation to; <ul style="list-style-type: none"> <li>• Building work</li> <li>• Demolition work</li> <li>• An existing building or incidental structure</li> </ul>
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Environmental Health Officer
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Delegation</b>	<b>BR Bond Refunds</b>
<b>Category</b>	Finance
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42)
<b>Function</b>	The Chief Executive Officer is delegated the authority to refund bond monies where all conditions of approval have been met, with the aggrieved applicant have a right of appeal to Council.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance Senior Finance Officer
<b>Record keeping</b>	Monthly List of Payments included in the Ordinary Council Agenda Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	---
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 090/21
20 Jun 2022	Amended delegation	Remove Sub Delegate - Deputy DCEO	MIN 085/22



<b>Delegation</b>	<b>CC Corporate Credit Card</b>
<b>Category</b>	Finance
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42)
<b>Function</b>	<p>That the Chief Executive Officer be delegated authority to use a Corporate Credit Card for the following purposes which shall relate to bona fide Council Business.</p> <ul style="list-style-type: none"> <li>a. Conference and meeting costs</li> <li>b. Accommodation expenses</li> <li>c. Meals in relation to Council business</li> <li>d. Fuel expenses</li> <li>e. Business related entertainment expenses</li> <li>f. Minor equipment parts and repairs</li> <li>g. Other expenses which at the discretion of the Chief Executive Officer is most efficiently paid by credit card.</li> </ul> <p>That the Chief Executive Officer be delegated authority to issue a Corporate Credit Card to an employee of Council as he/she deems necessary for any of the following purposes as deemed necessary by the Chief Executive Officer, which shall relate to bona fide Council Business.</p> <ul style="list-style-type: none"> <li>a. Conference and meeting costs</li> <li>b. Accommodation expenses</li> <li>c. Meals in relation to Council business</li> <li>d. Fuel expenses</li> <li>e. Business related entertainment expenses</li> <li>f. Minor equipment parts and repairs</li> <li>Other expenses which at the discretion of the Chief Executive Officer is most efficiently paid by credit card as per Council Corporate Credit Card Policy.</li> </ul>
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Remove Sub Delegate Deputy DCEO\ Add Manager of Governance	MIN090/21

<b>Delegation</b>	<b>CPE Contractors, Plant and Equipment</b>
<b>Category</b>	Administration
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42)
<b>Function</b>	Delegates authority to the Chief Executive Officer to utilise any contractors, plant and equipment who provide the most economical option for construction work based on availability, expertise, history and value for money.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance Manager Works and Services
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	---
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 090/21
20 Jun 2022	Amended delegation	MIN085/22	

<b>Delegation</b>	<b>CSP Conferences - Seminars, Professional</b>
<b>Category</b>	Staff
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42)
<b>Function</b>	That the Chief Executive Officer is delegated authority to approve the attendance by Council staff at conferences and seminars where attendance will enhance the professional development of the officer, provide benefits to the Council and is relevant to the duties and responsibilities of the officer.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 090/21
20 Jun 2022	Amended delegation	Remove Sub Delegate Deputy DCEO	MIN085/22

<b>Delegation</b>	<b>CT Calling of Tenders</b>
<b>Category</b>	Finance
<b>Head of power</b>	Local Government Regulation 1996
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42 & 3.57) Local Government (Functions and General) Regulations 1996
<b>Function</b>	That the Chief Executive Officer is hereby delegated authority to: <ul style="list-style-type: none"> <li>a. Call tenders for any item/projects which are included in the Council Budget;</li> <li>b. Approve the tender specification to be used in the calling of tenders;</li> <li>c. Determine the written criteria for deciding which tender should be accepted;</li> <li>d. Determine whether the Western Australian Local Government Association tender process is utilised, subject to the following conditions: <ul style="list-style-type: none"> <li>(i) Tenders are to be called and dealt with in accordance with the requirements of the Local Government (Functions and General) Regulations 1996 and</li> <li>(ii) Results of tenders are referred to Council for decision.</li> </ul> </li> </ul>
<b>Delegates</b>	CEO
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Delegation</b>	<b>CV Contract Variations</b>
<b>Category</b>	Finance
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42)
<b>Function</b>	The Chief Executive Officer is delegated authority to approve minor variations to contracts entered into by Council, subject to the funds to the funds required to meet the costs of the variations being contained within the amount set aside in the budget adopted by Council.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 195/21
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 090/21
20 Jun 2022	Amended delegation	Remove Sub Delegate - Deputy CEO	MIN085/22

<b>Delegation</b>	<b>DC Debt Collection</b>
<b>Category</b>	Finance
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42)
<b>Function</b>	The Chief Executive Officer is delegated the authority to collect outstanding debts against the Shire of Kellerberrin including general and rate debtors and entering arrangements within normal and/or considered commercial considerations.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance Senior Finance Officer
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 090/21
20 Jun 2022	Amended delegation	Remove Sub Delegate Deputy DCEO	MIN085/22

<b>Delegation</b>	<b>DPA Development Proposals - Advertising</b>
<b>Category</b>	Planning
<b>Head of power</b>	Planning and Development Act 2005
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Planning and Development Act 2005
<b>Function</b>	The Chief Executive Officer is delegated authority to advertise development applications for public comment where the Scheme requires such advertising and when he considers such applications should have public comment prior to consideration by Council. The Chief Executive Officer is to make available from Council's files information regarding the development application so as the public is in a position to make a proper assessment. The Chief Executive Officer is to report on the item, and submissions received, at the next appropriate Committee meeting following closure of the advertising period.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance Personal Assistant to CEO Town Planner
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 195/21
20 Jun 2022	Amended delegation	Remove Sub Delegate Deputy DCEO	MIN085/22



<b>Delegation</b>	<b>DPEPP Development Proposals - Within existing "P" use Premises</b>
<b>Category</b>	Planning
<b>Head of power</b>	Shire of Kellerberrin Town Planning Scheme 4
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Shire of Kellerberrin Town Planning Scheme 4 Clause 4.3.2
<b>Function</b>	The Chief Executive Officer is delegated authority to advertise development applications for public comment where the Scheme requires such advertising and when he considers such applications should have public comment prior to consideration by Council. The Chief Executive Officer is to make available from Council's files information regarding the development application so as the public is in a position to make a proper assessment. The Chief Executive Officer is to report on the item, and submissions received, at the next appropriate Committee meeting following closure of the advertising period.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance Personal Assistant to CEO Town Planner
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 195/21
20 Jun 2022	Amended delegation	Remove Sub Delegate Deputy DCEO	MIN085/22

<b>Delegation</b>	<b>ED Execution of Documents</b>
<b>Category</b>	Administration
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42)
<b>Function</b>	The Chief Executive Officer is delegated authority to prepare the necessary documentation taking into account any specific or policy requirements of Council and arrange for execution of the contract documents without further reference to Council.
<b>Delegates</b>	CEO
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Delegation</b>	<b>EDOPBAC Extension of Duration of Occupancy Permit or Building Approval Certificate</b>
<b>Category</b>	Building
<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Building Act 2011 (Sections 65 & 127)
<b>Function</b>	The appointed Environmental Health Officer / Building Surveyor is delegated authority to approve or refuse applications submitted for Extension of Duration of Occupancy Permits or Building Approval Certificates under the provisions of Sections 58 of the Building Act 2011
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Environmental Health Officer
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Delegation</b>	<b>EFT Electronic Funds Transfer</b>
<b>Category</b>	Finance
<b>Head of power</b>	Local Government (Financial Management)
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Financial Management Regulations 12 Local Government Act 1995 (section.5.42)
<b>Function</b>	The Chief Executive Officer is delegated the authority to EFT between bank accounts and payment of accounts in accordance with Council's Adopted Budget or otherwise directed by the Council with no limit on investments in accordance with Council's Investment Policy
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance Senior Finance Officer
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 195/21
20 Jun 2022	Amended delegation	Remove Sub Delegate Deputy DCEO	MIN085/22

<b>Delegation</b>	<b>ELE Enter land in Emergencies</b>
<b>Category</b>	Building
<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Government Act 1995 (section.5.42) Bushfires Act 1954 Section14
<b>Function</b>	The Chief Executive Officer is delegated the authority to enter land in emergencies.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Builder Manager Works and Services
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Delegation</b>	<b>ELNO Electronic Lodgement Network Operator</b>
<b>Category</b>	Administration
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 - Section 9.49A(4) Transfer of Land Amendment Regulations 2017 (Transfer of Land Act 1893)
<b>Function</b>	The Chief Executive Officer is delegated authority to authorise documents electronically relating to E-conveyancing through the PEXA Authorisation.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance Senior Finance Officer
<b>Record keeping</b>	Common Seal Register Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 195/21
20 Jun 2022	Amended delegation	Remove Sub Delegate Deputy DCEO	MIN085/22

<b>Delegation</b>	<b>EMTA Elected Member Training Approval</b>
<b>Category</b>	Administration
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42)
<b>Function</b>	The Chief Executive Officer is delegated authority to approve the attendance of Elected members at suitable training events in accordance with the conditions set out in Council Policy.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 195/21

<b>Delegation</b>	<b>EPP Entering Private Property</b>
<b>Category</b>	Building
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Government Act 1995 (Section 5.42)
<b>Function</b>	The Chief Executive Officer is delegated the authority to enter property to make a tree safe on private land.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Builder Environmental Health Officer Manager Works and Services
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023



<b>Delegation</b>	<b>FAO Financial Assistance - Organisations</b>
<b>Category</b>	Finance
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42, 6.7, 6.10)
<b>Function</b>	The Chief Executive Officer is delegated authority to consider financial assistance on behalf of Council of up to \$300 to organisations conducting events, which will depend on the nature of the event and benefits the residents/community will receive, and a report on any assistance being made to Council.
<b>Delegates</b>	CEO
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Delegation</b>	<b>FGE Force to Gain Entry</b>
<b>Category</b>	Technical Services
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42)
<b>Function</b>	The Chief Executive Officer has the Delegated Authority to exercise force to gain entry.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Builder Environmental Health Officer Manager Works and Services
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
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<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
20 Jun 2022	Amended delegation	Remove Sub Delegate Deputy DCEO	MIN085/22

<b>Delegation</b>	<b>FP Fires at Tip</b>
<b>Category</b>	Technical Services
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42)
<b>Function</b>	The Chief Executive Officer has the Delegated Authority to permit persons to set fire to the tip (Green Waste only)
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager Works and Services
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Delegation</b>	<b>FUCF Discounted or Free Use of Council Facilities</b>
<b>Category</b>	Administration
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Function</b>	The Chief Executive Officer is delegated authority to determine any application from any individual or group for discounted or free use of any Council facility except those facilities that have been leased, licensed or otherwise placed under the management of another person or body.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 195/21

<b>Delegation</b>	<b>HB Harvest Bans</b>
<b>Category</b>	Administration
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	Local Govt Act 1995 (Section 5.42)
<b>Function</b>	The Chief Executive Officer has the Delegated Authority to impose harvest and vehicle movement bans.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2021	Amended delegation	Added Manager of Governance	MIN 195/21

<b>Delegation</b>	<b>I Insurance</b>
<b>Category</b>	Finance
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42)
<b>Function</b>	The Chief Executive Officer is delegated authority to enter into appropriate contracts of insurance.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance Senior Finance Officer
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2021	Amended delegation	Added Manager of Governance	MIN 195/21
20 Jun 2022	Amended delegation	Remove Sub Delegate Deputy DCEO	MIN085/22

<b>Delegation</b>	<b>IBDP Issue of Building and Demolition Permits</b>
<b>Category</b>	Building
<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Building Act 2011 (Sections 20, 21, 22, 27 & 127)
<b>Function</b>	<p>That pursuant to Sections 20, 21, 22, 27 and 127 of the Building Act, 2011, the Principal Building Surveyor, Senior Building Surveyor and Building Surveyor are delegated authority to approve or refuse plans and specifications where a plan and specification so submitted conforms to;</p> <p>a. all Local Laws and Regulations in force in the district or part of the district in respect of building matters, and the Council's pre-determined policy in respect of building matters;</p> <p>b. all Local Laws and schemes in force in the district or part of the district in respect of town and regional planning matters, and the Council's pre- determined policy in respect of town and regional planning matters; and</p> <p>Furthermore the issuing of a Building Permit under Sections 20, 21 and 22 of the Building Act, 2011 may be subject to set conditions as the Principal Building Surveyor considers necessary.</p> <p>CONDITIONS AND EXCEPTIONS</p> <p>In undertaking the functions of this Delegation, Building Surveyors must;</p> <p>1. be authorised in writing by the chief Executive Officer prior to exercising the Authority (Note, this may include other limitations based on the Building Surveyor's experience and demonstrable competencies).</p> <p>In relation to the above, for an uncertified application, Building Surveyors must hold the appropriate qualification as set out under Regulation 6 of the Local Government (Building Surveyors) Regulations 2008.</p>
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Environmental Health Officer
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Delegation</b>	<b>ICF Investment of Council Funds</b>
<b>Category</b>	Finance
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42)
<b>Function</b>	The Chief Executive Officer is delegated authority to invest surplus funds on behalf of Council in accordance with Council Investment Policy.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance Senior Finance Officer
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 195/21
20 Jun 2022	Amended delegation	Remove Sub Delegate Deputy DCEO	MIN085/22



<b>Delegation</b>	<b>IWPORSV Issue and Withdrawal of Permits for Operations of Restricted Access Vehicles</b>
<b>Category</b>	Technical Services
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Government Act 1995 (Section 5.42)
<b>Function</b>	<p>The Chief Executive Officer is delegated authority to approve and withdraw the use of local roads deemed suitable by the Manager Works and Services for the operation of vehicles other than General Access Vehicles (GAV) up to a configuration equivalent to a Category Seven (4) Restricted Access Vehicles as prescribed by Road Traffic (Vehicle Standards) Regulations 2002 and Road Traffic (Vehicle Standards) Rules 2002, subject to the following matters being taken into account when determining applications and relevant conditions being applied:</p> <ul style="list-style-type: none"> <li>• Assessment of road condition including type of pavement and width;</li> <li>• Road safety elements including school bus routes, hours of operation, speed limits and signage;</li> <li>• Seasonal implications;</li> <li>• Compliance with Main Roads Western Australia (MRWA) conditions applicable subject to the following condition applying to all permits:</li> </ul> <p>'The Shire reserves the right to withdraw approval at any time during the approval period should any issue arise as a result of non-compliance, damage to Council asset or safety concerns as a result of the use of the vehicle/s.'</p>
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager Works and Services
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Delegation</b>	<b>LA Legal Advice</b>
<b>Category</b>	Administration
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Councillor
<b>Express power to delegate</b>	Local Govt Act 1995 (Section 5.42)
<b>Delegates</b>	CEO
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Delegation</b>	<b>LP Liquor Permits</b>
<b>Category</b>	Administration
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power to delegate</b>	Local Government Act Section 5.42
<b>Function</b>	The Chief Executive Officer is delegated authority to approve 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, with all applications being made in writing.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 195/21

<b>Delegation</b>	<b>LP Legal Proceedings</b>
<b>Category</b>	Building
<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Building Act 2011 (Section 127 & 133)
<b>Function</b>	The Chief Executive Officer is delegated the authority to commence prosecutions for an offence against the building Act and to authorise persons to commence prosecutions for an offence against the Building Act 2011.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Environmental Health Officer
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Delegation</b>	<b>NE Notice of Entry</b>
<b>Category</b>	Building
<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Government Act 1995 (section.5.42) Bushfires Act 1954 section14
<b>Function</b>	The Chief Executive Officer is delegated the authority to sign and issue notice of entry.
<b>Delegates</b>	CEO
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Delegation</b>	<b>OPBAC Occupancy Permits and Building Approval Certificates</b>
<b>Category</b>	Building
<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Building Act 2011 (Sections 58 & 127)
<b>Function</b>	The appointed Environmental Health Officer / Building Surveyor is delegated authority to approve or refuse applications submitted for Occupancy Permits or Building Approval Certificates submitted under the provisions of Sections 58 of the Building Act 2011
<b>Delegates</b>	Environmental Health Officer
<b>Subdelegates</b>	CEO
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Delegation</b>	<b>PAD Property - Acquisition and Disposal</b>
<b>Category</b>	Finance
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42 & 5.43 (d))
<b>Function</b>	The Chief Executive Officer is delegated authority to acquire or dispose of any property (other than land) valued at an amount not exceeding \$250,000 provide that appropriate provision is made in Council's Budget. This delegation extends to the disposal of abandoned vehicles subject to disposal procedures being undertaken.
<b>Delegates</b>	CEO
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Delegation</b>	<b>PBT Prohibited Burning Times</b>
<b>Category</b>	Administration
<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Government Act 1995 (section.5.42) / Bush Fires Act sections 17 & 18
<b>Function</b>	The Chief Executive Officer has the Delegated Authority to suspend or amend Prohibited & restricted Burning Times.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 195/21
20 Jun 2022	Amended delegation	Remove Sub Delegate Deputy DCEO	MIN085/22



<b>Delegation</b>	<b>PC Payment of Creditors</b>
<b>Category</b>	Finance
<b>Head of power</b>	Local Government (Financial Management)
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42) Local Government (Financial Management) Regulation 13
<b>Function</b>	The Chief Executive Officer is delegated authority to make payments from the Municipal Fund or the Trust Fund. Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing: <ul style="list-style-type: none"> <li>a. the payee's name</li> <li>b. the amount of the payment</li> <li>c. the date of the payment</li> <li>d. sufficient information to identify the transaction.</li> </ul>
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance Senior Finance Officer
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 195/21
20 Jun 2022	Amended delegation	Remove Sub Delegate Deputy DCEO	MIN085/22

<b>Delegation</b>	<b>PE Plant &amp; Equipment</b>
<b>Category</b>	Administration
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42)
<b>Function</b>	The Chief Executive Officer has Delegated Authority to approve the use of Council plant and equipment for Council use and Private Works.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance Manager Works and Services
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 195/21
20 Jun 2022	Amended delegation	Remove Sub Delegate Deputy DCEO	MIN085/22

<b>Delegation</b>	<b>PNCCRB Prohibition Notices, Certificate of Clearance and Registration of Business</b>
<b>Category</b>	Health
<b>Head of power</b>	Food Act
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Food Act 2008 (Section 118 (2))
<b>Function</b>	That Council delegates authority to the Chief Executive Officer (Authorised Officer) to; <ul style="list-style-type: none"> <li>• Issue “prohibition notices” in accordance with Section 65 of the Food Act, 2008.</li> <li>• Clear and remove “prohibition notice” in accordance with Section 66 of the Food Act, 2008.</li> <li>• Provide written notification not to issue a certificate of clearance in accordance with Section 67 of the Food Act, 2008.</li> <li>• Grant, apply conditions, refuse, vary or cancel registration of a food business in accordance with the Sections 110 and 112 of the Food Act, 2008.</li> </ul>
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Environmental Health Officer
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Delegation</b>	<b>RB Rate Book</b>
<b>Category</b>	Finance
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42)
<b>Function</b>	<p>The Chief Executive Officer is hereby delegated the performance of the following functions of the Council.</p> <ol style="list-style-type: none"> <li>1. The discharge of the obligations specified in Section 6.39(1) of the Local Government Act, 1995.</li> <li>2. The service of Notices of Valuation and Rates referred to in Section 6.41(1) of the Local Government Act, 1995 (as amended).</li> <li>3. The time allowed for the payment of the rates before it becomes in arrear, Section 6.50(2) of the Local Government Act, 1995.</li> <li>4. The powers conferred in Section 6.40 of the Local Government Act, 1995.</li> <li>5. The exercise of discretion in regard to granting of any extension of time for service of objections to the Rate Book, Section 6.76(4) of the Local Government Act, 1995.</li> <li>6. The recovery of rates by complaint or action pursuant to the provisions of Section 6.56(1) of the Local Government Act, 1995.</li> <li>7. Entering into an agreement in accordance with Section 6.49 of the Local Government Act, 1995.</li> <li>8. Requiring a lessee to pay rent to the Council in satisfaction of rates or service charges due and payable in accordance with Section 6.60(2) of the Local Government Act, 1995.</li> </ol>
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Senior Finance Officer
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Delegation</b>	<b>RRU Reserves - Request for Use</b>
<b>Category</b>	Administration
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42)
<b>Function</b>	The Chief Executive Officer has delegated authority to approve or refuse request to use Council Reserves.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 195/21
20 Jun 2022	Amended delegation	Remove Sub Delegate Deputy DCEO	MIN085/22

<b>Delegation</b>	<b>RSAA Responding to Subdivision/Amalgamation Applications referred by Western Australian Planning Commission</b>
<b>Category</b>	Planning
<b>Head of power</b>	Shire of Kellerberrin Town Planning Scheme 4
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Shire of Kellerberrin Town Planning Scheme 4 Local Government Act 1995 (Section 5.44)
<b>Function</b>	<p>The Chief Executive Officer is delegated authority to advise the Western Australian Planning Commission that Council recommends approval of subdivision/amalgamation applications, where;</p> <ul style="list-style-type: none"> <li>• Amalgamation applications which comply with Town Planning Scheme No. 4 and Council Policy.</li> <li>• Subdivision applications for boundary realignments that do not create any additional lots.</li> <li>• Subdivision and strata title applications which have previously been granted conditional approval by the Western Australian Planning Commission and supported by Council.</li> <li>• Subdivision/strata title applications which comply with all requirements of Town Planning Scheme No.4 and Council Policy, where they are under an endorsed Outline Development Plan or Structure Plan.</li> </ul> <p>Applications which have already received planning consent from Council, where the concept is consistent with approved plans</p>
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 195/21
20 Jun 2022	Amended delegation	Remove Sub Delegate Deputy DCEO	MIN085/22

<b>Delegation</b>	<b>RSR Refusal of Subdivision Referrals</b>
<b>Category</b>	Planning
<b>Head of power</b>	Shire of Kellerberrin Town Planning Scheme 4
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Shire of Kellerberrin Town Planning Scheme 4
<b>Function</b>	The Chief Executive Officer is delegated authority to advise the Western Australian Planning Commission that Council recommends refusal of subdivision/amalgamation applications, where proposed lots do not comply with the minimum lot size specified under Town Planning Scheme 4 or the Residential Design Codes.
<b>Delegates</b>	CEO
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Delegation</b>	<b>SC Signing of Cheques</b>
<b>Category</b>	Finance
<b>Head of power</b>	Local Government (Financial Management)
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Financial Management Regulations 12 Local Government Act 1995 (section.5.42)
<b>Function</b>	The Chief Executive Officer is delegated the authority to approve payments in accordance with Council's Adopted Budget or otherwise directed by the Council. No limit on investments in accordance with Council's Investment Policy.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Councillor Manager of Governance Senior Finance Officer
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 195/21
20 Jun 2022	Amended delegation	Remove Sub Delegate Deputy DCEO	MIN085/22



<b>Delegation</b>	<b>SC Subdivisions Clearances</b>
<b>Category</b>	Planning
<b>Head of power</b>	Planning and Development Act 2005
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Planning and Development Act 2005
<b>Function</b>	The Chief Executive Officer is authorised to issue clearances on the diagram of survey, following satisfactory completion of all subdivision conditions that require Council's clearance. The Chief Executive Officer is to liaise with other appropriate officers before issuing any clearances to ensure that the appropriate officers support the issue of the clearance.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 195/21
20 Jun 2022	Amended delegation	Remove Sub Delegate Deputy DCEO	MIN085/22

<b>Delegation</b>	<b>SD Signing of Documents</b>
<b>Category</b>	Administration
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 9.49 (a) 4)
<b>Function</b>	<p>The Chief Executive Officer is delegated authority on the provision that one or more of the following provisions apply:</p> <ol style="list-style-type: none"> <li>1. The Council has authorised the entering into a formal contract/document</li> <li>2. A formal contract is authorised under delegated authority of the Council</li> <li>3. A formal contract/document is considered necessary by the Chief Executive Officer as part of the day to day operations of the Council</li> <li>4. The Chief Executive Officer is to prepare the necessary documentation taking into account any specific policy requirements of Council and to arrange for signing of the contract/documents without further reference to Council.</li> </ol>
<b>Delegates</b>	CEO
<b>Record keeping</b>	Common Seal Register Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Delegation</b>	<b>SHF Second-hand Fencing</b>
<b>Category</b>	Building
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42)
<b>Function</b>	The Chief Executive Officer is delegated the authority to approve the use of second-hand material for fencing.
<b>Delegates</b>	CEO
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Delegation</b>	<b>SOKRG Shire of Kellerberrin Recreation Grounds - Camping</b>
<b>Category</b>	Administration
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42)
<b>Function</b>	The Chief Executive Officer is delegated authority to authorise groups to camp on Shire of Kellerberrin Recreation Grounds.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 195/21
20 Jun 2022	Amended delegation	Remove Sub Delegate Deputy DCEO	MIN085/22

<b>Delegation</b>	<b>SP Street Processions</b>
<b>Category</b>	Technical Services
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Government Act 1995 (Section 5.42)
<b>Function</b>	The Chief Executive Officer has delegated authority to approve the conduct of street processions if an alternative route is available to traffic and the closure is not of great inconvenience to the public and subject to the organisation obtaining the necessary approvals from the relevant departments. IE WA Police etc.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager Works and Services
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Delegation</b>	<b>SPO Signing of Purchase Orders</b>
<b>Category</b>	Finance
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42)
<b>Function</b>	The Chief Executive Officer is delegated the authority to sign Council approved order forms for the purchase of goods and services in accordance with the adopted budget of the Council or otherwise as directed by the Council.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance Manager Works and Services Mechanic TLP & G
<b>Record keeping</b>	Recorded in the Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 195/21
20 Jun 2022	Amended delegation	Remove Sub Delegate Deputy DCEO	MIN085/22

<b>Delegation</b>	<b>SS/A Street Stalls/Appeals</b>
<b>Category</b>	Administration
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Function</b>	The Chief Executive Officer is delegated authority to determine all applications for street stalls/appeals.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 195/21

<b>Delegation</b>	<b>STA Septic Tank Approvals</b>
<b>Category</b>	Health
<b>Head of power</b>	Health Act 1911 (Miscellaneous Provisions)
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Health Act 1911
<b>Function</b>	Pursuant to the provisions of Section 26 of the Health Act, 1911, the Principal Environmental Health Officer of the Shire of Kellerberrin or the person acting in the capacity, is hereby appointed and authorised to exercise and discharge powers and functions conferred on Local Government for the purpose of Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations, 1974.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Environmental Health Officer
<b>Record keeping</b>	Formal Record: Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023



<b>Delegation</b>	<b>TCS Temporary Closure of Streets</b>
<b>Category</b>	Technical Services
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Government Act 1995
<b>Function</b>	<p>The Chief Executive Officer is authorised to approve the temporary closure of streets, provided that an alternative route is available for traffic which might otherwise use the section of road, to be temporarily closed.</p> <p>Notwithstanding this, a street may be temporarily closed if the closure is of such short duration, that no great inconvenience would be suffered, or in an emergency or extraordinary situation.</p>
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager Works and Services
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Delegation</b>	<b>TQ Tenders/Quotation</b>
<b>Category</b>	Finance
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42 & 5.43 (b))
<b>Function</b>	The Chief Executive Officer be delegated authority to accept a quotation or tender when the consideration involved does not exceed \$250,000 provided that appropriate provision is made in Council's Budget and it is in accordance with Council's Procurement Policy.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance Manager Works and Services
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 195/21
20 Jun 2022	Amended delegation	Remove Sub Delegate Deputy DCEO	MIN085/22

<b>Delegation</b>	<b>TS Trees Safety</b>
<b>Category</b>	Technical Services
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42)
<b>Function</b>	The Chief Executive Officer has the Delegated Authority to issue an order to make a tree safe on private land.
<b>Delegates</b>	CEO
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Delegation</b>	<b>UCCMRF Use of Council Chambers, Council Meeting Rooms and Facilities</b>
<b>Category</b>	Administration
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42)
<b>Function</b>	The Chief Executive Officer is delegated authority to approve the use of the Council Chambers, meeting rooms and associated facilities in Council Administration Centre.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 195/21
20 Jun 2022	Amended delegation	Remove Sub Delegate Deputy DCEO	MIN085/22

<b>Delegation</b>	<b>UPW Undertaking Private Works</b>
<b>Category</b>	Administration
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42)
<b>Function</b>	The Chief Executive Officer is delegated the authority to use discretion in accepting or rejecting Private Works requests.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance Manager Works and Services
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 195/21
20 Jun 2022	Amended delegation	Remove Sub Delegate Deputy DCEO	MIN085/22

<b>Delegation</b>	<b>WOICRD Write off of Charges on Rates &amp; Sundry Debtors</b>
<b>Category</b>	Finance
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42)
<b>Function</b>	The Chief Executive Officer is hereby delegated authority to write off amounts owing on Rate & Sundry Debtors limited to amounts up to \$300.00 under Section 6.12 (1) (c) of the Local Government Act 1995.
<b>Delegates</b>	CEO
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Delegation</b>	<b>WP Wildflower Permits</b>
<b>Category</b>	Technical Services
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Govt Act 1995 (Section 5.42)
<b>Function</b>	The Chief Executive Officer has the Delegated Authority to issue wildflower picking permit, subject to DER approval and generally in accordance with applicable Council policy.
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Manager of Governance
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Nov 2021	Amended delegation	Added Manager of Governance	MIN 195/21

<b>Delegation</b>	<b>WSASN Works in Streets - Authority to Serve Notice</b>
<b>Category</b>	Technical Services
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Government act 1995 (Section 5.42)
<b>Function</b>	The Chief Executive Officer is delegated the authority to serve notices on proprietors of premises who have conducted works in the street without the Council's permission. Circumstances that may warrant such action include, but are not limited to works creating a potential hazard to pedestrians and/or vehicular traffic as well as works that may cause an increase in stormwater runoff.
<b>Delegates</b>	CEO
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023



<b>Delegation</b>	<b>WUS Works undertaken in Streets</b>
<b>Category</b>	Technical Services
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	Local Government act 1995 (Section 5.42)
<b>Function</b>	<p>The Chief Executive Officer is delegated the authority to grant approval and impose conditions for works to be undertaken in the street by other authorities, private organisations or individuals.</p> <p>These conditions are to ensure that the proposed works are legal and do not adversely affect the safety, functionality and aesthetics of the street or adjoining properties to an unacceptable degree. In addition, owners and occupiers of adjoining properties should be consulted as appropriate prior to approval being determined and should there be objections to the proposal, it be referred to the Council for determination.</p>
<b>Delegates</b>	CEO
<b>Record keeping</b>	Recorded in Central Records System
<b>Date adopted</b>	16 May 2023
<b>Adoption references</b>	MIN 047/23
<b>Last reviewed</b>	16 May 2023