



Shire of Northam  
*Heritage, Commerce and Lifestyle*

**Shire of Northam  
2017/18**

# **Delegated Authority Register**

## Version Control

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## EXPLANATION NOTES

### General

Section 5.42 of the Local Government Act 1995 allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act.

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of their powers to another employee, this must be done in writing. The Act allows for the Chief Executive Officer to place conditions on any delegations if desired. The powers cannot, however, be further sub delegated.

The purpose of this document is to detail which authorities have been delegated by Council to the Chief Executive Officer. The document also indicates delegations which the Chief Executive Officer intends to delegate to other staff, however this is for information/indication purposes only and may change from time to time at the discretion of the Chief Executive Officer. The register details the related document(s) where the power to delegate is derived from, which includes legislation and policies of the Council.

### Transfer of Authority Due to Absence

Where an Officer not named has been appointed by Council or by an Officer authorised to make the appointment to act in a position to which the named Officer is appointed, the authority shall transfer to the Officer acting as appointed, for the duration of Council authorisation.

Where a named Officer holding a delegation, is temporarily absent and no Officer has been appointed to act in the position, the authority will transfer to the relevant Executive Manager for the period of absence.

### Register of, and Records Relevant to, Delegations - Section 5.46

A register of delegations, being this manual, relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. The written record is to contain:

- How the person exercised the power or discharged the duty;
- When the person exercised the power or discharged the duty; and

The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

# SECTION A

## DELEGATIONS FROM COUNCIL TO CHIEF EXECUTIVE OFFICER (OTHER OFFICERS, WHERE APPROPRIATE)

## Administration

<b>DELEGATION NUMBER</b>	-	<b>A01</b>
LEGISLATIVE POWER	-	Local Government Act 1995, s9.49A (2), s9.49A (4)
DELEGATION SUBJECT	-	<b>Common Seal</b>
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Nil.

The Chief Executive Officer is delegated authority to;

- Affix the common seal of the Shire of Northam to any document which has been authorised by Council either specifically or generally.
- Sign documents on behalf of the local government.

REFER TO SEPARATE USAGE REGISTER KEPT BY CEO EA.

## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>A02</b>
LEGISLATIVE POWER	- <i>Local Government Act 1995, s3.39, s3.40A, s3.42,s3.44, s3.46, 3.48</i>
DELEGATION SUBJECT	- <b>Power to Remove &amp; Impound Goods</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to:

1. Authorise an employee in accordance with s3.39 and 3.40A to remove and impound any goods that are involved in a contravention that can lead to impounding.
2. Take appropriate action in respect to impounded non-perishable goods in accordance with s3.42.
3. Give notice in accordance with s3.44 to collect goods.
4. Refuse to allow goods to be collected until all costs have been paid in accordance with s3.46.
5. Take action to recover expenses in accordance with s3.48.

A02 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation



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<b>DELEGATION NUMBER</b>	- <b>A03</b>
LEGISLATIVE POWER	- Local Government Act 1995, s3.47 & s3.58
DELEGATION SUBJECT	- <b>Disposing of Confiscated or Uncollected Goods</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Nil.

The Chief Executive Officer is delegated authority to dispose of, in accordance with s3.58, any vehicles, animals or goods that have been impounded/seized/confiscated under the provisions of s3.47.

In disposing said goods by way of auction or after calling public tenders in accordance with Part 4 of the Local Government (Functions and General) Regulations, the Chief Executive Officer is authorised pursuant to s5.43 (b) to accept any tender up to the value of \$20,000. Tenders for amounts exceeding \$20,000 shall be referred to the Council for consideration.

A03 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation

## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>A04</b>
LEGISLATIVE POWER	- Caravan Parks And Camping Grounds Regulations 1997, (Reg 11)
DELEGATION SUBJECT	- <b>Approval of Camping Other than at a Caravan Park or Camping Ground</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services

The Chief Executive Officer is delegated authority to provide a written approval for a person to camp on land in accordance with regulation 11 (1) (a) for longer than 3 nights in any period of 28 consecutive days on land which he or she owns or has a legal right to occupy, however not exceeding longer than 3 months in any period of 12 months

A04 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation



## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>A05</b>
LEGISLATIVE POWER	- Local Government Act 1995, s5.42 & s9.10
DELEGATION SUBJECT	- <b>Authorised Officers – Appointment</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Nil.

The Chief Executive Officer is delegated authority to appoint “authorised persons” and “Designated Officers” to perform functions under the Local Government Act, Regulations and Local Laws and other regulations and acts including but not limited to the following:

- Local Government Act 1995;
- Local Government (Miscellaneous Provisions) Act 1960;
- Dog Act 1976 and Regulations there under;
- Cat Act 2011 and Regulations there under;
- Control of Vehicles (Off Road Areas) Act 1978 and Regulations there under;
- Litter Act 1979 and Regulations there under;
- Planning & Development Act 2005.
- Building Act 2011
- Food Act 2008
- Public Health Act 2016 & Health (Miscellaneous Provisions) Act 1911

### **The following is a list of Authorised Officers:**

#### Planning & Development Act 2005:

Chief Executive Officer, Executive Manager Development Services; Manager Planning Services; Planning Officer/s.

#### Litter Officers:

Chief Executive Officer; Executive Manager Corporate Services; Executive Manager Community Services; Executive Manager Development Services; Executive Manager Engineering Services; Environmental Health Officer/s; Ranger/s.

#### Dog Act Officers:

Chief Executive Officer; Executive Manager Corporate Services; Executive Manager Engineering Services; Executive Manager Development Services; Executive Manager Community Services; Environmental Health Officer/s, Ranger/s, Senior Building Surveyor.

#### Cat Act Officers:

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Chief Executive Officer; Executive Manager Development Services; Ranger/s.

### Swimming Pool Inspections:

Chief Executive Officer, Executive Manager Development Services; Senior Building Surveyor, Technical Officer; Ranger/s.

### Building Act 2011

Chief Executive Officer, Executive Manager Development Services, Senior Building Surveyor, Building and Project Supervisor.

### Food Act 2008

Chief Executive Officer, Executive Manager Development Services, Environmental Health Officer/s.

### Public Health Act 2016 & Health (Miscellaneous Provisions) Act 1911

Chief Executive Officer, Executive Manager Development Services, Environmental Health Officer/s.

## Building

<b>DELEGATION NUMBER</b>	- <b>B01</b>
LEGISLATIVE POWER	- <i>Building Act 2011, s20, s127</i>
DELEGATION SUBJECT	- <b>Buildings – Grant or Refusal of Building Permits</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Senior Building Surveyor Building and Project Supervisor

The Chief Executive Officers of the Shire of Northam is delegated authority to grant or refuse building permits, subject to the provisions of s20 *Building Act 2011*.

### **Special Conditions or Guidelines**

An officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.

**REFER TO SEPARATE USAGE REGISTER KEPT BY SENIOR BUILDING SURVEYOR.**

## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>B02</b>
LEGISLATIVE POWER	- <i>Building Act 2011, s21, s127</i>
DELEGATION SUBJECT	- <b>Buildings – Grant or Refusal of Demolition Permits</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Senior Building Surveyor Building and Project Supervisor

The Chief Executive Officer of the Shire of Northam is delegated authority to grant or refuse demolition permits, subject to the provisions of s21 *Building Act 2011*.

**Special Conditions or Guidelines**

An officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.

Any buildings or structure on the Shire of Northam Municipal Inventory being referred to Council for decision.

<b>B02 - Delegation Use</b>			
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>



## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>B03</b>
LEGISLATIVE POWER	- <i>Building Act 2011, s22, s127</i>
DELEGATION SUBJECT	- <b>Buildings – Further Grounds for Not Granting an Application</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Senior Building Surveyor Building and Project Supervisor

The Chief Executive Officer of the Shire of Northam is delegated authority to refuse building or demolition permits due to errors in information or documentation submitted, subject to the provisions of *s22 Building Act 2011*.

### **Special Conditions or Guidelines**

An officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.

<b>B03 - Delegation Use</b>			
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>



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<b>DELEGATION NUMBER</b>	- <b>B04</b>
LEGISLATIVE POWER	- <i>Building Act 2011, s58, s127</i>
DELEGATION SUBJECT	- <b>Buildings – Grant of Occupancy Permit, Building Approval Certificate</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Senior Building Surveyor Building and Project Supervisor

The Chief Executive Officer of the Shire of Northam is delegated authority to grant, modify or refuse Occupancy Permits or Building Approval Certificates, subject to the provisions of s58 *Building Act 2011*.

**Special Conditions or Guidelines**

An officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.

<b>B04 - Delegation Use</b>			
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>





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<b>DELEGATION NUMBER</b>	- <b>B05</b>
LEGISLATIVE POWER	- <i>Building Act 2011, s110, s127</i>
DELEGATION SUBJECT	- <b>Buildings – Building Orders</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services

The Chief Executive Officer is delegated authority to issue Building Orders in relation to:

- Stop work, demolish/remove a building, alter a building or evacuate a building, where there is a contravention of a provision of the Building Act;
- Take specific action to prevent contravention of the Act;
- Finish an outward facing side of a wall;
- Buildings which are considered as being unsafe or not fit for human habitation.

Subject to the provisions of *Building Act 2011*.

### **Special Conditions or Guidelines**

An Officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.

<b>B05 - Delegation Use</b>			
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>

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<b>DELEGATION NUMBER</b>	- <b>B06</b>
LEGISLATIVE POWER	- Building Act 2011, s133, s127
DELEGATION SUBJECT	- <b>Buildings – Prosecutions</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Nil.

The Chief Executive Officer is delegated authority to commence prosecution for an offence against this Act, subject to the provisions of *Building Act 2011*.

B06 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation

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<b>DELEGATION NUMBER</b>	- <b>B07</b>
LEGISLATIVE POWER	- <i>Building Act 2011, s127</i> <i>Building Regulations 2012, r53</i> <i>Local Government Act 1995, s5.42 &amp; s9.10</i>
DELEGATION SUBJECT	- <b>Recover the Charge Imposed for Private Swimming Pool Inspections</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Corporate Services

The Chief Executive Officer is delegated authority to recover the amount of a charge imposed for the inspection of a private swimming pool in a court of competent jurisdiction, subject to Reg 53 of the Building Regulations 2012.

**REFER TO SEPARATE USAGE REGISTER KEPT BY EXECUTIVE MANAGER CORPORATE SERVICES.**

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<b>DELEGATION NUMBER</b>	- <b>B08</b>
LEGISLATIVE POWER	- <i>Local Government (Uniform Local Provisions) Regulations 1996 r. 5, 6</i>
DELEGATION SUBJECT	- <b>Issue Permit to Deposit Material on or Excavate on or Adjacent Street</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Executive Manager Engineering Services Senior Building Surveyor Building and Project Supervisor

The Chief Executive Officer is delegated authority to;

1. Serve written notice on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, require the person to cover the footpath during the period specified in the notice so as to:
  - (a) Prevent damage to the footpath; or
  - (b) Prevent inconvenience to the public or danger from falling materials.
2. Grant permission for a person to place on a specified part of public thoroughfare one or more specified things that may obstruct the public thoroughfare and impose such conditions as the CEO thinks fit on granting permission.

<b>B08 - Delegation Use</b>			
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>
<b>6/11/2017</b>	Shire of Northam and Commonwealth Bank of Australia	Building BA20 form signed to allow construction of part of access ramp in footpath in accordance with point 2 above (Refer to Building application 17230/A11079)	Jason Whiteaker - CEO

## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>B09</b>
LEGISLATIVE POWER	- <i>Building Act 2011, s65</i>
DELEGATION SUBJECT	- <b>Buildings - Extending the period of duration an Occupancy permit or a Building Approval Certificate</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Senior Building Surveyor Building and Project Supervisor

The Chief Executive Officer is Delegated Authority to extend the period of duration of an Occupancy permit or a Building Approval Certificate, subject to the provisions of *s65 Building Act 2011*.

<b>B09 - Delegation Use</b>			
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>



## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>B10</b>
LEGISLATIVE POWER	- <i>Building Act 2011, s117</i>
DELEGATION SUBJECT	- <b>Buildings – Revoke Building Orders</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Senior Building Surveyor Building and Project Supervisor

The Chief Executive Officer is Delegated Authority to Revoke Building Orders, subject to the provisions of s117 Building Act 2011.

<b>B10 - Delegation Use</b>			
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>

## Engineering

- DELEGATION NUMBER** - **E01**
- LEGISLATIVE POWER** - *Local Government Act 1995, s3.50 & s3.50A*  
*Local Government (Functions and General) Regulations – Part 2 – Thoroughfares*  
*Road Traffic Act 1974, s92 & s81D*
- DELEGATION SUBJECT** - **Temporary Closure of Thoroughfares to Vehicles**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Engineering Services  
Executive Manager Development Services

The Chief Executive Officer is delegated authority:

- a) To close any thoroughfare, wholly or partially, for a period of up to 4 weeks after giving local public notice of the intention to do so ; and
- b) To close a thoroughfare managed by the Shire (wholly or partially) to vehicles for a period of more than 4 weeks, but not exceeding 3 months, after giving local public notice of the intention to do so and allowing submissions to be made and considered.

*(Note: Not for the permanent closure of a road/road reserve: refer Land Administration Act).*

<b>E01 - Delegation Use</b>			
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>
<b>3/07/2017</b>	General Public	Temporary closure of Beavis Place, Gordon Pl, Fitzgerald Street, Grey Street, Minson Avenue, Nind St, Ord St, Broome Tce, Hampton St and Weld St. Katrine Road Bridge for the running of the Avon Descent	Clinton Kleynhans - EMES

## 2017/18 Delegated Authority Register

		festival and Avon Descent	
<b>12/07/2017</b>	General Public	Temporary Closure of Wellington St Northam (between Gaidner and Charles St) to facilitate the installation of Drainage Infrastructure.	Clinton Kleynhans - EMES
<b>22/11/2017</b>	General Public	Temporary Closure of Fitzgerald Street (between Gordon and Grey Street) for the running of the Christmas on Fitzgerald event.	Clinton Kleynhans - EMES
<b>12/04/2018</b>	General Public	Temporary Closure of Fitzgerald Street (between Grey and Gairdner), Minsons Ave (between Peel and Beavis), Grey St (between Minson and Fitzgerald), Beavis Pl and Gordon Pl for the Running of the Anzac Day Parade.	Clinton Kleynhans - EMES
<b>8/06/2018</b>	General Public	Temporary Closure of Round-a-bout at Hawes / Chidlow / Burgoyne Streets to facilitate pavement repairs.	Clinton Kleynhans - EMES
<b>16/01/2018</b>	General Public	Temporary closure of Gregory Street Northam to facilitate Sewer replacement works.	Clinton Kleynhans - EMES



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<b>DELEGATION NUMBER</b>	- <b>E02</b>
LEGISLATIVE POWER	- <i>Local Government Act 1995, s3.50 &amp; s3.50A</i> <i>Road Traffic (Events on Roads) Regulations 1991</i> <i>Local Law – Activities on Thoroughfares and Trading in Thoroughfares and Public Places</i>
DELEGATION SUBJECT	- <b>Events on Roads</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Engineering Services Executive Manage Development Services

The Chief Executive Officer is delegated authority to determine applications for the temporary closure of thoroughfares under its management for the purpose of conducting events in accordance with the Road Traffic (Events on Roads) Regulations 1991.

## 2017/18 Delegated Authority Register

<b>E02 - Delegation Use</b>			
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>
<b>3/07/2017</b>	General Public	Temporary closure of Beavis Place, Fitzgerald Street, Grey Street, Minson Avenue, Broome Tce, Hampton St, Weld St and Kennedy St. Katrine Road Bridge for the running of the Avon Descent festival and Avon Descent	Clinton Kleynhans - EMES
<b>13/04/2018</b>	General Public	Temporary closure from 5:30am and Midday during the Anzac Day Parade on Wednesday 25th April 2018. Closure of Fitzgerald St from Grey St to Gairdner St, Closure of Minson Ave from Peel Tce St to Beavis Pl, Closure of Grey St from Minson Ave to Fitzgerald St, Closure of Beavis Pl, Closure of Gordon Pl.	Clinton Kleynhans - EMES

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<b>DELEGATION NUMBER</b>	- <b>E03</b>
LEGISLATIVE POWER	- <i>Local Government Act 1995, Sch 9.1, cl 5(1)</i>  <i>Local Government (Uniform Local Provisions) Regulations 1996 Reg 9</i>
DELEGATION SUBJECT	- <b>Gates across Public Thoroughfare</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to determine applications for permission to erect gates or other devices across public thoroughfares under Council control or management to enable traffic to pass across the public thoroughfare and prevent livestock from straying. This authority relates to all of the provisions of Regulation 9, Local Government (Uniform Local Provisions) Regulations 1996.

<b>E03 - Delegation Use</b>			
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>



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<b>DELEGATION NUMBER</b>	- <b>E04</b>
LEGISLATIVE POWER	- <i>Local Government Act 1995, Schedule 9.1, Clause 7</i>  <i>Local Government (Uniform Local Provisions) Regulations 1996 Regs 12 to 16 (Inclusive)</i>
DELEGATION SUBJECT	- <b>Crossovers</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to determine applications for the construction of a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land and may agree to construct the crossing for the applicant subject to Council policy.

The Chief Executive Officer is delegated authority to give notice to an owner or occupier of private land requiring the person to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare serving the land in accordance with the provisions of Schedule 9.1 Clause 7 of the Act.

This delegated authority relates to all of the provisions of Local Government (Uniform Local Provisions) Regulations 1996; Regulation numbers 12 to 16 inclusive.

<b>E04 - Delegation Use</b>			
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>
<b>4/08/2017</b>	Cyrus Trinidad	Approval of reimbursement at 1 Bunker Way Northam	Clinton Kleynhans - EMES
<b>27/06/2017</b>	Peter Vincent	Approval of crossover application at 6 Putting Rise Northam	Clinton Kleynhans - EMES
<b>14/09/2017</b>	Caroline Marriot	Approval of crossover application at 1 Gerald Terrace Northam	Clinton Kleynhans - EMES
<b>15/09/2017</b>	Jennifer Oneill	Approval of crossover application at 8 Bunker Way Northam	Clinton Kleynhans - EMES

## 2017/18 Delegated Authority Register

<b>31/07/2017</b>	Terence Wyatt	Approval of crossover application at 50 Broome Terrace Northam	Clinton Kleynhans - EMES
<b>10/11/2017</b>	Jitto John	Approval of crossover application at 17 Golf Crescent Northam	Clinton Kleynhans - EMES
<b>22/11/2017</b>	George Paul	Approval of crossover at 20 Oakover Place Northam	Clinton Kleynhans - EMES
<b>14/12/2017</b>	Brad Shearer	Approval of crossover at 320 Hill Road Bakers Hill	Jason Whiteaker - CEO
<b>24/01/2018</b>	Steve Pedrotti	Approval of crossover at Lot 341 Coates Road	Clinton Kleynhans - EMES
<b>6/04/2018</b>	Greg Power	Approval of crossover at 44 Fairway Bend Northam	Clinton Kleynhans - EMES
<b>24/04/2018</b>	Jeremy Wallis	Approval of crossover at 75 Woodley Farm Drive Northam	Clinton Kleynhans - EMES
<b>7/05/2018</b>	Peter Weibel	Approval of crossover at Lot 250 Thomas Street Spencers Brook	Clinton Kleynhans - EMES
<b>7/05/2018</b>	Katie Leeder	Approval of crossover at Lot 4 Burnside Avenue Northam	Clinton Kleynhans - EMES
<b>6/06/2018</b>	Rural Building Company	Approval of crossover at 1 Barrow Street Northam	Clinton Kleynhans - EMES
<b>30/05/2018</b>	Breeanna Haliday	Approval of crossover at 23 Golf Crescent Northam	Clinton Kleynhans - EMES

## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>E05</b>
LEGISLATIVE POWER	- Local Government Act 1995, s3.51
DELEGATION SUBJECT	- <b>Public Thoroughfares – Fixing or Altering Levels or Alignments or Drainage onto Adjoining Land</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to give the required notices as specified in s3.51 (3) and (4) before fixing or altering the level of, or the alignment of a public thoroughfare and before draining water from a public thoroughfare or other public place onto adjoining land.

Further, the Chief Executive Officer is delegated authority to consider submissions received and proceed with the proposal if no objection is received.

E05 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation



## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>E06</b>
LEGISLATIVE POWER	- <i>Local Government Act 1995, s3.52</i>
DELEGATION SUBJECT	- <b>Public Thoroughfares – Public Access &amp; Plans – s3.52 (within designated Town sites)</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to ensure that public thoroughfares are kept open for public use except if they are closed or have restricted use subject to:

1. In fixing or altering the level of, or the alignment of a public thoroughfare, ensure that access by vehicle to land adjoining the thoroughfare can be reasonably provided. (Reference s3.52 (3)).
2. Keeping plans of the levels and alignments of public thoroughfares that are under Council's control or management and make those plans available for public inspection. (Reference s3.52 (4)).

E06 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation

## Finance

<b>DELEGATION NUMBER</b>	- <b>F01</b>
LEGISLATIVE POWER	- <i>Local Government Act 1995, s6.10</i> <i>Local Government (Financial Management) Regulations 1996, Reg 12</i>
DELEGATION SUBJECT	- <b>Creditors, Payment of</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Corporate Services Executive Manager Development Services Executive Manager Community Services Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to make payments from the Municipal fund or the Trust fund in accordance with the provisions of Local Government (Financial Management) Reg 12

**REFER TO SEPARATE USAGE REGISTER KEPT BY EXECUTIVE MANAGER CORPORATE SERVICES.**



## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>F02</b>
LEGISLATIVE POWER	- <i>Local Government Act 1995, s3.58</i>  <i>Local Government (Functions General) Regulations, Reg. 30</i>
DELEGATION SUBJECT	- <b>Disposal of Council Property</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Nil.

The Chief Executive Officer is delegated authority to dispose of property to the highest bidder, at public auction, public tender or by private treaty subject to the following limits:

- Land - to a value of \$5,000 in accordance with Local Government (Functions General) Regulations – Reg 30(2)(a) & (c);
- Other – to a value of \$20,000 in accordance with Local Government (Functions General) Regulations – Reg 30(3).

F02 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation

## 2017/18 Delegated Authority Register



<b>DELEGATION NUMBER</b>	- <b>F03</b>
LEGISLATIVE POWER	- Local Government Act 1995 Recovery of Rates and Charges, s6.55 & s6.56
DELEGATION SUBJECT	- <b>Recovery of Unpaid Debtors</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Corporate Services

The Chief Executive Officer is delegated authority to recover outstanding rates and service charges and take the legal action necessary for recovery in accordance with the provisions of Part 6, Division 6, subdivisions 5 and 6 of the Local Government Act 1995.

**REFER TO SEPARATE USAGE REGISTER KEPT BY EXECUTIVE MANAGER OF CORPORATE SERVICES.**

## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>F04</b>
LEGISLATIVE POWER	- <i>Local Government Act 1995</i>  <i>Inviting of Tenders s3.57</i>  <i>Local Government (functions and general) Regulations cl. 14, 18, 20</i>
DELEGATION SUBJECT	- <b>Inviting Tenders</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Nil.

The Chief Executive Officer is delegated authority to;

1. Invite tenders before for the local government to enter into a contract of a prescribed kind under which another person is to supply goods or services.
2. Determine an appropriate selection criteria based on one or more of the following criteria;
  - a. Price
  - b. Ongoing Operational costs
  - c. Quality
  - d. Timeliness of deliver
  - e. Fit purpose
  - f. Community benefit
  - g. Application of regional price preference in accordance with Council policy
  - h. Relevant experience
  - i. Reliability
3. Make minor variations to awarded tenders within the following parameters;
  - a. Cost to Council not to exceed available budget allocations.
4. Make a determination to accept or reject tenders up to \$150,000.
5. Make determinations on purchases under \$250,000 for the supply of the goods or services obtained through the Council Purchasing Service of WALGA.

<b>F04 - Delegation Use</b>			
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>
7/10/2017	Architects/Aquatic Centre designers	Advertisement of Tender 5 of 2017 Architectural/Design Services for the Northam Aquatic Facility	Jason Whiteaker - CEO
<b>30/05/2018</b>	Shed suppliers / builders	Advertisement of Tender 4 of 2018 Supply and Construction of Grass Valley Fire Shed	Jason Whiteaker - CEO



## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>F05</b>
LEGISLATIVE POWER	- <i>Local Government Act 1995</i>  <i>Local Government (functions and general) Regulations cl. 14, 18, 20</i>
DELEGATION SUBJECT	- <b>Write Off / Waive Small Fees or Debts</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Nil.

The Chief Executive Officer is delegated authority to make a determination to waive or grant concessions in relation to any amount of money or write off any amount of money that is owed to the local government [subject to section 6.12(2)] – up to a maximum of \$500.00.

<b>F05 - Delegation Use</b>			
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>
<b>17/08/2017</b>	Saints 16's junior football team	Recreation Centre hire fees totalling \$105.00. Refer to record N8617.	Jason Whiteaker - CEO
<b>24/08/2017</b>	Keedac	Recreation Centre fee waiver totalling \$150.00. See record N8618.	Jason Whiteaker - CEO
<b>13/09/2017</b>	gettinhectic.	Community Xmas Booking on behalf of Synergy and Lifeline WA for event at Recreation Centre on 5th November 2017. Charges totalling \$245.00	Jason Whiteaker - CEO
<b>4/10/2017</b>	Northam Chamber of Commerce	Waiver of booking fee for a meeting room at the Northam Recreation Centre to conduct interviews for their Executive Officer. Totalling \$210.00, refer	Jason Whiteaker - CEO

## 2017/18 Delegated Authority Register

		to record O48055.	
<b>26/10/2017</b>	Bakers Hill RSL	Car Boot Sale Stallholder fee totalling \$155.00	Jason Whiteaker - CEO
<b>27/10/2017</b>	Rotary Club Of Northam	Development Application fee of \$147.00 waived for Application in Enright Park (Council Land)	Jason Whiteaker - CEO
<b>3/11/2017</b>	Rotary Club Northam	Write off of invoice 19125 for hire fees at the Northam Recreation Centre for the Avon-a-Go Community Fun Run, 29th October 2017.	Jason Whiteaker - CEO
<b>29/11/2017</b>	Dobinare Cattery establishment fee	\$200.00 invoice Cattery annual establishment fee	Jason Whiteaker - CEO
<b>4/12/2017</b>	Bakers Hill Progress & Recreation Association	Waiver of blanket stall holder application and event fee, totalling \$309.00 for the Bakers Hill Christmas Fair.	Jason Whiteaker - CEO
<b>11/01/2018</b>	Wundowie P&C, Wundowie Primary School	Waiver of event application fee and blanket stallholder fee totalling \$309.00 for the Wundowie Show and Shire Fundraiser. See record O50022.	Chadd Hunt – Acting Chief Executive Officer
<b>20/07/2017</b>	Wundowie Tennis Club	Write off electricity charges valued at \$270.15 raised in error for the Wundowie Oval Debtors journal batch 11405	Jason Whiteaker - CEO
<b>28/02/2018</b>	Seniors Recreation Council of WA	Annual LiveLighter Aged Care Games 01/03/2018. Waiver of booking fees totalling \$495.00. Refer to record I75871	Jason Whiteaker - CEO

## 2017/18 Delegated Authority Register

<b>8/03/2018</b>	Fee waiver for hire fees of Northam Town Hall – Fundraiser event on 08/03/2018	Jermaine Davis	Ross Rayson - EMCOMMS
<b>14/03/2018</b>	Fee Waiver for hire fees Northam Town Hall-Northam Motor Sport Festival	Northam Motor Sport Festival	Jason Whiteaker - CEO
<b>13/04/2018</b>	Fee wavier of \$154.00 for 2018 ANZAC Day. Event Application fees. Refer to O51940.	Northam Sub Branch RSL	Jason Whiteaker - CEO
<b>22/05/2018</b>	Triple M	Booking fees for Give 5 for Kids fundraiser on the 27th of June 2018, totalling \$160.00.	Jason Whiteaker - CEO
<b>18/05/2018</b>	Clackline Progress Association	Waiver of Development Application fees totalling \$147.00 (Clackline Postal Agency).	Jason Whiteaker - CEO
<b>26/06/2018</b>	Wheatbelt Mental Health Services	Fee Waiver for Wheatbelt Mental Health Service event on 6 July 2018 totalling \$500.00 – Booking fees. Refer to record N9489.	Jason Whiteaker - CEO

## Health

<b>DELEGATION NUMBER</b>	- <b>H01</b>
LEGISLATIVE POWER	- <i>Health (Miscellaneous Provisions) Act 1911</i> <i>Public Health Act 2016</i> <i>Health Local Laws 2008</i>
DELEGATION SUBJECT	- <b><i>Health (Miscellaneous Provisions) Act 1911 &amp; Public Health Act 2016 &amp; Health Local Law 2008 – (Deputy) – (Including Itinerant Food Vendors, Stallholders, Traders and Street Entertainers</i></b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services  Environmental Health Officer/s

The Chief Executive Officer is delegated authority to act as Council's "Deputy" pursuant to the Health Act and to exercise and discharge the following powers and functions, including:

1. Issue such *Health (Miscellaneous Provisions) Act 1911 & Public Health Act 2016* and Health Local Law notices and orders as appropriate;
2. Determine applications for licenses and permits under the *Health (Miscellaneous Provisions) Act 1911 & Public Health Act 2016* and Health Local Laws in accordance with relevant provisions.
3. Authorise Environmental Health Officers with the power to enter premises under s349 of the Health Act, to administer the provisions of the Fly Eradication Regulations and the Health Poultry Manure Regulations 2001 provided that the power to serve notice is exercised by the Executive Manager Development Services.

**REFER TO SEPARATE USAGE REGISTER KEPT BY ENVIRONMENTAL HEALTH OFFICER/S.**





## Planning

- DELEGATION NUMBER** - **P01**
- LEGISLATIVE POWER** - *Local Government Act 1995*  
*Planning and Development Act 2005, gazetted Local Planning Schemes, the Local Government (Miscellaneous Provisions) Act 1960*
- DELEGATION SUBJECT** - **Instruct Legal Action**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services

The Chief Executive Officer is delegated authority to instruct Council's Solicitors to take legal action in respect of any breach, contravention or offence under the Planning and Development Act 2005, gazetted Local Planning Schemes, the Local Government (Miscellaneous Provisions) Act 1960 and all subsidiary legislation made under those acts including signing and executing documents on behalf of the Shire.

P01 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation



## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	-	<b>P02</b>
LEGISLATIVE POWER	-	Local Planning Scheme No. 6
DELEGATION SUBJECT	-	<b>Development Applications - Advertising</b>
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Executive Manager Development Services Manager Planning Services

The Chief Executive Officer is delegated authority to advertise development applications for public comment where the Chief Executive Officer considers such applications should have public comment prior to consideration by Council, and to make available from Council's file's, information regarding the development application so the public are in a position to make a proper assessment, in accordance with Council policy which may exist from time to time.

<b>P02 - Delegation Use</b>			
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>



<b>DELEGATION NUMBER</b>	- <b>P03</b>
LEGISLATIVE POWER	- Local Planning Scheme No 6
DELEGATION SUBJECT	- <b>Planning Determinations</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning Services

## General Delegation

The Chief Executive Officer, Pursuant to Clause 82, Part 10 of Schedule 2 of the Deemed Provisions for Local Planning Schemes, is delegated authority to approve or refuse applications for development approval made under Shire of Northam Local Planning Scheme No. 6 (the Scheme), with or without conditions subject to consistency with the Scheme, including giving due regard to relevant Local Planning Policies, and/or WAPC/State Planning Policies, and the exclusions/conditions set out below.

## Exclusions/Conditions

### General Exclusions

1. Applications for development approval for development exceeding \$3M in value and/or a net increase of in excess of 10 dwellings and/or uses listed as 'P', 'D' or 'A' within the Scheme at variance with Scheme requirements and standards.

Specific Exclusions and Exceptions for Minor Works etc.

1. Subject to 7 below, with respect to applications for development approval for development other than advertising signage, domestic outbuildings, fencing and residential additions/alterations, any delegated decision must be consistent with, rather than giving due regard to, relevant Local Planning Policies.
2. Subject to 7 below, applications for development approval for development of land within a Local Reserve may only be approved under delegated authority where it is consistent with the purpose of the Reserve.
3. Subject to 7 below, applications for development approval for the types of land-use or development listed below may only be refused under delegated authority:
  - a) Animal Establishment in other than the 'Rural' Zone;
  - b) Equestrian Activity in other than the Rural Zone;
  - c) Hotel;
  - d) Industry - Extractive;
  - e) Industry - Mining in other than the 'Rural' Zone;

- f) Liquor Store (small and large);
  - g) Motel in other than the 'Commercial' Zone;
  - h) Night Club;
  - i) Restricted Premises;
  - j) Tavern;
  - k) Telecommunications Infrastructure; and/or
  - l) Any other development associated with racing, gaming or the sale of liquor, other than where development is of a temporary nature (no more than 48 hours duration).
4. Subject to 7 below, unless specifically provided for in a Local Planning Policy or Policies, applications for development approval that must be assessed under the provisions of Clauses 3.4.2 or 3.4.3 of the Scheme (uses not listed in the Zoning Table) may only be refused under delegated authority. (Note: Should the delegated officer feel that the application may warrant approval, the application shall be reported to Council for consideration prior to the undertaking of consultation, if consultation is considered necessary)
5. Subject to 7 below, applications for development approval that must be assessed under the provisions of Part 3, Clauses 3.8 up to and including 3.12 of the Scheme (the 'non-conforming uses' provisions) may only be refused under delegated authority. (Note: Should the delegated officer feel that the application may warrant approval, the application shall be reported to Council for consideration)
6. Subject to 7 below, unless specifically provided for in a Local Planning Policy or Policies, applications for development approval that must be assessed under the provisions of Clause 4.13.7 of the Scheme (the 'Cash Payment in Lieu of the Provision of Car Parking' provisions) may only be refused under delegated authority. (Note: Should the delegated officer feel that the application may warrant approval, the application shall be reported to Council for consideration)
7. Subject to 8 below, the provisions of 1 - 6 above do not apply to applications for renewals of development approval, alterations and/or expansions affecting a maximum area of 10% of the existing development, or 200m<sup>2</sup> (in terms of floorspace or land area in use, as appropriate), whichever is the lesser, and which are associated with existing, lawful land-uses, wherein the application may be refused or approved, with or without conditions, under delegated authority.
8. Where a renewal of development approval is issued pursuant to 7 above, the term of any renewal shall not exceed 12 months, however, an unlimited number of renewals may be granted under delegated authority.
- An officer to who this authority is delegated cannot approve plans in which he/she have an interest.**

**REFER TO SEPARATE USAGE REGISTER KEPT BY MANAGER PLANNING SERVICES**

## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>P04</b>
LEGISLATIVE POWER	- Strata Titles Act 1985, s23
DELEGATION SUBJECT	- <b>Strata Titles – Certificate of Local Government</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning Services

Under s23(4) of the Strata Titles Act 1985 the Chief Executive Officer is delegated to issue certificates relating to Strata Title developments confirming various obligations have been met under s23 of the Strata Titles Act 1985, excluding modifications to existing buildings (s23(3) and s24).

P04 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation

## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>P05</b>
LEGISLATIVE POWER	- Strata Titles Act 1985, s19(10)
DELEGATION SUBJECT	- <b>Consent to the Lease of Common Property</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning Services

The Chief Executive Officer is delegated to give consent to the mortgage and/or lease of common property on Strata Plans where the provisions of the Act are met and in accordance with Council Policy.

P05 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation



## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>P06</b>
LEGISLATIVE POWER	- Local Planning Schemes No 6
DELEGATION SUBJECT	- <b>Advertising Signs</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning Services

The Chief Executive Officer is delegated authority to approve signs that require such approval and where appropriate the licensing of signs that comply with the Local Planning Schemes, any Council Policy which may exist from time to time and Local Laws of the Council.

P06 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation

## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	-	<b>P07</b>
LEGISLATIVE POWER	-	Local Government Act 1995, s5.42  Local Planning Scheme No 6  Local Planning Policy
DELEGATION SUBJECT	-	<b>Illegal Development, Giving Written Direction</b>
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Executive Manager Development Services  Manager Planning Services

The Chief Executive Officer is delegated authority to exercise the power under s5.42(1) of the Local Government Act 1995, to give an owner or developer a direction requiring them to comply under Section 214 of the Planning & Development Act, with the Local Planning Scheme, Policy or Planning requirement. The Chief Executive Officer should inform the owner if the developer is not the owner.

<b>P07 - Delegation Use</b>			
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>





## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>P08</b>
LEGISLATIVE POWER	- <i>Local Government Act 1995, s5.42</i> <i>Local Planning Scheme No 6</i>
DELEGATION SUBJECT	- <b>Amended Plans</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning Services

The Chief Executive Officer is delegated authority to amended plans relating to applications determined by Council, where-

- The amended plan, if submitted as a new application, could have been determined under delegated authority; and/or
- The amended plans do not differ from the determined plans in any respect which generates a need to undertake consultation pursuant to Clause 64 of the Deemed Provisions for Local Planning Schemes and/or Part 4 (Neighbour Consultation) of the R-Codes; and/or
- The amended plans do not differ from the determined plans in respect of the number of residential units or an increase in floorspace of more than 10% or 200m<sup>2</sup> (in terms of floorspace or land area in use, as appropriate) whichever is the lesser.

P08 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
9/10/2017	Bakers Hill RSL	Approve Amended Plans P1935.1	Kobus Nieuwoudt - Manager Planning Services
28/07/2017	St John Ambulance Association	Approve minor amendment to approved plans P16021.2	Kobus Nieuwoudt - Manager Planning Services

## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>P09</b>
LEGISLATIVE POWER	- <i>Local Government Act 1995, s5.42</i> <i>Local Planning Scheme No 6</i>
DELEGATION SUBJECT	- <b>Conditions Related to Consultation</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning Services

The Chief Executive Officer is delegated authority to determine applications for development approval that have been advertised for consultation purposes, in accordance with the provisions of Clause 64 of the Deemed Provisions for Local Planning Schemes and/or Part 4 of the R-Codes, if-

- a) No submissions were received, or only supportive submissions that do not request any change to the development were received; or
- b) Submissions that raise concerns with the proposed development were received and those concerns are, in the opinion of the delegated officer, clearly not material planning considerations;
- c) Submissions that raise concerns with the proposed development were received, and those concerns are material planning considerations, but;
  - i) Through liaison with the party or parties that lodged the submissions and/or amendments to the application and/or the application of conditions, the matters raised in the submissions can be resolved to the satisfaction of the delegated officer, the applicant, and the party or parties that lodged the submissions (the delegated officer must also ensure that the interests of fourth parties are protected and undertake further consultation if considered necessary), and
  - ii) Prior to approval of the application, the applicant and/or party or parties who lodged the submissions have provided written (including via fax or email) confirmation of their acceptance of the terms of the proposed delegated decision.

*(Note: Should (a), (b) or (c) above not apply, or the delegated officer feel that the application should be refused, the application shall be reported to Council for consideration)*

# 2017/18 Delegated Authority Register



<b>P09 - Delegation Use</b>			
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>

## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>P10</b>
LEGISLATIVE POWER	- <i>Local Government Act 1995, s5.42</i>
DELEGATION SUBJECT	- <b>Recommendations to the WAPC Regarding Applications for Subdivision/Amalgamation or Strata Title</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning Services

The Chief Executive Officer is delegated authority to make recommendations to the WAPC with regards to applications referred to Council pursuant to Part 10 (Subdivision and development control) of the Planning and Development Act 2005, subject to consistency with the Scheme, relevant Local Planning Policies, and/or WAPC/State Planning Policies, and the exclusions/conditions set out below.

### Exclusions/Conditions

Applications that, were they approved by the WAPC, might result in a net increase of more than 10 lots, a recommendation to the WAPC may only be made under delegated authority if-

- a) The application is consistent with a strategy, local structure plan, local development plan or other plan endorsed by Council, or which forms part of the Scheme and/or a Local Planning Policy; and/or
- b) The application is for amended plans for an application that has been considered by Council within the last two years and the amendments are, in the opinion of the delegated officer, of a minor nature.

P10 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation

## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>P11</b>
LEGISLATIVE POWER	- <i>Local Government Act 1995, s5.42</i>  <i>Deemed Provisions for Local Planning Schemes (Cl. 82)</i>
DELEGATION SUBJECT	- <b>Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services  Manager Planning Services

The Chief Executive Officer is delegated authority to, advise regarding clearance of conditions of development approval, and to advise the Western Australian Planning Commission with regards to the clearance of conditions set pursuant to Part 10 (Subdivision and development control) of the Planning and Development Act 2005 and for which Council is nominated as a clearance agency, subject to consistency with the Scheme, Local Planning Policies, and the exclusions/conditions set out below.

Exclusions/Conditions  
Nil.

P11 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation

## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>P12</b>
LEGISLATIVE POWER	- <i>Local Government Act 1995, s5.42</i>
DELEGATION SUBJECT	- <b>Advice to the Department for Lands Regarding Matters Associated with the Land Administration Act 1997</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning Services

The Chief Executive Officer is delegated authority to advise the Department of Lands with respect to proposed changes of tenure, changed/new management orders, and/or granting or renewing of leases and/or licences relating to Crown Land.

Exclusions/Conditions

Nil.

P12 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation

## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>P13</b>
LEGISLATIVE POWER	- <i>Local Government Act 1995, s5.42</i>
DELEGATION SUBJECT	- <b>Advising other Regulatory Authorities</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning Services

The Chief Executive Officer is delegated authority to advise other regulatory authorities (other than the Western Australian Planning Commission with respect to applications for subdivision) with respect to matters where planning-related advice is required subject to consistency with existing planning or other local government approvals, as appropriate, and the Scheme, relevant Local Planning Policies and/or WAPC/State Planning Policies, and the exclusions/conditions set out below.

Exclusions/Conditions

Nil.

P13 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation

## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>P14</b>
LEGISLATIVE POWER	- <i>Local Government Act 1995, s5.42</i>
DELEGATION SUBJECT	- <b>Appeals, Requests for Reconsideration</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning Services

The Chief Executive Officer is delegated authority to respond to appeals made to the State Administrative Tribunal (including appointment of Counsel), or requests for reconsideration lodged with the WAPC, subject to consistency with any resolution of Council relating to the matter subject of an appeal or request for reconsideration, the Scheme, Local Planning Policies (in the event of any inconsistency between the Scheme, Local Planning Policies and any resolution of Council relating to the matter subject of an appeal or request for reconsideration, then the resolution of Council shall prevail), and the exclusions/conditions set out below.

Exclusions/Conditions

Nil.

P14 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation



## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>P15</b>
LEGISLATIVE POWER	- <i>Local Government Act 1995, s5.42</i>
DELEGATION SUBJECT	- <b>Road Names</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning Services

The Chief Executive Officer is delegated authority to advise the Geographic Names Committee with respect to the application of names to new or extended roads within the Shire of Northam.

### Exclusions/Conditions

1. With respect to new roads, the delegated officer may only advise the Geographic Names Committee to apply names previously endorsed by Council for inclusion on the Shire's Reserved List of Road Names.
2. With respect to new roads, within areas affected by Native Title, the delegated officer may only advise the Geographic Names Committee to apply aboriginal names previously endorsed by Council for inclusion on the Shire's Reserved List of Road Names.
3. A register of names endorsed by Council for inclusion on the Shire's Reserved List of Road Names shall be maintained.

P15 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation

## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	-	<b>P16</b>
LEGISLATIVE POWER	-	<i>Planning and Development Act 2005</i>  <i>Gazetted Local Planning Schemes</i>  <i>Local Government (Miscellaneous Provisions) Act 1960</i>
DELEGATION SUBJECT	-	<b>Authorised Officers – Planning Infringements</b>
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Executive Manager Development Services

The Chief Executive Officer is delegated authority under Section 234 of the Planning and Development Act 20015 to appoint authorised persons under Sections 228-231 of the Act to issue Planning Infringement Notices.

<b>P16 - Delegation Use</b>			
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>



## Properties

- DELEGATION NUMBER** - **PR01**
- LEGISLATIVE POWER - *Local Government Act 1995, s3.24*
- DELEGATION SUBJECT - **Notice Requiring Certain Things to be done by the Owner or Occupier of Land**
- DELEGATE - Chief Executive Officer
- SUB DELEGATE - Executive Manager Development Services  
Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to exercise the power under s3.25 (1) of the Local Government Act 1995, to give an owner or occupier a notice requiring them to do something to the land if it is specified in Schedule 3.1 of the Act. The Chief Executive Officer must inform the owner if the occupier is not the owner.

PR01 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation

## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>PR02</b>
LEGISLATIVE POWER	- <i>Liquor Licensing Act 1988</i>
DELEGATION SUBJECT	- <b>Authority to Issue s39 &amp; s40 Certificates Liquor Licensing Act 1988</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services

The Chief Executive Officer is delegated authority to issue s39 and s40 Certificates under the Liquor Licensing Act 1988.

PR01 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
10/10/2017	Willowfield Nominees Pty Ltd	Issue of Section 40 for Assessment 13530 – refer to I71989	Chadd Hunt - EMDS

## Ranger

<b>DELEGATION NUMBER</b>	- <b>R01</b>
LEGISLATIVE POWER	- <i>Shire of Northam Keeping and Control of Cats Local Law 2008, Shire of Northam Dogs Local Law 2008</i>
DELEGATION SUBJECT	- <b>Approval to keep more than the prescribed number of cats and dogs permitted by relevant local laws</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services

The Chief Executive Officer is delegated authority under the provisions of the relevant local law to approve more than the prescribed number of dogs or cats provided the application has been advertised in accordance with Council Policy and that no adverse comments have been received.

R01 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
25/07/2017	Danielle Kirkpatrick A830	Issued Multiple Dog Permit	Chadd Hunt - EMDS
25/07/2017	Debra Wessley A914	Issued Multiple Dog Permit	Chadd Hunt - EMDS
25/07/2017	Philip Smith A16149	Issued Multiple Dog Permit	Chadd Hunt - EMDS
15/03/2018	Veronica Woodgate A1773	Issued Multiple Cat permit	Chadd Hunt - EMDS
19/04/2018	Sharon & Josh Bond	Issued Multiple Dog Permit	Chadd Hunt - EMDS
16/05/2018	Shane Gorgig	Issued Multiple Dog Permit	Chadd Hunt - EMDS

## Other

- DELEGATION NUMBER** - **O01**
- LEGISLATIVE POWER - *Bush Fires Act 1954, s33 & s48*
- DELEGATION SUBJECT - **Firebreak Order - Variation**
- DELEGATE - Chief Executive Officer
- SUB DELEGATE - Nil.

The Chief Executive Officer, in accordance with s48(1) of the *Bush Fires Act 1954*, is delegated authority to approve or refuse applications to provide firebreaks in alternative positions and to approve or refuse applications to provide alternative fire protection measures on land in consultation with the Chief Bush Fire Control Officer.

**s48(3) of the Bush Fires Act 1954 precludes sub delegation from the CEO to others.**

O01 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation



## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	-	<b>O02</b>	
LEGISLATIVE POWER	-	Bush Fires Act 1954, s17(10) & s18	
DELEGATION SUBJECT	-	<b>Burning, Prohibited (Variations)</b>	
DELEGATE	-	Shire President Chief Bush Fire Control Officer	} <b>Jointly</b>
SUB DELEGATE	-	Nil.	

That pursuant to s17(10), the Shire President and the Chief Bush Fire Control Officer be delegated **jointly** the Council's powers and duties under the Bush Fires Act 1954, to vary the prohibited burning times and restricted burning times s17(7), and give notice of such s17.8, provided that the Officer in Charge of the Department of Environment and Conservation (DEC) is consulted with before the authority under this delegation is exercised in accordance with the provisions of s18 of the Bush Fires Act 1954.

<b>O02 - Delegation Use</b>			
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>
<b>14/11/2017</b>	Impact Fire Brigades. No change to Residents with in the Shire Boundaries	Restricted Period extended to Fire Brigades only from the 1Dec to the 14th December 2017	Steven Pollard - Shire President & Mathew MacQueen - CBFCO

## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>O03</b>
LEGISLATIVE POWER	- <i>Bush Fires Act 1954, s59(3)</i>
DELEGATION SUBJECT	- <b>Offences - Bush Fires Act</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services

In accordance with s59(3) of the *Bush Fires Act 1954*, the Chief Executive Officer is delegated authority generally to consider allegations of offences alleged to have been committed against the Bush Fires Act within the district and to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences. This delegation extends to the issue of infringement notices by authorised Fire Control Officers in accordance with the provisions of s59A of the Act.

<b>O03 - Delegation Use</b>			
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>





## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>O04</b>
LEGISLATIVE POWER	- <i>Local Government Act 1995, s9.10</i>
DELEGATION SUBJECT	- <b>Issuing of Licences, Approvals &amp; Permits – Local Laws</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Corporate Services Executive Manager Development Services Executive Manager Community Services Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to determine applications for the issue and or renewal of licenses and permits that are provided for in Council local laws.

O04 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation



## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	-	<b>O05</b>
LEGISLATIVE POWER	-	<i>Local Government Act 1995, Schedule 9.1</i>
DELEGATION SUBJECT	-	<b>Authority to Approve Requests for Short Term Parking</b>
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer is delegated authority to approve requests for short term parking bays on town Streets within the Shire.

O01 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation



# SECTION B

## DELEGATIONS FROM COUNCIL TO COMMITTEES

There are NO delegated responsibilities from Council to any of its Committees.

# SECTION C

## DELEGATIONS FROM CHIEF EXECUTIVE OFFICER TO OTHER EMPLOYEES

The following Delegations have been made by the Chief Executive Officer to:

## **EXECUTIVE MANAGER CORPORATE SERVICES:**

- B07** Recover charges imposed for Private Swimming Pool inspections
- F01** Creditors, Payment of
- F03** Recovery of unpaid Debtors
- O04** Issuing of Licences, Approvals & Permits – Local Laws

## **EXECUTIVE MANAGER DEVELOPMENT SERVICES**

- A02** Power to Remove and Impound Goods
- A04** Approval of Camping Other than at a Caravan Park or Camping Ground
- B01** Buildings – Grant or Refusal of Building Permits
- B02** Buildings – Grant or Refusal of Demolition Permits
- B03** Buildings – Further Grounds for Not Granting an Application
- B04** Buildings – Grant of Occupancy Permit, Building Approval Certificate
- B05** Buildings – Building Orders
- B08** Issue Permit to Deposit Material on or Excavate on or Adjacent Street
- B09** Buildings – Extending the period of duration of an Occupancy permit or a Building Approval Certificate
- B10** Buildings – Revoke Building Orders
- E01** Temporary Closure of Thoroughfares to Vehicles
- E02** Events on Roads
- F01** Creditors, Payment of
- H01** Health Act & Health Local Law 2008 – (Deputy) – (Including Itinerant Food Vendors, Stallholders, Traders and Street Entertainers)
- P01** Instruct Legal Action
- P02** Development Applications - Advertising
- P03** Planning Determinations
- P04** Strata Titles – Certificates of Local Government
- P05** Consent to the lease of Common Property
- P06** Advertising Signs

- P07** Illegal Development, Giving Written Direction
- P08** Amended Plans
- P09** Conditions Related to Consultation
- P10** Recommendations to the WAPC Regarding Applications for Subdivision/Amalgamation or Strata Title
- P11** Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval
- P12** Advice to the Department for Lands Regarding Matters Associated with the Land Administration Act 1997
- P13** Advising other Regulatory Authorities
- P14** Appeals, Requests for Reconsideration
- P15** Road Names
- PR01** Notice Requiring Certain Things to be Done by the Owner or Occupier of Land
- PR02** Authority to Issue Section 39 & 40 Certificates Liquor Licensing Act 1988
- O03** Offences – Bush Fires Act
- O04** Issuing of Licences, Approvals & Permits – Local Laws

## **EXECUTIVE MANAGER ENGINEERING SERVICES**

- A02** Power to Remove and Impound Goods
- B08** Issue Permit to Deposit Material on or Excavate on or Adjacent Street
- E01** Temporary Closure of Thoroughfares to Vehicles
- E02** Events on Roads
- E03** Gates Across Public Thoroughfare
- E04** Crossovers
- E05** Public Thoroughfares – Fixing or Altering Levels, or Alignments, or Drainage onto Adjoining Land
- E06** Public Thoroughfares – Public Access & Plans s3.52 (within designated Townsites)
- F01** Creditors, Payment of
- PR01** Notice Requiring Certain Things to be Done by the Owner or Occupier of Land
- O04** Issuing of Licences, Approvals & Permits – Local Laws

## **EXECUTIVE MANAGER COMMUNITY SERVICES**

- F01** Creditors, Payment of
- O04** Issuing of Licences, Approvals & Permits – Local Laws

## **MANAGER PLANNING SERVICES**

- P02** Development Applications - Advertising
- P03** Planning Determinations
- P04** Strata Titles – Certificates of Local Government
- P05** Consent to the lease of Common Property
- P06** Advertising Signs
- P07** Illegal Development, Giving Written Direction
- P08** Amended Plans
- P09** Conditions Related to Consultation
- P10** Recommendations to the WAPC Regarding Applications for Subdivision/Amalgamation or Strata Title
- P11** Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval
- P12** Advice to the Department for Lands Regarding Matters Associated with the Land Administration Act 1997
- P13** Advising other Regulatory Authorities
- P14** Appeals, Requests for Reconsideration
- P15** Road Names

## **ENVIRONMENTAL HEALTH OFFICER/S**

- H01** Health Act & Health Local Law 2008 – (Deputy) – (Including Itinerant Food Vendors, Stallholders, Traders and Street Entertainers)

## **SENIOR BUILDING SURVEYOR**

- B01** Buildings – Grant or Refusal of Building Permits
- B02** Buildings – Grant or Refusal of Demolition Permits
- B03** Buildings – Further Grounds for Not Granting an Application
- B04** Buildings - Grant of Occupancy Permit, Building Approval Certificate

- B08** Issue Permit to Deposit Material on or Excavate on or Adjacent Street
- B09** Buildings – Extending the period of duration of an Occupancy permit or a Building Approval Certificate
- B10** Buildings – Revoke Building Orders

## **BUILDING AND PROJECT SUPERVISOR**

- B01** Buildings – Grant or Refusal of Building Permits
- B02** Buildings – Grant or Refusal of Demolition Permits
- B03** Buildings – Further Grounds for Not Granting an Application
- B04** Buildings - Grant of Occupancy Permit, Building Approval Certificate
- B08** Issue Permit to Deposit Material on or Excavate on or Adjacent Street
- B09** Buildings – Extending the period of duration of an Occupancy permit or a Building Approval Certificate
- B10** Buildings – Revoke Building Orders

**SHIRE PRESIDENT**

**CHIEF BUSH FIRE CONTROL OFFICER**

} **Jointly**

- O02** Burning, Prohibited (Variations)

