



ATTACHMENTS

COUNCIL MEETING

15 DECEMBER 2023

CONTENTS

ATTACHMENTS

9.1.8 (1) Register of Delegations, Authorisations and Appointments	2
9.1.9 (1) Alleged Unlawful Clearing Little Bay	117
9.1.9 (2) Alleged Unlawful Clearing Little Bay	118
9.1.9 (3) Alleged Unlawful Clearing Little Bay	121
9.2.1 (1) Payment List for Endorsement on 15 th December 2023	123
9.2.2 (1) Monthly Finance Report for the period ending 30 November 2023..	131
9.2.4 (1) Ajana Binnu Bush Fire Brigade Naming Convention.....	155
9.2.4 (2) Ajana Binnu Bush Fire Brigade Naming Convention.....	157
9.3.1 (1) Delegated Planning Decisions for November 2023.....	158
9.4.1 (1) Building Approvals Report November 2023	159
9.5.1 (1) Proposed Kalbarri Open Air Music Festival Event	160
9.5.1 (2) Proposed Kalbarri Open Air Music Festival Event	178
9.5.1.(3) Proposed Kalbarri Open Air Music Festival Event	179
9.5.1 (4) Proposed Kalbarri Open Air Music Festival Event	185
9.5.2 (1) Proposal to Acquire Unallocated Crown Land.....	187
9.5.2 (2) Proposal to Acquire Unallocated Crown Land.....	188
9.7.1 (1) Information Items – Maintenance/Construction – Works Program ...	189

APPENDICES

9.8.1 (1) Delegation Register	1
-------------------------------------	---

Register of Delegations, Authorisations and Appointments



December 15, 2023
www.northampton.wa.gov.au
199 Hampton Street, Northampton WA 6535

Contents

INTRODUCTION.....	4
Transfer of Authority Due to Absence.....	5
Acting Through.....	5
Standard Conditions of Delegations.....	6
COUNCIL TO CEO DELEGATIONS - <i>Local Government Act 1995</i>	7
1 - Appointment of Acting Chief Executive Officer.....	8
2 - Powers of Entry.....	9
3 - Temporary Road Closures.....	10
4 – Payments from the Municipal and Trust Fund.....	12
5 – Investments.....	13
6 – Objection to Rate Record.....	15
7 – Disposing of Confiscated or Uncollected Goods.....	16
8 – Appointment of Designated Employees.....	18
9 – Administration of Local Laws.....	19
10 – Gates across Public Thoroughfares.....	22
11 - Reserves Under the Control of Local Government.....	23
12 – Recovery of Rates Debts – Actions to Take Possession of the Land.....	24
13 – Agreement as to Payment of Rates and Service Charges.....	26
14 - Rateable Land Exemptions.....	27
15 – Tenders for Goods and Services.....	28
16 – Crossing – Construction, Repair and Removal.....	31
17 – Declared Vehicle is Abandoned Wreck.....	32
CEO TO EMPLOYEE DELEGATIONS – <i>Local Government Act 1995</i>	33
1 – Appointment of Authorised Persons.....	34
2- Determine if an Emergency for Emergency Powers of Entry.....	37
3- Appoint Persons (other than employees) to Open Tenders.....	38
4- Information to be Available to the Public.....	39
5- Infringement Notices.....	40
DELEGATIONS – <i>Building Act 2011 and Building Regulations 2012</i>	42
1 - Designate Authorised Persons.....	43
2 – Building Orders.....	45
3 - Building and Demolition Permits.....	47
4 - Occupancy and Building Approval Certificates.....	49

5 – Inspection and Copies of Building Records.....	51
6 – Referrals and Issuing Certificates	52
7 – Private Pool Barrier – Alternative and Performance Solutions.....	53
8 – Smoke Alarms – Alternative Solutions	54
9 – Appointment of Approved and Authorised Officers	55
DELEGATION – <i>Graffiti Vandalism Act 2016</i>	56
1 – Powers, Duties and Functions.....	57
DELEGATIONS – <i>Bush Fires Act 1954</i>	58
1 – Powers, Duties and Functions	59
2 – Prohibited Burning Times	60
3 – Restricted Burning Times.....	62
4 – Prosecutions.....	64
5 - Fire Break Maintenance	65
6 – Control and Extinguishment of Bush Fires	67
7 – Make Request to FES Commissioner – Control of Fire	68
8 – Control of Operations Likely to Create Bush Fire Danger.....	69
9 – Burning of Garden Refuse / Open Air Fires	71
10 – Appoint Bush Fire Control Officers / and Fire Weather Officer	73
11 – Recovery of Expenses Incurred Through Contraventions of <i>Bush Fires Act 1954</i>	75
DELEGATIONS – <i>Liquor Control Act 1988</i>	76
1 – Section 39 and 40 Certificates.....	77
2 – Occasional Licences	78
DELEGATIONS – <i>Food Act 2008</i>	79
1 – Prohibition Orders and Certificates of Clearance	80
2 – Food Business Registrations	81
3 – Debt Recovery and Prosecutions.....	82
4 – Food Businesses List – Public Access.....	83
DELEGATIONS – <i>Dog Act 1976</i>	84
1 – Powers, Duties and Functions.....	85
DELEGATIONS – <i>Cat Act 2011</i>	86
1 - Powers, Duties and Functions.....	87
2 – Cat Registrations	88
DELEGATIONS – <i>Planning and Development Act 2005</i>	89
1 – Illegal Development.....	90

2 - <i>Local Planning Schemes No 10 and 11 and Planning and Development (Local Planning Schemes) Regulations 2015</i>	91
DELEGATIONS – <i>Public Health Act 2016</i>	96
1 - Enforcement Agency Reports to the Chief Health Officer.....	97
STATUTORY DELEGATIONS TO LOCAL GOVERNMENT FROM STATE GOVERNMENT ENTITIES	98
<i>Environmental Protection Act 1986</i>	99
1 – Noise Control – Serving of Environmental Protection Notices	99
2 – Noise Control – Noise Management Plans.....	100
<i>Planning and Development Act 2005</i>	101
1 – Section 15 of <i>Strata Titles Act 1985</i>	101
<i>Planning and Development Act 2005</i>	102
1 – Sign Development Applications for Crown Land as Owner	102
COUNCIL APPOINTED AUTHORISED PERSONS AND OFFICERS.....	105
<i>Local Government Act 1995</i>	106
1 – Appointment of Authorised Persons to Execute Documents.....	106
<i>Health (Miscellaneous Provisions) Act 1911</i>	107
1 – Appointment of Deputy	107
<i>Food Act 2008</i>	108
1 – Appointment of Authorised Officers	108
2 – Appointment of Designated Officers.....	109
<i>Public Health Act 2016</i>	110
1 – Appointment of Authorised Officers.....	110
2 – Commence Proceedings	111
<i>Health (Asbestos) Regulations 1992</i>	112
1 – Appointment of Authorised Officers.....	112
2 – Appointment of Approved Officers.....	113
APPENDIX - LIST OF AMENDMENTS	114

INTRODUCTION

The Delegations of Authority contained herein are made to the Chief Executive Officer pursuant to Section 5.42 of the *Local Government Act 1995* (the Act) and other Acts, where listed, some of these functions are hereby delegated by the Chief Executive Officer to Shire of Northampton employees pursuant to Section 5.44 of that Act or other Acts. All delegations made by the Council under the Act (or other Acts) must be by **absolute majority** decision where required.

The Act provides that the following are decisions that cannot be delegated to the Chief Executive Officer:

- Any power or duty that requires a decision of an absolute majority or 75% majority of the local government.
- Accepting a tender which exceeds an amount determined by the local government.
- Appointing an auditor.
- Acquiring or disposing of any property valued at an amount determined by the local government.
- Any of the local government's powers under Sections 5.98, 5.99 and 5.100 of the Act.
- Borrowing money on behalf of the local government.
- Hearing or determining an objection of a kind referred to in Section 9.5.
- The power under Section 9.49A (4) to authorise a person to sign documents on behalf of the local government.
- Any power or duty that requires the approval of the Minister or Governor.
- Such other duties or powers that may be prescribed by the Act.

The Act allows 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 required.

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.

In addition to delegations made in accordance with the *Local Government Act 1995*, a number of delegations are also made to the Chief Executive Officer, or directly to other officers in some instances, in accordance with the provisions of other legislation. The aim of the delegated authority manual is to assist with improving the time taken

7

to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Shire's commitment to a strong customer service focus. Business units responsible for a work process are to ensure that data is captured and records managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation.

Each instrument of delegation describes the function being delegated and the relevant statutory reference which is the source of power for the exercise of the function. Also included is a reference to related documents such as policies of the Council which may provide guidance in the exercise of the delegation.

Transfer of Authority Due to Absence

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

Acting Through

The Act does not specifically define the meaning of the term 'acting through' however section 5.45(2) states;

"Nothing in this division is to be read as preventing –

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

The Department of Local Government & Communities Guideline No.17 - Delegations, establishes the principal issue in determining whether a statutory function or duty is suitable for 'acting through' is that, where the statute provides no discretion in carrying out a function or duty, then the function or duty may be undertaken through the 'acting through' concept.

Conversely, where the statute allows for discretion on the part of the decision maker, then the function must be:

- delegated; or,
- where applicable a person authorised; or,
- a policy implemented that provides sufficient control,

for another person to have that authority and fulfil the function or duty.

Where considered appropriate and effective in operation, discretionary matters will be determined by Council through policy. The policy decision may then be implemented by officers through the 'acting through' concept. In these instances there is no need for a delegated authority as it is the responsibility of the CEO to implement the Shire's policies.

Standard Conditions of Delegations

All delegations are subject to the following conditions:

- In exercising a delegation, the Chief Executive Officer is to comply with any, and all laws and regulations in force in Western Australia and the requirements of any, and all laws and policies of the Shire of Northampton.
- Delegated authority cannot be exercised where a financial interest or interest affecting impartiality is evident.
- In exercising a delegation, the Chief Executive Officer is to exercise the delegation in accordance with any budget authority where applicable.

COUNCIL TO CEO DELEGATIONS -
Local Government Act 1995

1 - Appointment of Acting Chief Executive Officer

Function Delegated	<p>Appoint an Acting Chief Executive Officer as follows:</p> <ul style="list-style-type: none"> • For periods of one week or more, appoint one of the Senior Employees on a rotational basis or as deemed appropriate. • For periods of less than one week, Senior Employees act in the position as appointed by the Chief Executive Officer.
Statutory Power Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.36(1)(a) Local government employees
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.42- Delegation of some powers or duties to the CEO • Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	Nil.
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> • For periods up to one week, entitlement of any 'higher duties' or other form of allowance will be at the CEO's discretion. • In the event of unscheduled absences, an available Senior Employee is authorised to act in the role of Chief Executive Officer. • Appointment of position to Acting CEO does not extend to employees acting in the position of Senior Employees. • In the event the CEO's position becomes vacant then sections 5.36(2)(a) and (b), 5.39 and 5.40 of the <i>Local Government Act 1995</i> and Regulations 18A, 18B, 18C, 18F and 19A of the <i>Local Government (Administration) Regulations 1996</i> will apply and a separate resolution of Council will be required by absolute majority.
Policy/Compliance Links	Appointment of Acting Chief Executive Officer Policy applies.
Record Keeping	<p>Record to be kept on personnel files.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	15 December 2023

2 - Powers of Entry

Function Delegated	<ul style="list-style-type: none"> • Authorise entry onto land to fulfil any statutory function that the local government has under the <i>Local Government Act 1995</i>. • Give a Notice of Entry. • Seek and execute an entry under warrant. • Execute an entry in an emergency, using such force as is reasonable. • Give notice and execute the opening of a fence.
Statutory Power Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 3.28- When this subdivision applies • Section 3.32- Notice of Entry • Section 3.33- Entry under Warrant • Section 3.34- Entry in an Emergency • Section 3.36- Opening Fences
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.42 - Delegation of some powers or duties to the CEO • Section 5.43 - Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44 - CEO may delegate powers and duties to other employees
Sub Delegated to:	<p>Executive Manager Community, Development and Regulation Executive Manager Corporate Services Executive Manager Works and Technical Services</p>
Conditions on Delegation/Sub-Delegation	A warrant to enter may only be sought after the employee has a sworn affidavit setting out circumstances that gave rise to the need for a warrant (unless an emergency).
Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Part 3, Division 3, Subdivision 3; specifically Section 3.31 <ul style="list-style-type: none"> - General procedure for entering property.
Record Keeping	<p>Record to be kept on file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	15 December 2023

3 - Temporary Road Closures

Function Delegated	<ul style="list-style-type: none"> • Close a thoroughfare managed by the Shire (wholly or partially) for a period of less than four weeks. • Close a thoroughfare managed by the Shire (wholly or partially) for a period of more than four weeks. • Close a thoroughfare to a particular class or classes of vehicles.
Statutory Power Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 3.50- Closing certain thoroughfares to vehicles • Section 3.50A- Partial closure of thoroughfares for repairs or maintenance • Section 3.50(4)- Give local public notice • Section 3.51- Affected owners to be notified of certain proposals (fixing or altering of levels or alignment, or draining water)
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.42- Delegation of some powers or duties to the CEO • Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	<p>Executive Manager Community, Development and Regulation Executive Manager Works and Technical Services Northampton Leading Hand Construction Northampton Leading Hand Maintenance Kalbarri Leading Hand</p>
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> • Shire must send a copy of the notice to the Commissioner for Main Roads under section 3.50(5) if closure is more than four weeks • Temporary road closures of more than four weeks and where objections have been received are to be by Council resolution • This delegation does not cover permanent road closures which are governed by the <i>Land Administration Act 1997</i> • Under section 3.50(A) the Shire may partially and temporarily close a thoroughfare, without giving local public notice, if the closure- <ol style="list-style-type: none"> 1. Is for the purpose of carrying out repairs and maintenance: and 2. Is unlikely to have significant adverse effect on users of the thoroughfare.
Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Part 3, Division 3, Subdivision 5

Record Keeping	Record to be kept on file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	15 December 2023

4 – Payments from the Municipal and Trust Fund

Function Delegated	Make payments from the municipal fund and trust fund
Statutory Power Delegated	<i>Local Government (Financial Management) Regulations 1996</i> <ul style="list-style-type: none"> Regulations 12(1)(a)- Payments from municipal fund or trust fund, restrictions on making payments
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	Executive Manager Community, Development and Regulation Executive Manager Corporate Services Executive Manager Works and Technical Services Finance Officer
Conditions on Delegation/Sub-Delegation	Authorisation of all payments from both the Municipal and Trust funds must carry two signatories or authorities.
Policy/Compliance Links	<i>Local Government (Financial Management) Regulations 1996</i> <ul style="list-style-type: none"> Regulation 5- CEO's duties as to financial management Regulation 11- Payments, procedures for making, etc. Regulation 12- Payments from municipal fund or trust fund- restrictions on making Regulation 13- Payments from municipal fund or trust fund by CEO, CEO's Duties as to, etc.
Record Keeping	Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected. Records of decisions are retained in minutes of Council meetings.
Date of Council Adoption	15 December 2023

5 – Investments

Function Delegated	<p>Surplus funds may be invested in the following institutions:</p> <ul style="list-style-type: none"> • The Council's account holding bank; • An authorised deposit-taking institution as defined in the <i>Banking Act 1959</i> (Commonwealth) section 5; or • The Western Australian Treasury Corporation established by the <i>Western Australian Treasure Corporation Act 1986</i>.
Statutory Power Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 6.14 – Power to invest <p><i>Local Government (Financial Management) Regulations 1996</i></p> <ul style="list-style-type: none"> • Regulation 19- Management of investments
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.42- Delegation of some powers or duties to the CEO • Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	Executive Manager Corporate Services
Conditions on Delegation/Sub-Delegation	See Council Policy Investment of Surplus Funds.
Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 6.14 – Power to invest <p><i>Local Government (Financial Management) Regulations 1996</i></p> <ul style="list-style-type: none"> • Regulation 19 – Investments, control procedures for • Regulation 19C – Investment of money, restrictions on • Regulation 28 – Investment information required in notes (Annual Budget) • Regulation 49 – Invested money, information about annual financial report <p><i>Trustee Act 1962</i></p> <ul style="list-style-type: none"> • Part III – Investments <p>Investment of Surplus Funds Policy</p>
Record Keeping	<ul style="list-style-type: none"> • Investment Register • Monthly financial management report to Council and retained in minutes of Ordinary Council Meetings. <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of</p>

	how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	15 December 2023

6 – Objection to Rate Record

Function Delegated	<ul style="list-style-type: none"> Extend the time for making an objection to the rate record for a period of time as it sees fit. Consider any objection to the rate record and may either disallow it or allow it, wholly or in part.
Statutory Power Delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 6.76(4), (5) and (6) - Grounds of objection
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	Executive Manager Corporate Services Rates Officer
Conditions on Delegation/Sub-Delegation	A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a rate record objection must not be party to any determination under this delegation.
Policy/Compliance Links	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Part 6, Division 6, Sub-division 7- Objections and review
Record Keeping	<p>Record to be kept on file classification against relevant property.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p> <p>The delegate is to ensure that all evidentiary documents meet the requirements of Regulation 19 and are retained on the Shire's record keeping database.</p>
Date of Council Adoption	15 December 2023

7 – Disposing of Confiscated or Uncollected Goods

Function Delegated	<ul style="list-style-type: none"> • Sell or otherwise dispose of any confiscated or impounded goods. • Humanely destroy an impounded animal where it is determined to be too ill or injured to treat and dispose of carcass. • Where an offender is convicted, recover from the offender expenses incurred for removing, impounding and disposing confiscated or impounded goods.
Statutory Power Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 3.46 Goods may be withheld until costs paid • Section 3.47(1), (2),(2a)- Disposing of confiscated or uncollected goods • Section 3.47A(1)- Disposal of sick or injured animals • Section 3.48- Recovery of impounding expenses
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.42- Delegation of some powers or duties to the CEO • Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	Executive Manager Community, Development & Regulation Executive Manager Corporate Services Rangers
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> • Delegation only to be used where the delegate's reasonable efforts to identify and contact an owner have failed. • Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions & General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable. • Rangers cannot dispose of or sell confiscated or uncollected goods.
Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Part 3, Division 3, Subdivision 3 • Section 3.58- Disposing of property <p><i>Local Government (Functions and General) Regulation 1996</i></p> <ul style="list-style-type: none"> • Regulation 30- Dispositions of property excluded from Act
Record Keeping	<p>Record to be kept on file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and</p>

	when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	15 December 2023

8 – Appointment of Designated Employees

Function Delegated	<ul style="list-style-type: none"> Appoint designated employees required to submit a primary and annual return.
Statutory Power Delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.74(1)- terms used- designated employees
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.70 - Disclosure of Interest Section 5.75 – Primary Returns Section 5.76 – Annual Returns Section 5.82 – Gifts Section 5.83 – Contributions to Travel
Record Keeping	<p>Record to be kept on file or in gift register.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	15 December 2023

9 – Administration of Local Laws

Function Delegated	<p>Power to:</p> <ul style="list-style-type: none"> • Administer the provisions of any Shire of Northampton Local Laws made under Division 2 of Part 3 of the <i>Local Government Act 1995</i> or other relevant Act. • Determine applications received in accordance with any Shire of Northampton Local Law. • Exercise the powers, duties and functions of the local government under those local laws.
Statutory Power Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 3.18 – Performing executive functions
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.42- Delegation of some powers or duties to the CEO.
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	<p><u>For the purposes of actioning the Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2017</u></p> <ul style="list-style-type: none"> • Executive Manager Works and Services • Executive Manager Community, Development & Regulation • Executive Manager Corporate Services • Ranger • Environmental Health Officer • Principal Building Surveyor • Northampton Leading Hand Construction • Northampton Leading Hand Maintenance • Kalbarri Leading Hand • Gardener <p><u>For the purposes of actioning the Bush Fire Brigades Local Law 2017</u></p> <ul style="list-style-type: none"> • Executive Manager Community, Development & Regulation • Executive Manager Corporate Services • Ranger <p><u>For the purposes of actioning the Cemeteries Local Law 2017</u></p> <ul style="list-style-type: none"> • Executive Manager Corporate Services • Rates Officer • Executive Manager Works and Technical Services <p><u>For the purposes of actioning the Dog Local Law 2017</u></p> <ul style="list-style-type: none"> • Executive Manager Community, Development & Regulation • Ranger

Sub Delegated to (cont):	<p><u>For the purposes of actioning the Fencing Local Law 2017</u></p> <ul style="list-style-type: none"> • Executive Manager Community, Development & Regulation • Principal Building Surveyor • Planning Officer <p><u>For the purposes of actioning the Health Local Law 2007</u></p> <ul style="list-style-type: none"> • Executive Manager Community, Development & Regulation • Environmental Health Officer <p><u>For the purposes of actioning the Property Local Law 2017</u></p> <ul style="list-style-type: none"> • Executive Manager Works and Services • Executive Manager Community, Development & Regulation • Executive Manager Corporate Services • Ranger • Environmental Health Officer • Principal Building Surveyor • Planning Officer • Northampton Leading Hand Construction • Northampton Leading Hand Maintenance • Kalbarri Leading Hand • Gardener <p><u>For the purposes of actioning the Urban Environment and Nuisance Local Law 2017</u></p> <ul style="list-style-type: none"> • Executive Manager Works and Services • Executive Manager Community, Development & Regulation • Executive Manager Corporate Services • Ranger • Environmental Health Officer • Principal Building Surveyor • Planning Officer • Northampton Leading Hand Construction • Northampton Leading Hand Maintenance • Kalbarri Leading Hand • Gardener
Conditions on Delegation/Sub-Delegation	Subject to specific delegation assigned by the CEO based on training, experience and role.
Policy/Compliance Links	<ul style="list-style-type: none"> • Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2002 • Bush Fire Brigades Local Law 2017 • Cemeteries Local Law 2017 • Dog Local Law 2017 • Fencing Local Law 2017 • Health Local Law 2007 • Property Local Law 2017 • Urban Environment and Nuisance Local Law 2017
Record Keeping	Records to be kept on relevant files.

	Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	15 December 2023

10 – Gates across Public Thoroughfares

Function Delegated	<ul style="list-style-type: none"> • Power to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying. • Power to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device. • Power to impose conditions on granting permission. • Power to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted. • Power to cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time.
Statutory Power Delegated	<p><i>Local Government (Uniform Local Provisions) Regulations 1996</i></p> <ul style="list-style-type: none"> • Regulation 9 - Permission to have gate across public thoroughfare – Sch. 9.1 cl.5 (1)
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.42- Delegation of some powers or duties to the CEO • Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	Executive Manager Works and Services
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Part 9 , Division 2 – Enforcement and Legal Proceedings <p><i>Local Government (Uniform Local Provisions) Regulations 1996</i></p>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	15 December 2023

11 - Reserves Under the Control of Local Government

Function Delegated	Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire, that the Shire could do under section 5 of the <i>Parks and Reserves Act 1895</i> . (s.3.54(1))
Statutory Power Delegated	<i>Local Government Act 1995</i> : <ul style="list-style-type: none"> Section 3.54(1) Reserves under control of local government
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> : <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees
Sub Delegated to:	Executive Manager Community, Development and Regulation Executive Manager Corporate Services Executive Manager Works and Technical Services Northampton Leading Hand Construction Northampton Leading Hand Maintenance Kalbarri Leading Hand
Conditions on Delegation/Sub-Delegation	Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets. The power under s5(1)(f) of the <i>Parks and Reserves Act 1895</i> to 'grant licences for the removal of any sand, gravel or other earth or mineral' may only be exercised by Council.
Policy/Compliance Links	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 3.53(3) - Control of certain unvested facilities Section 3.54(1) - Reserves under control of local government Section 5 - <i>Parks and Reserves Act 1895</i>
Record Keeping	Relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	15 December 2023

12 – Recovery of Rates Debts – Actions to Take Possession of the Land

Function Delegated	<ul style="list-style-type: none"> Authority to take possession of land and hold the land as against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years (s.6.64(1)), including: <ul style="list-style-type: none"> Lease of the land; or sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: <ol style="list-style-type: none"> cause the land to be transferred to the Crown (s.6.71 and s.6.74); or cause the land to be transferred to the Shire (s.6.71). Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears (s.6.64(3)). Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, services charges and costs within 7 days of and prior to the proposed sale (s.6.69(2)).
Statutory Power Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Section 6.64(1) & (3) - Actions to be taken Section 6.69(2) - Right to pay rates, service charges and costs, and stay proceedings Section 6.71 - Power to transfer land to Crown or local government Section 6.74 - Power to have land re-vested in Crown if rates in arrears 3 years
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees
Sub Delegated to:	Executive Manager Corporate Services
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> In accordance with Section 6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale without having, within the previous three years attempted to recover the outstanding rates/charges through a court, under Section 6.56 after obtaining Council approval to do so.

Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation. <p><i>Local Government (Financial Management) Regulations 1996</i></p> <ul style="list-style-type: none"> Regulations 72 - 78 prescribe forms and procedures relevant to exercise of authority under this delegation.
Record Keeping	<p>Relevant property file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	15 December 2023

13 – Agreement as to Payment of Rates and Service Charges

Function Delegated	Power to make an agreement with a person for the payment of rates or service charges.
Statutory Power Delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 6.49 Agreement as to payment of rates and service charges
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees
Sub Delegated to:	Executive Manager Corporate Services
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 6.49 Agreement as to payment of rates and service charges The Shire's Financial Hardship (Rate Relief) Policy applies.
Record Keeping	Relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	15 December 2023

14 - Rateable Land Exemptions

Function Delegated	Authority to determine rate exemption applications in accordance with Section 6.26 of the <i>Local Government Act 1995</i> .
Statutory Power Delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 6.26 – Rateable land
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> : <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees
Sub Delegated to:	Executive Manager Corporate Services
Conditions on Delegation/Sub-Delegation	Council is to be advised of any decision to exempt a property from being rated.
Policy/Compliance Links	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 6.26 – Rateable land
Record Keeping	Relevant property file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	15 December 2023

15 – Tenders for Goods and Services

Function Delegated	<p>Authority to determine:</p> <ul style="list-style-type: none"> • to call tenders for any items included in the Annual Budget (<i>Functions and General</i>) Regulation 11); • to invite tenders though not required to do so ((<i>Functions and General</i>) Regulation 13); • the selection criteria for deciding which tender should be accepted (<i>Functions and General</i>) Regulation 14(2a)); • the information to be disclosed to those interested in submitting a tender (<i>Functions and General</i>) Regulation 14(4)(a)); • to vary tender information after public notice of invitation to tender and before the close of tenders (<i>Functions and General</i>) Regulation. 14(5)); • to seek clarification from tenderers in relation to information contained in their tender submission (<i>Functions and General</i>) Regulation 18(4a)); • to evaluate tenders and decide which is the most advantageous (<i>Functions and General</i>) Regulation 18(4)); • to accept or reject tenders (<i>Functions and General</i>) Regulation 18(2) and (4)); • to decline any tender (<i>Functions and General</i>) Regulation 18(5)); • minor variations before entering into a contract (<i>Functions and General</i>) Regulation 20); • to accept the next most advantageous tender where within 6 months of accepting a tender a contract has not been entered into, or the successful tenderer agrees to terminate the contract (<i>Functions and General</i>) Regulation 18 (6) and (7)); • appropriate circumstances for seeking and inviting expressions of interest for the supply of goods or services (<i>Functions and General</i>) Regulation 21); and • to consider expressions of interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers (<i>Functions and General</i>) Regulation Reg. 23).
Statutory Power Delegated	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 3.57 Tenders for providing goods or services. <p><i>Local Government (Functions and General) Regulations 1996:</i></p> <ul style="list-style-type: none"> • Regulation 11 - When tenders have to be publicly invited • Regulation 13 - Requirements when local government invites tenders though not required to do so • Regulation 14 - Publicly inviting tenders, requirements for • Regulation 18 - Rejecting and accepting tenders • Regulation 20 - Variation of requirements before entry into contract • Regulation 21A - Varying a contract for the supply of goods or services

Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.42- Delegation of some powers or duties to the CEO • Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 5.44 CEO may delegate some powers and duties to other employees
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> • Sole supplier arrangements may only be approved where a record is retained that evidences rationale for why the supply is unique and cannot be sourced through other suppliers. • Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the: <ul style="list-style-type: none"> i. proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government; ii. current supply contract expiry is imminent; iii. value of the proposed new contract has been included in the draft Annual Budget proposed for adoption. iv. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by Council. • In accordance with Section 5.43, tenders may only be accepted, and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$250,000 or less and the expense is included in the adopted Annual Budget. • Authority to enter into a variation <i>Functions and General</i> regulation 20(1), regulation 20(2) subject to: <ul style="list-style-type: none"> i. That the variation is minor having regard to the total goods or services that tenderers were invited to supply and shall be consistent with the intended purpose of the contract. ii. Minor variations to the goods and services required may only be negotiated and agreed prior to entering into a contract up in accordance with the Shire's Tendering Policy.
Policy/Compliance Links	<p><i>Local Government (Functions and General) Regulations 1996:</i></p> <p>Shire of Northampton Policies:</p> <ul style="list-style-type: none"> • Purchasing and Tender Guide Purchasing Policy • Tender Procedure Policy
Record Keeping	Relevant file.

	Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	15 December 2023

16 – Crossing – Construction, Repair and Removal

Function Delegated	<ul style="list-style-type: none"> • Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land. • Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government. • Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing.
Statutory Power Delegated	<p><i>Local Government (Uniform Local Provisions) Regulations 1996:</i></p> <ul style="list-style-type: none"> • Regulation 12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) • Regulation 13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.42- Delegation of some powers or duties to the CEO • Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 5.44 CEO may delegate some powers and duties to other employees
Sub Delegated to:	Executive Manager Works and Services Northampton Leading Hand Construction Northampton Leading Hand Maintenance Kalbarri Leading Hand
Conditions on Delegation/Sub-Delegation	<p>Actions under this delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</p> <p>Penalties under the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>.</p>
Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Part 9, Division 2. <p><i>Local Government (Uniform Local Provisions) Regulations 1996</i></p>
Record Keeping	<p>Relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	15 December 2023

17 – Declared Vehicle is Abandoned Wreck

Function Delegated	<ul style="list-style-type: none"> • Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Statutory Power Delegated	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> Section 3.40A(4) Abandoned vehicle wreck may be taken.
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • Section 5.42- Delegation of some powers or duties to the CEO • Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> • Section 5.44 CEO may delegate some powers and duties to other employees
Sub Delegated to:	Executive Manager Community, Development & Regulation Ranger
Conditions on Delegation/Sub-Delegation	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 9 - Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision.
Policy/Compliance Links	Nil.
Record Keeping	<p>Relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	15 December 2023

CEO TO EMPLOYEE DELEGATIONS –
Local Government Act 1995

1 – Appointment of Authorised Persons

Function Delegated	<p>1. Authority to appoint persons or classes of persons as authorised persons [s.9.10(2)] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations:</p> <p>(a) Local Government Act 1995 and its subsidiary legislation, including Local Government Act Regulations, the <i>Local Government (Miscellaneous Provisions) Act 1960</i> and Local Laws made under the Local Government Act.</p> <p>(b) <i>Caravan Parks and Camping Grounds Act 1995</i>;</p> <p>(c) <i>Cat Act 2011</i>;</p> <p>(d) <i>Cemeteries Act 1986</i>;</p> <p>(e) <i>Control of Vehicles (Off-road Areas) Act 1978</i>;</p> <p>(f) <i>Dog Act 1976</i>;</p> <p>(g) Graffiti Vandalism Act 2016 – refer s.15; and</p> <p>(e) any other legislation prescribed for the purposes of s.9.10 of the <i>Local Government Act 1995</i>.</p> <p>2. Authority to authorise an employee to certify copies of local laws or any other document adopted by Council as a true copy [s.9.31].</p>
Statutory Power or Duty Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Section 9.10- Appointment of authorised persons Section 3.24- Authorising persons under this subdivision Section 3.31 – General procedure for entering property
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Section 5.44 - CEO may delegate some powers and duties to other employees
Delegator:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	<p>Executive Manager Community, Development and Regulation Executive Manager Corporate Services Executive Manager Works and Technical Services Environmental Health Officer Planning Officer Principal Building Surveyor Rates Officer Finance Officer Planning Officer Ranger Northampton Leading Hand Construction Northampton Leading Hand Maintenance</p>

	Kalbarri Leading Hand
Conditions on Delegation/Sub-Delegation	<p>The Chief Executive Officer is exclusively delegated the authority of Section 9.10. This section is not sub-delegated to any other employee.</p> <p><u>Prohibitions</u> Specific sections of the <i>Local Government Act 1995</i> where delegation (including Acting Through) is prohibited include: 2.11(2), 2.12A(1)(b), 2.17(3), 2.25(1), 3.5, 3.6(1), 3.12(4), 3.16(4), 3.59(5), 4.9(1), 4.16(4), 4.17(2), 4.20(2), 4.20(4), 4.57(3), 4.61(2), 5.2, 5.3(1), 5.4, 5.8, 5.15, 5.16(1), 5.36(1), 5.37(2), 5.42(1), 5.43, 5.54(1), 5.98(1)(b), 5.98A, 5.99, 5.99A, 6.2(1), 6.3, 6.11(2), 6.12(1)(a), 6.13(1), 6.16(1), 6.16(3), 6.20(1), 6.20(2), 6.20(3)(a), 6.20(3)(b), 6.29(2), 6.32(1), 6.32(3), 6.33(1), 6.35(1), 6.37(1), 6.38(1), 6.45(1), 6.45(3), 6.46, 6.51(1), 7.1A(1), 7.1A(2), 7.1B, 7.3(1), 7.3(2), 7.6(3), 9.6(1).</p> <p>Schedule 2.2 4(2), 4(3), 4(3), 4(4), 5.</p> <p>Schedule 6.1 1(1), 2(1).</p> <p>Specific regulations of the <i>Local Government (Functions and General) Regulations 1996</i> where delegation (including Acting Through) is prohibited include: 11(2)(d), 14(4)(a).</p> <p>Specific regulations of the <i>Local Government (Administration) Regulations 1996</i> where delegation (including Acting Through) is prohibited include: 14A(1)(c), 19C(7), 19DA(6).</p> <p>Specific regulations of the <i>Local Government (Financial Management) Regulations 1996</i> where delegation (including Acting Through) is prohibited include: 33A(3), 54, 64(2), 67, 70.</p> <p>Specific regulations of the <i>Local Government (Audit) Regulations 1996</i> where delegation (including Acting Through) is prohibited include: 14(3).</p>
Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <ul style="list-style-type: none"> • Subdivision 2- Certain provisions about land • Schedule 3.1- Powers under notices to owners or occupiers of land • Section 3.25- Notices requiring certain things to be done by owner or occupier of land • Section 3.26- Additional powers when notice given

	<ul style="list-style-type: none"> • Section 3.27 and Schedule 3.2 -Particular things local governments can do on land even though it is not local government property • Section 3.39- Power to remove or impound • <i>Local Government (Miscellaneous Provisions) Act 1960</i> • <i>Graffiti Vandalism Act 2016</i> • Local Government Act Regulations • Shire of Northampton Local Laws
Record Keeping	<p>A register of Authorised Persons is to be maintained as a Local Government Record.</p> <p>Only persons who are appropriately qualified and trained may be appointed as Authorised persons.</p> <p>Record to be kept on relevant personnel files.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	15 December 2023

2- Determine if an Emergency for Emergency Powers of Entry

Delegator:	Chief Executive Officer
Function Delegated	<ul style="list-style-type: none"> Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions.
Statutory Power Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Section 3.34(2)- Entry in an Emergency
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Section 5.44- CEO may delegate powers and duties to other employees
Statutory Power to Sub-Delegate:	Nil.
Delegated to:	<p>Executive Manager Community, Development and Regulation Executive Manager Corporate Services Executive Manager Works and Technical Services Environmental Health Officer Planning Officer Principal Building Surveyor Ranger Northampton Leading Hand Construction Northampton Leading Hand Maintenance Kalbarri Leading Hand</p>
Conditions on Delegation	<p>An emergency exists where the Shire or the Chief Executive Officer is of the opinion that the circumstances are such that compliance with the requirements for obtaining entry other than under section 3.34 of the <i>Local Government Act 1995</i> would be impractical or unreasonable because of, or because of the imminent risk of:</p> <ol style="list-style-type: none"> injury or illness to any person; a natural or other disaster or emergency; or such other occurrence as is prescribed under the <i>Local Government (Functions and General) Regulations 1996</i> for the purposes of section 3.34 of the <i>Local Government Act 1995</i>.
Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Part 3, Division 3, Subdivision 3; specifically Section 3.31 - General procedure for entering property.
Record Keeping	Record to be kept on relevant property file.
Date of CEO Approval	15 December 2023

3- Appoint Persons (other than employees) to Open Tenders

Delegator:	Chief Executive Officer
Function Delegated	Authority to appoint one person (other than employees) to be present with an employee of the Local Government to open tenders, when two employees are unable to attend then tender opening.
Statutory Power Delegated	<i>Local Government (Functions and General) Regulations 1996:</i> Regulation 16(3) Receiving and opening tenders, procedure for
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.44- CEO may delegate powers and duties to other employees
Statutory Power to Sub-Delegate:	Nil.
Sub Delegated to:	Executive Manager Corporate Services
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	Shire of Northampton Policies: <ul style="list-style-type: none"> Purchasing and Tender Guide Purchasing Policy Tender Procedure Policy
Record Keeping	Record to be kept on relevant file.
Date of CEO Approval	15 December 2023

4- Information to be Available to the Public

Delegator:	Chief Executive Officer
Function Delegated	<ul style="list-style-type: none"> • Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. • Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s.95(1)(b)]. • Authority to determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.94(3)(b)].
Statutory Power Delegated	<p><i>Local Government (Administration) Regulations 1996:</i> Regulation 29B - Copies of certain information not to be provided (Act s.96)</p> <p><i>Local Government Act 1995:</i> Section 9.95(1)(b) & (3)(b) Limits on right to inspect local government information</p>
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44- CEO may delegate powers and duties to other employees
Statutory Power to Sub-Delegate:	Nil.
Delegated to:	Executive Manager Community, Development and Regulation Executive Manager Corporate Services Executive Manager Works and Technical Services
Conditions on Delegation	Nil.
Policy/Compliance Links	<p><i>Local Government Act 1995:</i> <i>Local Government (Administration) Regulations 1996:</i></p>
Record Keeping	Record to be kept on file.
Date of CEO Approval	15 December 2023

5- Infringement Notices

Delegator:	Chief Executive Officer
Function Delegated	<ul style="list-style-type: none"> • Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. • Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed • Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund
Statutory Power Delegated	<p><i>Local Government Act 1995:</i> Section 9.13(6)(b) - Onus of proof in vehicle offences may be shifted Section 9.19 - Extension of Time Section 9.20 - Withdrawal of Notice</p> <p><i>Building Regulations 2012</i> Regulation 70(1A), (1), (2) Approved officers and authorised officers</p> <p><i>Cat Act 2011</i> Section 64 - Extension of time Section 65 - Withdrawal of notice</p>
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44- CEO may delegate powers and duties to other employees <p><i>Cat Act 2011</i> Section 45 - Delegation by CEO of local government</p>
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995:</i> Section 5.44 - CEO may delegate some powers and duties to other employees</p>
Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> • A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation. • The following listed positions are delegated the functions under s.9.19 and s.9.20 only as a precondition for appointment as an "Approved Officer" in accordance with <i>Building Regulation 70(1)</i> for the purposes of the <i>Criminal Procedure Act 2004</i> section 6(a) and <i>Building Act 2011</i> Infringement Notices: <ul style="list-style-type: none"> (i) Principal Building Surveyor <p>NOTE: Delegates must also be appointed as an "Approved Officer" – appointment to be determined by Council resolution or by a person with delegated authority under the <i>Building Act 2011</i> delegations of this register.</p>

Policy/Compliance Links	Council's Finance Policy – Tendering applies.
Record Keeping	Record to be kept on relevant file.
Date of CEO Approval	15 December 2022

**DELEGATIONS – *Building Act 2011 and
Building Regulations 2012***

1 - Designate Authorised Persons

Function Delegated	<ul style="list-style-type: none"> • Designate a person as an authorised person under section 96(3) of the <i>Building Act 2011</i> in relation to buildings and incidental structures located or proposed to be located in the district of the local government and for the purpose of section 93(2)(d). • Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person for the purpose of section 99(3). • Designate a person as a specified employee under section 70 of the <i>Building Act 2011</i> in relation to issuing and withdrawing infringement notices.
Statutory Power Delegated	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> • Section 93(2)(d) - changing building standards, requirements, as to existing buildings • Section 96(3), (5) and (6) - Authorised persons
Statutory Power to Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> • Section 27(1) and (3) - Delegation: special permit authorities and local governments.
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> • Section 127(6A) - CEO may delegate to any other local government employee that power or duty that has been delegated to the CEO.
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> • Other than a person authorised under Building Regulation 5A an authorised person under the <i>Building Act 2011</i> must be a local government employee as defined in Section 5.36 of the <i>Local Government Act 1995</i>. • Specified Employees under section 70 of the <i>Building Act 2011</i> in relation to issuing infringement notices should not also be specified employee for withdrawing infringement notices. • An authorised officers cannot also be an approved officers under the <i>Criminal Procedures Act 2004</i>.
Policy/Compliance Links	<ul style="list-style-type: none"> • <i>Building Act 2011</i> • <i>Building Regulations 2012</i> • National Construction Code / Building Code of Australia • <i>Commerce Regulations Amendment (Infringement Notices) Regulations 2019</i> • <i>Criminal Procedures Act 2004</i>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and</p>

	when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	15 December 2023

2 – Building Orders

Function Delegated	<ul style="list-style-type: none"> • Make building orders in respect of one or more of the following: <ul style="list-style-type: none"> ○ Particular building work. ○ Particular demolition work. ○ A particular building or incidental structure, whether completed before or after commencement day. • Give notice of a proposed building order and consider submissions received in response and determine actions. • Revoke a building order at any time. • Decide whether the building order has been fully complied with and either revoke the building order or inform each person to whom the order is directed that the building order remains in effect, within 28 days of receiving a notification under section 117(2). • If there is non-compliance with a building order, cause an authorised person to: <ul style="list-style-type: none"> ○ take any action specified in the order; or ○ commence or complete any work specified in the order; or ○ if any specified action was required by the order to cease, to take such steps as are reasonable in the circumstances to cause the action to cease. • Take court action to recover as a debt, reasonable costs and expenses incurred in doing anything in regard to non-compliance with a building order. • Initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.
Statutory Power Delegated	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> • Section 110(1) - A permit authority may make a building order. • Section 111(1) - Notice of proposed building order other than building order (emergency). • Section 117(1) and (2) - A permit authority may revoke a building order or notify that it remains in effect. • Section 118(2) and (3) - Permit authority may give effect to building order if non-compliant. • Section 133(1) - A permit authority may commence a prosecution for an offence against this Act.
Statutory Power to Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> • Section 6(3) - Permit authority for a building or incidental structure.
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> • Section 127- Delegation: special permit authorities and local governments (powers of sub delegation limited to CEO)
Sub Delegated to:	Principal Building Surveyor

Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> • Section 111 - Notice of proposed building order other than building order (emergency) • Section 112 - Content of building order • Section 113 - Limitation on effect of building order • Section 114 - Service of building order • Part 9 - Review- Section 122- Building orders application for review by State Administrative Tribunal.
Record Keeping	<p>Record to be kept on relevant files:</p> <ul style="list-style-type: none"> ○ Property file ○ Building Permit Application <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	15 December 2023

3 - Building and Demolition Permits

Function Delegated	<ul style="list-style-type: none"> Require an applicant to provide any documentation or information required to determine a building or demolition permit. Grant a building or demolition permit. Refuse a building or demolition permit. Impose, vary or revoke conditions on a building or demolition permit.
Statutory Power Delegated	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 18- Further information Section 20- Grant a building permit Section 21- Grant a demolition permit Section 22- Further grounds for not granting an application Section 27(1)and (3)- Impose conditions on permit <p><i>Building Regulations 2012</i></p> <ul style="list-style-type: none"> Regulation 23 - Application to extend time during which permit has effect (s.32) Regulation 24 - Extension of time during which permit has effect (s.32(3)) Regulation 26 - Approval of new responsible person (s.35(c))
Statutory Power to Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 6(3)- Permit authority for an building or incidental structure
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 127- Delegation: special permit authorities and local governments (powers of sub delegation limited to CEO)
Sub Delegated to:	Principal Building Surveyor
Conditions on Delegation/Sub-Delegation	<p>Caution should be exercised if building is on a register made under the <i>Heritage of Western Australia Act 1990</i>. Additionally, the Shire's Municipal Heritage Inventory is to be consulted.</p> <p>The Administration Officer – Building Services is delegated the functions of Section 18 – Further Information only.</p>
Policy/Compliance Links	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 119 - Building and demolition permits application for review by State Administrative Tribunal (SAT). Section 23- Time for deciding application for building or demolition permit. <p><i>Building Regulations 2012</i></p> <ul style="list-style-type: none"> Regulation 25 - Review of decision to refuse or extend time during which permit has effect- reviewable by SAT. <p><i>Building Services (Registration) Act 2011</i></p>

	<ul style="list-style-type: none"> • Section 7. <p><i>Building Services (Complaint Resolution and Administration) Act 2011</i></p> <ul style="list-style-type: none"> • Part 7, Division 2. <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage of Western Australia Act 1990</i></p> <p><i>Home Building Contracts Act 1991</i></p> <ul style="list-style-type: none"> • Part 3A, Division 2
Record Keeping	<p>Record to be kept on file:</p> <ul style="list-style-type: none"> ○ Relevant property file ○ Building Permit Application (if applicable) <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	15 December 2023

4 - Occupancy and Building Approval Certificates

Function Delegated	<ul style="list-style-type: none"> Require applicant to provide any documentation or information required to determine the application and to verify the information by statutory declaration. Grant, refuse to grant or modify an occupancy permit or building approval certificate. Record the grounds on which a decision to refuse to grant or modify an occupancy permit or grant a building approval certificate is based, and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right to review. Impose, add, vary or revoke conditions on an occupancy permit. Give written notice of the addition, variation or revocation of a condition and ensure that the notice informs the person of the person's right of review. Extend, or refuse to extend, the period in which the occupancy permit or modification or the building approval certificate has effect.
Statutory Power Delegated	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 55- Further information Section 58- Grant of occupancy permit, building approval certificate Section 59- Time for granting occupancy permit or building approval certificate Section 60- Notice of decision Section 62(1), (3),(4)and (5)- Conditions imposed by permit authority Section 65(4)- Extension of period of duration <p><i>Building Regulations 2012</i></p> <ul style="list-style-type: none"> Regulation 40 - Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Statutory Power to Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 6(3) - Permit authority for a building or incidental structure.
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 127- Delegation: special permit authorities and local governments (powers of sub delegation limited to CEO)
Sub Delegated to:	Principal Building Surveyor
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Building Act 2011</i>

	<ul style="list-style-type: none"> • Section 59- time for granting occupancy permit or building approval certificate • Section 60- Notice of decision not to grant occupancy permit or grant building approval certificate • Section 121- Occupancy permits and building approval certificates- application for review by State Administrative Tribunal (SAT). <p><i>Building Regulations 2012</i></p> <p><i>Building Services (Registration) Act 2011</i></p> <ul style="list-style-type: none"> • Section 7. <p><i>Building Services (Complaint Resolution and Administration) Act 2011</i></p> <ul style="list-style-type: none"> • Part 7, Division 2. <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage of Western Australia Act 1990</i></p>
Record Keeping	<p>Record to be kept on file:</p> <ul style="list-style-type: none"> ○ Relevant property file ○ Building Permit Application (if applicable) <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	15 December 2023

5 – Inspection and Copies of Building Records

Function Delegated	<ul style="list-style-type: none"> Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Statutory Power Delegated	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 131(2) Inspection, copies of building records
Statutory Power to Delegate:	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 127(1) & (3) Delegation: special permit authorities and local government
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 127(6A) - CEO may delegate to any other local government employee that power or duty that has been delegated to the CEO.
Sub Delegated by CEO to:	Executive Manager Community, Development & Regulation Principal Building Surveyor Planning Officer
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> Building records may only be provided to the owner of the building, or to a third party with the written approval of the landowner to do so.
Policy/Compliance Links	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 146 - Confidentiality
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	15 December 2023

6 – Referrals and Issuing Certificates

Function Delegated	<ul style="list-style-type: none"> • Authority to refer uncertified applications under Section 17(1) of the <i>Building Act 2011</i> to a building surveyor who is not employed by the local government [s.145A(1)]. • Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Northampton District [s.145A(2)].
Statutory Power Delegated	<i>Building Act 2011</i> <ul style="list-style-type: none"> • Section 145A - Local Government functions
Statutory Power to Delegate:	<i>Building Act 2011</i> <ul style="list-style-type: none"> • Section 127(1) & (3) Delegation: special permit authorities and local government
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Building Act 2011</i> <ul style="list-style-type: none"> • Section 127(6A) - CEO may delegate to any other local government employee that power or duty that has been delegated to the CEO.
Sub Delegated by CEO to:	Principal Building Surveyor
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Building Act 2011</i>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	15 December 2023

7 – Private Pool Barrier – Alternative and Performance Solutions

Function Delegated	<ul style="list-style-type: none"> • Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)] • Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] • Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Statutory Power Delegated	<i>Building Regulations 2012</i> <ul style="list-style-type: none"> • Regulation 51- Approvals by permit authority
Statutory Power to Delegate:	<i>Building Act 2011</i> <ul style="list-style-type: none"> • Section 127(1) & (3) Delegation: special permit authorities and local government
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Building Act 2011</i> <ul style="list-style-type: none"> • Section 127(6A) - CEO may delegate to any other local government employee that power or duty that has been delegated to the CEO.
Sub Delegated by CEO to:	Principal Building Surveyor
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Building Act 2011</i>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	15 December 2023

8 – Smoke Alarms – Alternative Solutions

Function Delegated	<ul style="list-style-type: none"> • Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. • Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Statutory Power Delegated	<p><i>Building Regulations 2012</i></p> <ul style="list-style-type: none"> • Regulation 55 - Terms Used (alternative building solution approval) • Regulation 61 - Local Government approval of battery powered smoke alarms
Statutory Power to Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> • Section 127(1) & (3) Delegation: special permit authorities and local government
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> • Section 127(6A) - CEO may delegate to any other local government employee that power or duty that has been delegated to the CEO.
Sub Delegated by CEO to:	Principal Building Surveyor
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Building Act 2011</i>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	15 December 2023

9 – Appointment of Approved and Authorised Officers

Function Delegated	<ul style="list-style-type: none"> Authority to appoint an approved officer for the purposes of Section 6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(1) and (1A). <p>NOTE: Only employees delegated under Section 5.44(1) of the <i>Local Government Act 1995</i> with power under Section 9.19 or 9.20 may be appointed as “approved officers”.</p> <ul style="list-style-type: none"> Authority to appoint an authorised officer for the purposes of Section 6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(2). <p>NOTE: Only employees appointed under Section 9.10 of the <i>Local Government Act 1995</i> and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as “authorised officers” for the purposes of Building Regulation 70(2).</p>
Statutory Power Delegated	<p><i>Building Regulations 2012</i></p> <ul style="list-style-type: none"> Regulation 70 - Approved officers and authorised officers
Statutory Power to Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 127(1) & (3) Delegation: special permit authorities and local government
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 127(6A) - CEO may delegate to any other local government employee that power or duty that has been delegated to the CEO.
Authorised officers:	<p>Principal Building Surveyor</p> <p>Note: Chief Executive Officer is the ‘approved officer’.</p>
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<p><i>Building Regulations 2012:</i> Regulation 70(3) - each authorised officer must be issued a certificate of appointment.</p>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	15 December 2023

**DELEGATION – *Graffiti Vandalism Act*
2016**

1 – Powers, Duties and Functions

Function Delegated	All powers, duties and functions of the local government pursuant to the <i>Graffiti Vandalism Act 2016</i> .
Statutory Power Delegated	<p><i>Graffiti Vandalism Act 2016</i></p> <ul style="list-style-type: none"> • Section 18(2)- Notice requiring removal of graffiti • Section 19(3) and (4)- Additional powers when notice is given • Section 22(3)- Objection may be lodged • Section 24(1)(b) and (3)- Suspension of effect of notice • Section 25(1)- Local government graffiti powers on land not local government property • Section 28- Notice of entry • Section 29- Entry under warrant
Statutory Power to Delegate:	<p><i>Graffiti Vandalism Act 2016</i></p> <ul style="list-style-type: none"> • Section 16- Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Graffiti Vandalism Act 2016</i></p> <ul style="list-style-type: none"> • Section 17- Delegation by CEO of local government
Sub Delegated to:	<p>Executive Manager Community, Development and Regulation Executive Manager Works and Services Northampton Leading Hand Construction Northampton Leading Hand Maintenance Kalbarri Leading Hand Rangers</p>
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Part 9, Section 9.6 – dealing with an objection <p><i>Local Government (Functions & General) Regulations 1996</i></p> <p>Shire of Northampton Local Laws</p>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	15 December 2023

DELEGATIONS – *Bush Fires Act 1954*

1 – Powers, Duties and Functions

Function Delegated	All powers, duties and functions of the local government under the <i>Bush Fires Act 1954</i> .
Statutory Power Delegated	<i>Bush Fires Act 1954</i>
Statutory Power to Delegate:	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 48 - Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	Authority excludes powers and duties that: <ul style="list-style-type: none"> Are prescribed in the <i>Bush Fires Act 1954</i> with the requirement for a resolution by the local government; or Are prescribed in the <i>Bush Fires Act 1954</i> for performance by prescribed officers; or Are subject to separate delegated authority within this register.
Policy/Compliance Links	<ul style="list-style-type: none"> <i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i> <i>Bush Fires (Infringement) Regulations 1978</i>
Record Keeping	Record to be kept on relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	15 December 2023

2 – Prohibited Burning Times

Function Delegated	Determine to vary prohibited burning times, in accordance with section 17(7) and (8) regarding: <ul style="list-style-type: none"> Shortening, extending, suspending or reimposing a period of prohibited burning times; or Extending prohibited burning times.
Statutory Power Delegated	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> Section 17(7) - Variation to prohibited burning times. Section 27(2) and (3) - Prohibition on use of tractors or engines except under certain conditions. <p><i>Bush Fire Regulations 1954</i></p> <ul style="list-style-type: none"> Regulation 15 - Permit to burn (Act s.18), form of and apply for after refusal etc. Regulation 38C - Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times. Regulation 39B - Crop dusters etc., use of in restricted or prohibited burning times.
Statutory Power to Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> Section 17(10) – Local government may delegate to Mayor/Shire President and Chief Bushfire Control Officer Section 48- Delegation by local governments
Delegated to:	Shire President Chief Executive Officer Chief Bush Fire Control Officer
Statutory Power to Sub-Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> Section 48(3) - Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	<p>Decisions under section 17(7) must be undertaken jointly by both the Shire President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of section 17(7B) and (8).</p> <p>Decisions under Section 18(5) must be undertaken jointly by the Shire President and Chief Bush Fire Control Officer and comply with the procedural requirements of Section 18(5B) and (5C)</p>
Policy/Compliance Links	<ul style="list-style-type: none"> <i>Bush Fires Act 1954</i> <i>Bush Fire Regulations 1954</i>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and</p>

	when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	15 December 2023

3 – Restricted Burning Times

Function Delegated	<ul style="list-style-type: none"> • Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. <ul style="list-style-type: none"> ○ Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. • Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. • Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. • Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. • Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. • Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. • Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. • Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. • Authority to recover the cost of measures taken by the Shire of Northampton or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements
--------------------	---

	under Section 28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Statutory Power Delegated	<p><i>Bush Fires Act 1954:</i></p> <ul style="list-style-type: none"> • Section 18(5), (11) Restricted burning times may be declared by FES Commissioner • Section 22(6) and (7) Burning on exempt land and land adjoining exempt land • Section 27(2) and (3) Prohibition on use of tractors or engines except under certain conditions • Section 28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <p><i>Bush Fire Regulations 1954:</i></p> <ul style="list-style-type: none"> • Regulation 15 - Permit to burn (Act s.18), form of and apply for after refusal etc. • Regulation 15C - Local Government may prohibit burning on certain days • Regulation 38C - Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times • Regulation 39B - Crop dusters etc., use of in restricted or prohibited burning times
Statutory Power to Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 48- Delegation by local governments
Delegated to:	Shire President Chief Executive Officer Chief Bush Fire Control Officer
Statutory Power to Sub-Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	Decisions under Section 18(5) must be undertaken jointly by the Shire President and Chief Bush Fire Control Officer and comply with the procedural requirements of Section 18(5B) and (5C)
Policy/Compliance Links	<ul style="list-style-type: none"> • <i>Bush Fires Act 1954</i> • <i>Bush Fire Regulations 1954</i>
Record Keeping	Record to be kept on relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	15 December 2023

4 – Prosecutions

Function Delegated	<ul style="list-style-type: none"> • Issue infringement notices • Consider allegations of offences alleged to have been committed against this Act in the district of the local government and, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences in the district.
Statutory Power Delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • Section 59(3)- Prosecution of offences • Section 59A(2)- Alternative procedure- infringement notices
Statutory Power to Delegate:	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • Section 48- Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • Section 59A(5) - alternative procedure- infringement notices • Section 65 - proof of certain matters • Section 66- Proof of ownership or occupancy <i>Bush Fires (Infringement) Regulations 1978</i> <ul style="list-style-type: none"> • Regulation 4(a) - only the Shire President or Chief Executive Officer may withdraw an infringement notice.
Policy/Compliance Links	<ul style="list-style-type: none"> • <i>Bush Fires Act 1954</i> • <i>Bush Fires (Infringement) Regulations 1978</i> • Shire of Northampton Local Laws
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	15 December 2023

5 - Fire Break Maintenance

Function Delegated	<p>Authority to:</p> <ul style="list-style-type: none"> • Give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire: <ol style="list-style-type: none"> i. clearing of firebreaks as determined necessary and specified in the notice; and ii. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and iii. as a separate or coordinated action with any other person carry out similar actions. • Direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with. • Recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice.
Statutory Power Delegated	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 33 – Local Government may require occupier of land to plough or clear fire break
Statutory Power to Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 48- Delegation by local governments
Delegated to:	<p>Chief Executive Officer Executive Manager Community, Development & Regulation Chief Bush Fire Control Officer Ranger</p>
Statutory Power to Sub-Delegate:	<p>Nil. Sub-delegation is prohibited by section 48(3) of the <i>Bush Fires Act 1954</i>.</p>
Sub Delegated to:	<p>Nil.</p>
Conditions on Delegation/Sub-Delegation	<p>Nil.</p>
Policy/Compliance Links	<ul style="list-style-type: none"> • <i>Bush Fires Act 1954</i> • <i>Bush Fires (Infringement) Regulations 1978</i> • Shire of Northampton Local Laws
Record Keeping	<p>Record to be kept on relevant property file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>

Date of Council Adoption	15 December 2023
--------------------------	------------------

6 – Control and Extinguishment of Bush Fires

Function Delegated	<p>Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [Section 46(1A)].</p> <p>Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act officer is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [Section 46(1B)].</p>
Statutory Power Delegated	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> Section 46- Bush fire control officer or forest officer may postpone lighting fire
Statutory Power to Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> Section 48 - Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<ul style="list-style-type: none"> <i>Bush Fires Act 1954</i>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	15 December 2023

7 – Make Request to FES Commissioner – Control of Fire

Function Delegated	Authority to request on behalf of the Shire of Northampton that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations.
Statutory Power Delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 13(4) Duties and powers of bush fire liaison officers
Statutory Power to Delegate:	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 48 - Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Bush Fires Act 1954</i>
Record Keeping	Record to be kept on relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	15 December 2023

8 – Control of Operations Likely to Create Bush Fire Danger

Function Delegated	<ul style="list-style-type: none"> • Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. c. a person using explosives [r.39D(2)]. d. a person using fireworks [r.39E(3)] • Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <p><i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</i></p>
Statutory Power Delegated	<p><i>Bush Fires Act 1954:</i></p> <ul style="list-style-type: none"> • Section 27D - Requirements for carriage and deposit of incendiary material <p><i>Bush Fires Regulations 1954:</i></p> <ul style="list-style-type: none"> • Regulation 39C - Welding and cutting apparatus, use of in open air • Regulation 39CA - Bee smoker devices, use of in restricted or prohibited burning times etc. • Regulation 39D - Explosives, use of • Regulation 39E - Fireworks, use of
Statutory Power to Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 48 - Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<p><i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i></p>

Record Keeping	Record to be kept on relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	15 December 2023

9 – Burning of Garden Refuse / Open Air Fires

Function Delegated	<ul style="list-style-type: none"> • Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [Section 24F(2)(b)(ii) and (4)]. • Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under Section 24F [s.24G(2)]. <ul style="list-style-type: none"> i. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]. ii. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34]. • Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ul style="list-style-type: none"> i. camping or cooking [s.25(1)(a)]. ii. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. • Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)]. • Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].
Statutory Power Delegated	<p><i>Bush Fires Act 1954:</i> Section 24F - Burning garden refuse during limited burning times Section 24G - Minister or local government may further restrict burning of garden refuse Section 25 - No fire to be lit in open air unless certain precautions taken Section 25A - Power of Minister to exempt from provisions of section 25</p> <p><i>Bush Fires Regulations 1954:</i> Regulation 27(3) - Permit, issue of</p>
Statutory Power to Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 48 - Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Bush Fires Act 1954</i>

	<ul style="list-style-type: none"> Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Bush Fires Act 1954</i>
Record Keeping	Record to be kept on relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	15 December 2023

10 – Appoint Bush Fire Control Officers / and Fire Weather Officer

Function Delegated	<ul style="list-style-type: none"> • Authority to appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i>; and <ol style="list-style-type: none"> i. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and ii. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. • Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Northampton [s.38(5A)] • Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of Section 38(17). [s.38(8) and (9)]. <ol style="list-style-type: none"> i. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Statutory Power Delegated	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 38 - Local Government may appoint bush fire control officer
Statutory Power to Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 48 - Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Bush Fires Act 1954</i>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and</p>

	when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	15 December 2023

11 – Recovery of Expenses Incurred Through Contraventions of *Bush Fires Act 1954*

Function Delegated	Authority to recover expenses incurred as a result of an offence against the <i>Bush Fires Act 1954</i> , being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Northampton or those on behalf of the Shire of Northampton to do [s.58].
Statutory Power Delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 58 - General penalty and recovery of expenses incurred
Statutory Power to Delegate:	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 48 - Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Executive Manager Community, Development and Regulation Executive Manager Corporate Services
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Bush Fires Act 1954</i>
Record Keeping	Record to be kept on relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	15 December 2023

DELEGATIONS – *Liquor Control Act 1988*

1 – Section 39 and 40 Certificates

Function Delegated	<p>Authority to:</p> <ul style="list-style-type: none"> • issue Certificates of Local Government in accordance with Section 39 of the <i>Liquor Control Act 1988</i>. • issue Certificates of Local Planning Authority in accordance with Section 40 of the <i>Liquor Control Act 1988</i>.
Statutory Power Delegated	<p><i>Liquor Control Act 1988</i></p> <ul style="list-style-type: none"> • Section 39 - Certificate of local government as to whether premises comply with laws • Section 40 - Certificate of planning authority as to whether use of premises complies with planning laws.
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.41 (d) and (h) – Functions of the CEO • Section 5.44 – CEO may delegate powers and duties to other employees
Delegated to:	<p>Authority to issue either/both a Section 39 and 40 certificate:</p> <ul style="list-style-type: none"> • Chief Executive Officer • Executive Manager Community, Development and Regulation <p>Authority to issue a Section 39 certificate only:</p> <ul style="list-style-type: none"> • Environmental Health Officer <p>Authority to issue a Section 40 certificate only:</p> <ul style="list-style-type: none"> • Planning Officer
Statutory Power to Sub-Delegate:	Nil.
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<p><i>Liquor Control Act 1988</i></p> <ul style="list-style-type: none"> • Section 39 - Certificate of local government as to whether premises comply with laws. • Section 40 - Certificate of planning authority as to whether use of premises complies with planning laws.
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	15 December 2023

2 – Occasional Licences

Function Delegated	Power to issue consent requirements to applicants seeking approval for the consumption of alcohol for special occasions on Council owned or vested land, in accordance with Section 59(2)9b(ii) of the <i>Liquor Control Act 1988</i> .
Statutory Power Delegated	<i>Liquor Control Act 1988</i> Section 59 - Occasional licence, effect, conditions and pre-requisites for grant of
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • Section 5.41 (d) and (h) – Functions of the CEO • Section 5.44 – CEO may delegate powers and duties to other employees
Delegated to:	Chief Executive Officer Executive Manager Community, Development and Regulation
Statutory Power to Sub-Delegate:	Nil.
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Liquor Control Act 1988</i> Section 59 - Occasional licence, effect, conditions and pre-requisites for grant of
Record Keeping	Record to be kept on relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	15 December 2023

DELEGATIONS – *Food Act 2008*

1 – Prohibition Orders and Certificates of Clearance

Function Delegated	<ul style="list-style-type: none"> • Serve a Prohibition Order on the proprietor of a food business in accordance with Section 65 of the <i>Food Act 2008</i>. • Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices. • Give written notice to proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a certificate of clearance after an inspection.
Statutory Power Delegated	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Section 65(1)- Prohibition order • Section 66- Certificate of clearance • Section 67(4)- Request for re-inspection
Statutory Power to Delegate:	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Section 118(2) (b) - Local government (enforcement agency) may delegate a function conferred on it. • Section 118(3) - Delegation subject to conditions (Section 119) and guidelines adopted (Section 120).
Delegated to:	Chief Executive Officer Environmental Health Officer
Statutory Power to Sub-Delegate:	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Section 118(4) - Sub-delegation only permissible if expressly provided in regulations. <i>Food Act Regulations 2009</i> <ul style="list-style-type: none"> • No sub-delegation available.
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Food Act 2008</i> <i>Food Act Regulations 2009</i>
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> ○ Relevant property ○ Relevant customer/business Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	15 December 2023

2 – Food Business Registrations

Function Delegated	<ul style="list-style-type: none"> • Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [Section 110(1) and (5)]. • Authority to vary the conditions or cancel the registration of a food business [Section 112].
Statutory Power Delegated	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Section 110(1) and (5) - Registration of Food Business • Section 112- Variation of conditions or cancellation of registration of food businesses.
Statutory Power to Delegate:	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Section 118(2) (b) - Local government (enforcement agency) may delegate a function conferred on it. • Section 118(3) - Delegation subject to conditions (Section 119) and guidelines adopted (Section 120).
Delegated to:	Chief Executive Officer Environmental Health Officer
Statutory Power to Sub-Delegate:	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Section 118(4) - Sub-delegation only permissible if expressly provided in regulations. <i>Food Act Regulations 2009</i> <ul style="list-style-type: none"> • No sub-delegation available.
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> • In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> ○ Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA ○ Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 ○ WA Priority Classification System ○ Verification of Food Safety Program Guideline.
Policy/Compliance Links	<i>Food Act 2008</i> <i>Food Act Regulations 2009</i>
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> ○ Relevant property ○ Relevant customer/business Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	15 December 2023

3 – Debt Recovery and Prosecutions

Function Delegated	<ul style="list-style-type: none"> • Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. • Authority to institute proceedings for an offence under the <i>Food Act 2008</i> [s.125].
Statutory Power Delegated	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Section 54 - Cost of destruction or disposal of forfeited item • Section 125 Institution of proceedings
Statutory Power to Delegate:	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Section 118(2) (b) - Local government (enforcement agency) may delegate a function conferred on it. • Section 118(3) - Delegation subject to conditions (Section 119) and guidelines adopted (Section 120).
Delegated to:	Chief Executive Officer Environmental Health Officer
Statutory Power to Sub-Delegate:	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Section 118(4) - Sub-delegation only permissible if expressly provided in regulations. <i>Food Act Regulations 2009</i> <ul style="list-style-type: none"> • No sub-delegation available.
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> • In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Policy/Compliance Links	<i>Food Act 2008</i> <i>Food Act Regulations 2009</i>
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> ○ Relevant property ○ Relevant customer/business Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	15 December 2023

4 – Food Businesses List – Public Access

Function Delegated	Authority to decide to make a list of food businesses maintained under Section 115(a) or (b) publicly available [r.51].
Statutory Power Delegated	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Regulation 51 - Enforcement agency may make list of food
Statutory Power to Delegate:	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Section 118(2) (b) - Local government (enforcement agency) may delegate a function conferred on it. • Section 118(3) - Delegation subject to conditions (Section 119) and guidelines adopted (Section 120).
Delegated to:	Chief Executive Officer Environmental Health Officer
Statutory Power to Sub-Delegate:	<i>Food Act 2008</i> <i>Section 118(4) - Sub-delegation only permissible if expressly provided in regulations.</i> <i>Food Act Regulations 2009</i> <i>No sub-delegation available.</i>
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> • In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Policy/Compliance Links	<i>Food Act 2008</i> <i>Food Act Regulations 2009</i>
Record Keeping	Record to be kept on file: Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	15 December 2023

DELEGATIONS – *Dog Act 1976*

1 – Powers, Duties and Functions

Function Delegated	<ul style="list-style-type: none"> All powers, duties and functions of the local government under the <i>Dog Act 1976</i>. Authorise the CEO to further delegate powers and duties under the <i>Dog Act 1976</i> and associated Regulations.
Statutory Power Delegated	<i>Dog Act 1976</i> <i>Dog Regulations 2013</i>
Statutory Power to Delegate:	<i>Dog Act 1976</i> <ul style="list-style-type: none"> Section 10AA- Delegation of local government powers and duties.
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Dog Act 1976</i> <ul style="list-style-type: none"> Section 10AA(3) - CEO can delegate further if expressly authorised.
Sub Delegated to:	Section 10AA(S) of the <i>Dog Act 1976</i> does not limit the ability of a local government's Chief Executive Officer to perform a function through an officer or agent. Functions can be performed through the following employees: Executive Manager Community, Development & Regulation Rangers
Conditions on Delegation/Sub-Delegation	All decisions to be made under Section 31 (2B), (3A) and (3B) must be determined by Council.
Policy/Compliance Links	<ul style="list-style-type: none"> <i>Dog Act 1976</i> <i>Dog Regulations 2013</i> <i>Local Government (Miscellaneous Provisions) Act 1960</i>
Record Keeping	Record to be kept on relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	15 December 2023

DELEGATIONS – *Cat Act 2011*

1 - Powers, Duties and Functions

Function Delegated	All powers, duties and functions of the local government under the <i>Cat Act 2011</i> .
Statutory Power Delegated	<ul style="list-style-type: none"> • <i>Cat Act 2011</i> • <i>Cat (Uniform Local Provisions) Regulations 2013</i> • <i>Cat Regulations 2012</i>
Statutory Power to Delegate:	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • Section 44 - Delegation by local government.
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • Section 45 - Delegation by CEO of local government
Sub Delegated to:	<p>Note: Section 46(2) of the <i>Cat Act 2011</i> does not limit the ability of a local government from performing any of its functions by acting through a person other than the CEO; or a CEO from performing any of his/her functions by acting through another person.</p> <p>Executive Manager Community, Development & Regulation Rangers</p>
Conditions on Delegation/Sub-Delegation	<p>Authority excludes powers and duties that:</p> <ul style="list-style-type: none"> • Are prescribed in the Act with the requirement for a resolution by the local government; or • Are prescribed in the Act for performance by prescribed officers; or • Are subject to separate delegated authority within this register.
Policy/Compliance Links	<ul style="list-style-type: none"> • <i>Cat Act 2011</i> • <i>Cat (Uniform Local Provisions) Regulations 2013</i> • <i>Cat Regulations 2012</i> •
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	15 December 2023

2 – Cat Registrations

Function Delegated	<ul style="list-style-type: none"> • Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [Section 9(1)]. • Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [Section 9(6)]. • Authority to cancel a cat registration [Section 10]. • Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [Section 11(2)]. • Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Northampton District [Regs. Sch. 3 cl.1(4)].
Statutory Power Delegated	<ul style="list-style-type: none"> • <i>Cat Act 2011:</i> Section 9 Registration Section 10 Cancellation of registration Section 11 Registration numbers, certificates and tags • <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Statutory Power to Delegate:	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • Section 44- Delegation by local government
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • Section 45- Delegation by CEO of local government
Sub Delegated to:	Customer Service Officer Finance Officer Rates Officer
Conditions on Delegation/Sub-Delegation	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Policy/Compliance Links	<ul style="list-style-type: none"> • <i>Cat Act 2011</i> • <i>Cat (Uniform Local Provisions) Regulations 2013</i> • <i>Cat Regulations 2012</i>
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> ○ Authorised Officers Register The delegate is to ensure that all evidentiary documents meet the requirements of Regulation 19 and are retained on the Shire's record keeping database.
Date of Council Adoption	15 December 2023

**DELEGATIONS – *Planning and
Development Act 2005***

1 – Illegal Development

Function Delegated	<ul style="list-style-type: none"> • Give a written direction to the owner or any other person undertaking an unauthorised development to stop and not recommence the development or that part of the development that is undertaken in contravention of the Shire of Northampton Local Planning Scheme. • Give a written direction to the person whose duty it is to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme would prejudice the effective operation of the planning scheme.
Statutory Power Delegated	<p><i>Planning and Development Act 2005</i></p> <ul style="list-style-type: none"> • Section 214(2), (3) and (5) - Illegal development, responsible authority's powers as to
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.42- Delegation of some powers or duties to the CEO • Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44 - CEO may delegate powers and duties to other employees
Sub Delegated to:	Executive Manager Community, Development and Regulation Planning Officer
Conditions on Delegation/Sub-Delegation	<p>Authority to issue written direction without Council approval where illegal development has taken place on Shire-managed public land.</p> <p>Where illegal development has taken place on private land, permission to prosecute is to be granted by Council prior to action being taken. This does not inhibit the local government from issuing written direction to <u>cease</u> illegal activities on private land.</p> <p>Note: Power to prosecute for other breaches of the <i>Planning & Development Act 2005</i> is contained in Section 20 of the <i>Criminal Procedure Act 2004</i>.</p>
Policy/Compliance Links	<p><i>Planning and Development Act 2005</i></p> <ul style="list-style-type: none"> • Part 13- Enforcement and legal proceedings • Section 215 - Illegal development, responsible authority's power to remove, etc.
Record Keeping	<p>Record to be kept on relevant file.</p> <p>The delegate is to ensure that all evidentiary documents meet the requirements of Regulation 19 and are retained on the Shire's record keeping database.</p>
Date of Council Adoption	15 December 2023

2 - Local Planning Schemes No 10 and 11 and Planning and Development (Local Planning Schemes) Regulations 2015

Function Delegated	<p>To perform the functions of the local government in respect of the following matters:</p> <ol style="list-style-type: none"> 1. General delegation to approve applications with or without conditions where consistent with Local Planning Scheme No 10 and 11, Local Planning Policies and WAPC/State Planning Policies, subject to the following exclusions: <ol style="list-style-type: none"> i. Uses other than 'P' or 'D'; ii. More than \$2 million dollars in value; iii. More than 5 dwellings; iv. Lot boundary adjustments where minimum lot sizes are not met; v. Development on reserves if inconsistent with the purpose of that reserve; vi. Variations of Council planning policy where NOT permitted by that planning policy. 2. Applications not to be determined under delegated authority: <ol style="list-style-type: none"> i. Refusal where discretionary; ii. Land use or development proposed, classed as "A" on zoning tables unless: <ol style="list-style-type: none"> a) Only a minor expansion; or b) Holiday/low-impact tourist accommodation where no objection has been received and is consistent with the Scheme and any applicable Policy. iii. 'Use Not Listed' in the Scheme Zoning Tables; iv. Approval period greater than 2 years; v. Retrospective approval of an existing unauthorised development; vi. Extension or change to a non-conforming use; or vii. Where "cash in lieu of car parking" is sought under the Scheme. 3. Variations to setbacks, building envelopes, use of materials/colours, landscaping or other minor matters can be determined subject to the following exemptions: <ol style="list-style-type: none"> i. Where a material objection to the proposal has been received. ii. Variations to car parking requirements are required for the development to proceed. iii. Refusals for non-permitted use other than where listed as an 'X' land use in the Scheme zoning tables. 4. Discretionary decisions under the Residential Design Codes of WA can be determined where:
--------------------	---

	<ul style="list-style-type: none"> i. Development Approval process has been followed, and all relevant information has been provided by the applicant; ii. No unsatisfied material objections have been received; iii. Consistency with the relevant Design Principle(s) has been achieved; or iv. Refusal of the development is not being determined. <p>5. Amending or revoking development approval where the:</p> <ul style="list-style-type: none"> i. Amendment is consistent with normal approved delegation; ii. Amendment is consistent with the initial application; iii. Amendment is minor in scale (10% of total development cost or less than 200m²); or iv. Revision of a condition of approval previously granted under delegation where the intent of the condition remains. <p>6. Applications for extension (maximum 12 months per extension) of a Development Approval can be reapproved subject to no more than two extensions. Any further extensions are to be considered by Council.</p> <p>7. Requests for reconsideration of Council decisions are not to be determined under delegated authority.</p> <p>8. Make recommendations to the WAPC on amendments to Structure Plans (as defined by the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i>) under the deemed provisions provided that the modification is:</p> <ul style="list-style-type: none"> i. Of a minor nature; and ii. Is consistent with the intent of the zone and the Scheme; and iii. Unlikely to have a detrimental effect on the amenity of the locality or any owner or occupier of land in the locality. <p>9. Take all necessary action against owners and occupiers of properties requiring them to cease illegal uses or rectify/remove illegal development or comply with any Development Approvals, including instructing the Shire's solicitors.</p> <p>10. Issue or refuse to issue a certificate under Section 40 of the <i>Liquor Control Act 1988</i>.</p> <p>11. Make recommendations to the WAPC and other statutory authorities in respect of subdivision/amalgamation and development applications and associated matters.</p>
--	--

	12. Endorse deposited plans after the conditions of subdivision/amalgamation approval for which Council is responsible have been fulfilled.
Statutory Power Delegated	<i>Planning and Development (Local Planning Scheme) Regulations 2015</i> <ul style="list-style-type: none"> • Schedule 2 – Deemed provisions for local planning schemes <i>Shire of Northampton Local Planning Schemes No.10 and 11</i>
Statutory Power to Delegate:	<i>Planning and Development (Local Planning Scheme) Regulations 2015</i> <ul style="list-style-type: none"> • Schedule 2, Part 10, clause 82 – Delegations by Local Government.
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Planning and Development (Local Planning Scheme) Regulations 2015</i> <ul style="list-style-type: none"> • Schedule 2, Part 10, clause 82 – Delegations by Local Government.
Sub Delegated to:	Executive Manager Community, Development and Regulation Planning Officer
Conditions on Delegation/Sub-Delegation	<p>1. All Development Applications will be submitted to Council in the following circumstances:</p> <ol style="list-style-type: none"> Where an application is for an extension or change to a nonconforming use; Where a delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation; Where written objection is received from the proposal from any statutory agency; A condition recommended by a statutory agency is unnecessary or impractical, or unreasonable to be enforced by the Shire of Northampton; Where a new structure plan has been prepared and advertised for public comment, recommendations shall be presented to Council prior to forwarding to the WAPC; Where notification has been given to adjoining and nearby owners or the general public for comment in accordance with the Local Planning Scheme or any policy and a written objections have been received within the time specified; Subdivision/amalgamation applications proposing five (5) lots or greater, or that wish to vary a Scheme/Policy provision must be determined by Council prior to submission of recommendations to WAPC; or Where in the opinion of the Executive Manager Community, Development and Regulation:

	<ul style="list-style-type: none"> i. Any of the requirements of this delegation are not satisfied; ii. There is insufficient certainty as to whether the application complies with the intent of Scheme, Residential Design Codes or any relevant Council policy; iii. It would be in the public interest or consistent with the principles of administrative accountability for Council to determine the application; iv. Where the proposal is inconsistent with the intent of the Local Planning Scheme, relevant policies, Residential Design Codes, or any of Council's adopted statutory plans as defined in the Scheme or Local Planning Strategy. <p>2. With reference to Item 10. (under Functions Delegated), approval to undertake prosecution against a landowner must be obtained from Council prior to commencement. This does not inhibit the issuance of a written direction to the landowner to cease an illegal activity until the matter is determined by Council.</p>
Policy/Compliance Links	<p><i>Planning and Development Act 2005</i></p> <ul style="list-style-type: none"> • Section 142 – Consultation requirements as to proposed subdivision <p><i>Planning and Development Regulations 2009</i></p> <p><i>Planning and Development (Local Planning Scheme) Regulations 2015</i></p> <p><i>Planning and Development (Development Assessment Panels) Regulations 2011</i></p> <ul style="list-style-type: none"> • Section 11A – Further Information • Section 11 – Notify DAP of application • Section 12 (2) – Responsible authority to report • Section 13 – Further services from responsible authority <p><i>Liquor Control Act 1988</i></p> <ul style="list-style-type: none"> • Section 40 – Certificate of planning authority is to whether use of premises complies with planning laws <p><i>Heritage Act of Western Australia 1990</i></p> <p><i>Shire of Northampton Local Planning Scheme No's 10 and 11</i></p> <p><i>State Planning Policy 7.3 – Residential Design Codes of Western Australia</i></p>
Record Keeping	<p>Record to be kept on file:</p> <ul style="list-style-type: none"> ○ Council Minutes. ○ Delegated Decision Reports. ○ Relevant property file.

	Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	15 December 2023

DELEGATIONS – *Public Health Act 2016*

1 - Enforcement Agency Reports to the Chief Health Officer

Function Delegated:	<ul style="list-style-type: none"> • Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under the <i>Public Health Act 2016</i> and the performance of functions by persons employed or engaged by the Shire of Northampton [s.22(1)] • Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Statutory Power Delegated:	<i>Public Health Act 2016</i> <ul style="list-style-type: none"> • Section 22 - Reports by and about enforcement agencies
Statutory Power to Delegate:	<i>Public Health Act 2016:</i> <ul style="list-style-type: none"> • Section 21 - Enforcement agency may delegate
Delegated to:	Chief Executive Officer Environmental Health Officer
Statutory Power to Sub-Delegate:	Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Public Health Act 2016</i> Section 20 - Conditions on performance of functions by enforcement agencies.
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> ○ Authorised Officers Register Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	15 December 2023

STATUTORY DELEGATIONS TO LOCAL GOVERNMENT FROM STATE GOVERNMENT ENTITIES

Environmental Protection Act 1986

1 – Noise Control – Serving of Environmental Protection Notices

Extract from Government Gazette dated 19 March 2004.

EV401

ENVIRONMENTAL PROTECTION ACT 1986

SECTION 20

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.
Dr JUDY EDWARDS MLA, Minister for the Environment.

Regulation 19 of *Local Government (Administration) Regulations 1996* requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.

2 – Noise Control – Noise Management Plans

Extract from Government Gazette dated 16 May 2014.

EV405*

ENVIRONMENTAL PROTECTION ACT 1986
DELEGATION NO. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of—

- (a) Chief Executive Officer under the *Local Government Act 1995*; and
- (b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

Approved by—

Hon ALBERT JACOBS JP MLA, Minister for Environment: Heritage.

Regulation 19 of *Local Government (Administration) Regulations 1996* requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.

The delegate is to ensure that all evidentiary documents meet the requirements of Regulation 19 and are retained on the Shire's record keeping database.

Planning and Development Act 2005

1 – Section 15 of *Strata Titles Act 1985*

Extracts from Government Gazette dated 9 June 2009.

PL402

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2020/01 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the *Strata Titles Act 1985*

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED—

- A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the *Strata Titles Act 1985* as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- C. TO AMEND “Del 2020/01—Powers of Local Governments” to give effect to its resolution and to publish an updated, consolidated instrument.

SAM FAGAN, Western Australian Planning Commission.

Schedule 1

1. Applications made under section 15 of the *Strata Titles Act 1985*

Power to determine applications under section 15 of the *Strata Titles Act 1985*, except those applications that—

- (a) propose the creation of a vacant lot;
- (b) propose vacant air stratas in multi-tiered strata scheme developments;
- (c) propose the creation or postponement of a leasehold scheme;
- (d) propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the *Strata Titles Act 1985*);
- (e) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—
 - i. a type of development; and/or
 - ii. land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

2. Applications under sections 21 and 22 of the *Strata Titles Act 1985*

Power to determine applications under—

- (a) section 21 of the *Strata Titles Act 1985*;
- (b) section 22 of the *Strata Titles Act 1985* where the amendment or repeal of scheme by-laws requires the approval of the WAPC.

3. Reporting requirements

A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.

Planning and Development Act 2005

1 – Sign Development Applications for Crown Land as Owner

DoL FILE 1738/2002v8; 858/2001v9

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF AUTHORISATION

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the *2nd* day of *June* 2016



**HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS**

SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

Column 1	Column 2	Column 3
<p>The power to sign as owner in respect of Crown land that is:</p> <ul style="list-style-type: none"> a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road, <p>in respect of development applications being made under or referred to in:</p> <p>(i) section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional Interim development order (as that term is defined in that Act);</p> <p>(ii) section 103(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);</p> <p>(iii) section 115 of the <i>Planning and Development Act 2005</i> in respect of development within a planning control area (as that term is defined in that Act);</p> <p>(iv) section 122A of the <i>Planning and Development Act 2005</i> in respect of which approval is required under an improvement scheme (as that term is defined in that Act);</p> <p>(v) section 162 of the <i>Planning and Development Act 2005</i> in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);</p> <p>(vi) section 163 of the <i>Planning and Development Act 2005</i> in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the <i>Heritage of Western Australia Act 1990</i>, or of which such a place forms part;</p> <p>(vii) section 171A of the <i>Planning and Development Act 2005</i> in respect of a prescribed development application (as that term is defined in that section of that Act).</p>	<p>City of Albany City of Armadale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassendean City of Bayswater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brookton Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Canning Shire of Capel Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chitterling Shire of Christmas Island Town of Claremont City of Cockburn Shire of Cocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Coorow Shire of Corrigin Town of Cottesloe Shire of Cranbrook Shire of Cuballing Shire of Cue Shire of Cunderdin Shire of Dalwallinu Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Dornbrook-Balingup Shire of Dowerin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Exmouth City of Fremantle City of Greater Geraldton</p> <p>Shire of Gingin Shire of Gnowangerup Shire of Goomalling City of Gosnells Shire of Halls Creek Shire of Harvey Shire of Irwin Shire of Jerramungup City of Joondalup Shire of Kalamunda City of Kalgoorlie-Boulder Shire of Kalbarning Shire of Kellerberrin Shire of Kent Shire of Kojonup Shire of Kondinin Shire of Koorda Shire of Kulin City of Kwinana Shire of Lake Grace Shire of Laverton Shire of Leonora City of Mandurah Shire of Manjimup Shire of Meekatharra City of Melville Shire of Menzies Shire of Merredin Shire of Mingenew Shire of Moora Shire of Morawa Town of Mosman Park Shire of Mount Magnet Shire of Mt Marshall Shire of Mukinbudin Shire of Mundaring Shire of Murchison Shire of Murray</p>	<p>In accordance with and subject to approved Government Land policies.</p> <p>Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the <i>Planning and Development Act 2005</i> (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>

Shire of Nannup
 Shire of Narembeen
 Shire of Narrogin
 Town of Narrogin
 City of Nedlands
 Shire of Ngaanyatjaraku
 Shire of Northam
 Shire of Northampton
 Shire of Nungarin
 Shire of Peppermint Grove
 Shire of Perenjori
 City of Perth
 Shire of Pingelly
 Shire of Plantagenet
 Town of Port Hedland
 Shire of Quairading
 Shire of Ravensthorpe
 City of Rockingham
 Shire of Roebourne
 Shire of Sandstone
 Shire of Serpentine Jarrahdale
 Shire of Shark Bay
 City of South Perth
 City of Stirling
 City of Subiaco
 City of Swan

Shire of Tammin
 Shire of Three Springs
 Shire of Toodyay
 Shire of Trayning
 Shire of Upper Gascoyne
 Town of Victoria Park
 Shire of Victoria Plains
 Town of Vincent
 Shire of Wagin
 Shire of Wandering
 City of Wanneroo
 Shire of Waroona
 Shire of West Arthur
 Shire of Westonia
 Shire of Wickepin
 Shire of Williams
 Shire of Wiluna
 Shire of Wongan-Ballidu
 Shire of Woodanilling
 Shire of Wyalkatchem
 Shire of Wyndham-East Kimberley
 Shire of Yalgoo
 Shire of Yilgarn
 Shire of York



HON DONALD TERRENCE REDMAN MLA
 MINISTER FOR LANDS

2nd June
 day of 2016

COUNCIL APPOINTED AUTHORISED PERSONS AND OFFICERS

Local Government Act 1995

1 – Appointment of Authorised Persons to Execute Documents

Function	Authority to sign documents.
Statutory Power Delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • Section 9.49A(4) – Execution of documents
Statutory Power to Delegate:	<ul style="list-style-type: none"> • Nil.
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	Nil.
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	Executing documents through the use of the common seal or by signing a document does not constitute the decision to undertake a particular course of action. A Council resolution or a decision under delegated authority is required prior to executing documents pertaining thereto.
Policy/Compliance Links	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • Section 5.41(d) – CEO's duty to manage day to day operations. • Authority to Execute Documents on Behalf of Council Policy.
Record Keeping	Record to be kept on relevant register or file
Date of Council Adoption	15 December 2023

Health (Miscellaneous Provisions) Act 1911

1 – Appointment of Deputy

Function Authorised	Authority to exercise and discharge all or any of the powers and functions of the local government.
Statutory Power Authorised	<i>Health (Miscellaneous Provisions) Act 1911</i> <ul style="list-style-type: none"> • Section 26 - powers of local government
Statutory Power to Authorise	<i>Health (Miscellaneous Provisions) Act 1911</i> <ul style="list-style-type: none"> • Section 26 - powers of local government
Authorised Officers	Chief Executive Officer Environmental Health Officer
Conditions on Authorisation	Nil.
Policy/Compliance Links	<i>Health (Miscellaneous Provisions) Act 1911</i> Environmental Health Policies
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> • Authorised Officers Register
Date of Council Adoption	15 December 2023

Food Act 2008

1 – Appointment of Authorised Officers

Function Authorised	Appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> .
Statutory Power Authorised	<p><i>Food Act 2008</i></p> <ul style="list-style-type: none"> • Part 5 – Powers of Entry, inspection and seizure • Division 1 – entry, inspection and seizure • Division 2- items seized by authorised officers.
Statutory Power to Authorise	<p><i>Food Act 2008</i></p> <ul style="list-style-type: none"> • Section 122(1) – Appointment of authorised officers
Authorised Officers	Chief Executive Officer Environmental Health Officer
Conditions on Authorisation	<ul style="list-style-type: none"> • Person to be an authorised officer must have appropriate qualifications and experience to perform the function designated to them or hold office as an environmental health officer under the <i>Public Health Act 2016</i> and the <i>Health (Miscellaneous Provisions) Act 1911</i>. • A warrant to enter may only to be sought after the employee has a sworn affidavit setting out circumstances that gave rise to the need for a warrant (unless an emergency).
Policy/Compliance Links	<p><i>Food Act 2008</i></p> <ul style="list-style-type: none"> • Section 122(3) - requirement to maintain a list of authorised officers appointed • Section 123(1) – requirement to provide each authorised officer with a certificate of authority. <p><i>Food Regulations 2009</i></p> <p>Department of Health: Guideline on Appointment of Authorised Officers</p>
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> • Authorised Officers Register
Date of Council Adoption	15 December 2023

2 – Appointment of Designated Officers

Function Authorised	Undertake the powers of a 'designated person' as prescribed in the <i>Food Act 2008</i> and Regulations
Statutory Power Authorised	<i>Food Act 2008</i> <ul style="list-style-type: none"> Section 126(13) – Infringement notices – designated officers
Statutory Power to Authorise	<i>Food Act 2008</i> <ul style="list-style-type: none"> Section 122(1) – Appointment of authorised officers
Authorised Officers	Chief Executive Officer Executive Manager Community, Development & Regulation Environmental Health Officer
Conditions on Authorisation	Certificates of authority must contain any conditions or limitations to which the person's authority is subject, including an expiry date. <u>Chief Executive Officer, Executive Manager Community, Development & Regulation</u> are designated officers for the purpose of Section 126 (6) and (7) only. <u>Environmental Health Officer</u> is designated officer for the purpose of Section 126 (2) only.
Policy/Compliance Links	<i>Food Act 2008</i> <ul style="list-style-type: none"> Section 122(3) - requirement to maintain a list of authorised officers appointed. Section 123(1) – requirement to provide each authorised officer with a certificate of authority. <i>Food Regulations 2009</i> Department of Health: Guideline on Appointment of Authorised Officers
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> Authorised Officers Register
Date of Council Adoption	15 December 2023

Public Health Act 2016

1 – Appointment of Authorised Officers

Function Authorised	Undertake the powers of an 'authorised officer' for the purposes of the <i>Public Health Act 2016</i> .
Statutory Power Authorised	<i>Public Health Act 2016</i> <ul style="list-style-type: none"> • Part 9 – Notifiable Infectious diseases and Related Conditions • Section 16 – Powers of Entry, Inspection and Seizure
Statutory Power to Authorise	<i>Public Health Act 2016</i> <ul style="list-style-type: none"> • Section 24 – Designation of authorised officers <i>Health (Miscellaneous Provisions) Act 1911</i> <ul style="list-style-type: none"> • Section 3(2A) – Terms used
Authorised Officers	Chief Executive Officer Environmental Health Officer
Conditions on Authorisation	<i>Public Health Act 2016</i> <ul style="list-style-type: none"> • Section 25 – Certain authorised officers to have qualifications and experience
Policy/Compliance Links	<i>Public Health Act 2016</i> <i>Health (Miscellaneous Provisions) Act 1911</i>
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> • Authorised Officers Register
Date of Council Adoption	15 December 2023

2 – Commence Proceedings

Function Delegated	<ul style="list-style-type: none"> Power to commence proceedings for an offence under the <i>Public Health Act 2016</i> (Section 280).
Statutory Power Delegated	<i>Public Health Act 2016</i> <ul style="list-style-type: none"> Section 280 –Commencing Proceedings
Statutory Power to Delegate:	<i>Public Health Act 2016</i> <ul style="list-style-type: none"> Section 21 – Enforcement agency may delegate
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	Nil – Unless a regulation enacted under the <i>Public Health Act 2016</i> specifically authorises a delegated power or duty of an enforcement agency to be further delegated [Section 21(4)]
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Public Health Act 2016</i>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p> <p>The delegate is to ensure that all evidentiary documents meet the requirements of Regulation 19 and are retained on the Shire's record keeping database.</p>
Date of Council Adoption	15 December 2023

Health (Asbestos) Regulations 1992

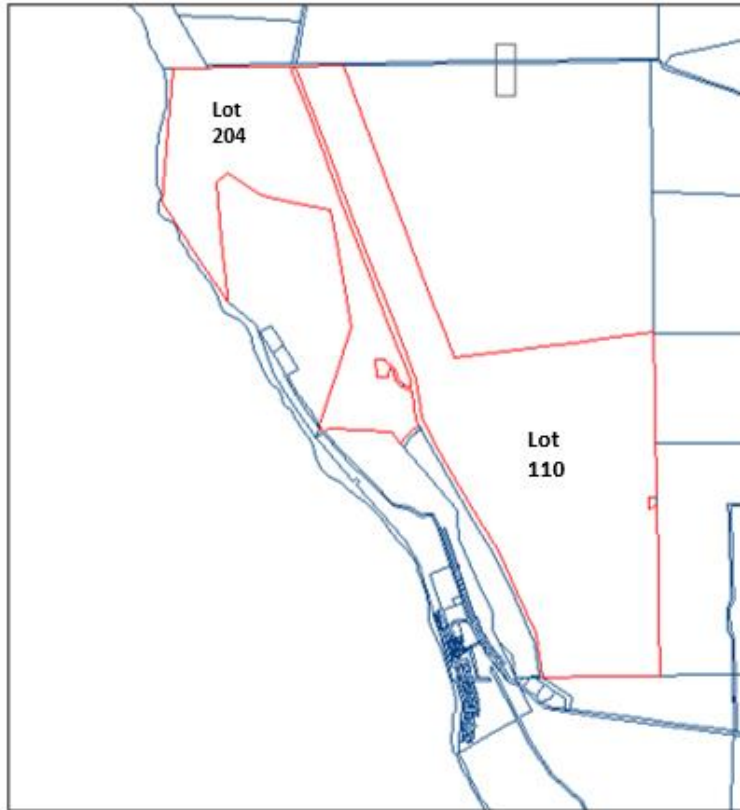
1 – Appointment of Authorised Officers

Function Authorised	Appoint a person to be an authorised officer for the purposes of Part 2 of the <i>Criminal Procedures Act 2004</i> for issuing and withdrawing infringement notices and extending time to pay.
Statutory Power Authorised	<i>Criminal Procedures Act 2004</i> <ul style="list-style-type: none"> • Part 2 – dealing with alleged offenders without prosecuting them
Statutory Power to Authorise	<i>Health (Asbestos) Regulations 1992</i> <ul style="list-style-type: none"> • Section 15D(5) – appoint persons or classes of persons to be authorised officers or approved officers for purpose of the <i>Criminal Procedures Act 2004</i>.
Authorised Officers	Chief Executive Officer Executive Manager Community, Development and Regulation Environmental Health Officer
Conditions on Authorisation	The appointment for the issuing of Infringement Notices is granted to: <ul style="list-style-type: none"> • Chief Executive Officer • Environmental Health Officer <p>The appointment for withdrawing of Infringement Notices or extending the time to pay is granted to:</p> <ul style="list-style-type: none"> • Chief Executive Officer • Executive Manager Community, Development and Regulation
Policy/Compliance Links	<i>Public Health Act 2016</i> <ul style="list-style-type: none"> • Section 25 – Certain authorised officers to have qualifications and experience <i>Health (Miscellaneous Provisions) Act 1911</i> <i>Health (Asbestos) Regulations 1992</i> <i>Criminal Procedures Act 2004</i>
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> • Authorised Officers Register
Date of Council Adoption	15 December 2023

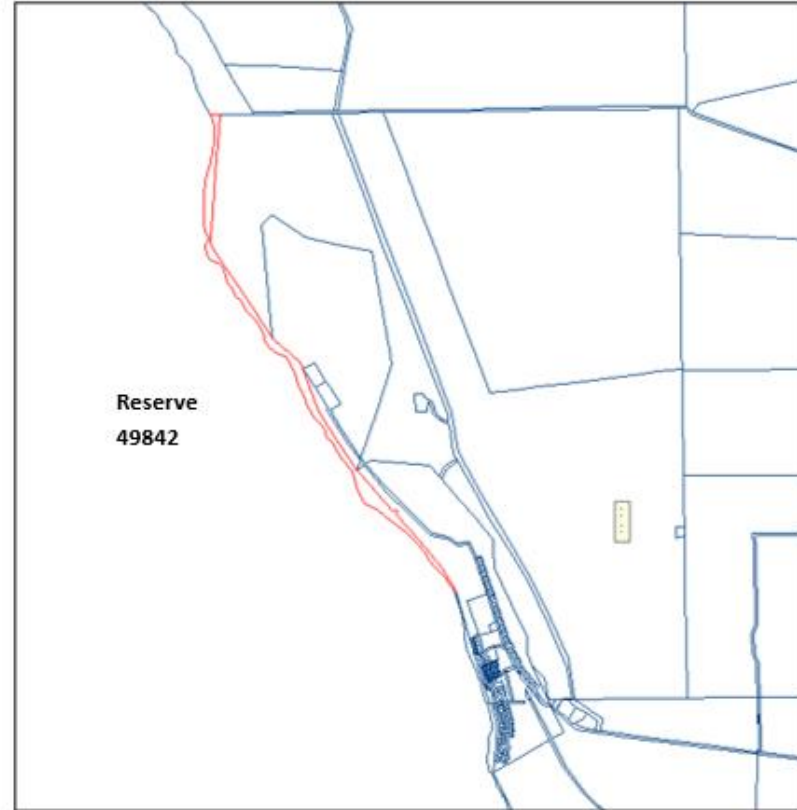
2 – Appointment of Approved Officers

Function Authorised	Appoint a person to be an 'approved officer' for the purposes of Part 2 of the <i>Criminal Procedures Act 2004</i> .
Statutory Power Authorised	<i>Criminal Procedures Act 2004</i> <ul style="list-style-type: none"> • Section 14 – Extension of time • Section 15 – Withdrawal of infringement notices
Statutory Power to Authorise	<i>Health (Asbestos) Regulations 1992</i> <ul style="list-style-type: none"> • Section 15D(5) – appoint persons or classes of persons to be authorised officers or approved officers for purpose of the <i>Criminal Procedures Act 2004</i>.
Authorised Officers	Chief Executive Officer Executive Manager Community, Development and Regulation
Conditions on Authorisation	An authorised officer cannot also be an approved officer under the <i>Criminal Procedures Act 2004</i> .
Policy/Compliance Links	<i>Public Health Act 2016</i> <i>Health (Miscellaneous Provisions) Act 1911</i> <i>Health (Asbestos) Regulations 1992</i> <i>Criminal Procedures Act 2004</i>
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> • Authorised Officers Register
Date of Council Adoption	15 December 2023

ATTACHMENT 9.1.9 (1)



Lot 204 White Cliffs Road, Horrocks



Lot 300 (Reserve 49842) Little Bay Road, Horrocks

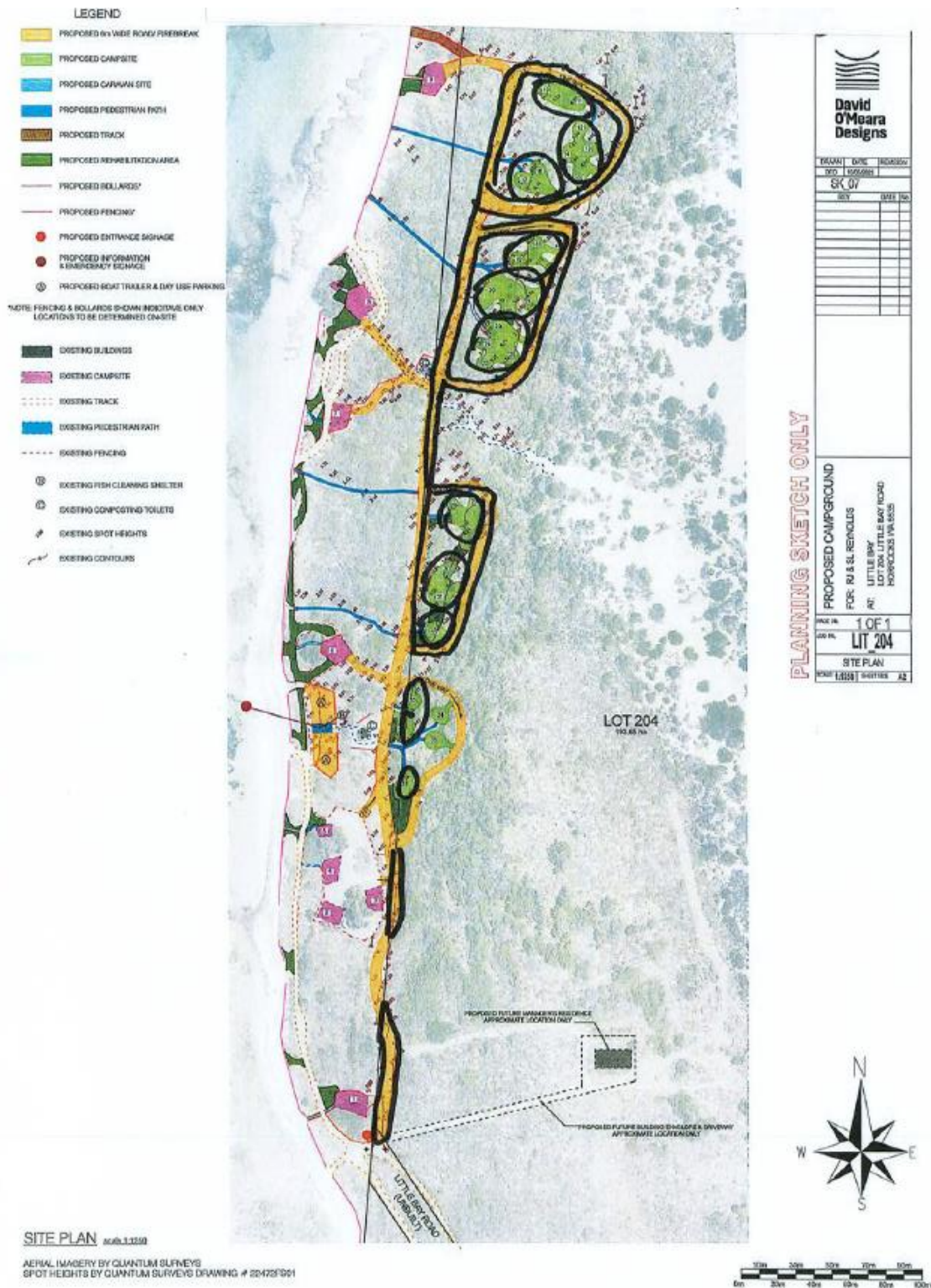
ATTACHMENT 9.1.9 (2)







Lot 204 White Cliffs Road, Horrocks



Payments List for Endorsement on 15th December 2023

CHEQUES - MUNICIPAL ACCOUNT

Chq #	Date	Name/Payee	Description	Amount
22432	08-11-2023	GERALDTON MOWER & REPAIR SPECIALISTS	WHIPPER CORD & FUEL PRIMERS	327.00
22433	08-11-2023	CONNOR JONES	REFUND OVERPAYMENT	247.50
22434	08-11-2023	KLEENHEAT GAS	SERVICE CHARGES	100.10
22435	08-11-2023	MID WEST CHAMBER OF COMMERCE AND INDUSTRY	MWCCI ANNUAL MEMBERSHIP	792.00
22436	10-11-2023	PETTY CASH - NORTHAMPTON	PETTY CASH RECOUP	131.30
22437	10-11-2023	TONI ELLA TRINKA	REFUND OVERPAYMENT	73.00
22438	10-11-2023	LANDGATE	VALUATIONS/DEED OF EASEMENT FEE	203.00
22439	10-11-2023	SHIRE OF NORTHAMPTON	BRB/BCITF COMMISSIONS	111.25
22440	23-11-2023	THE DOG LINE	DOG BARKING COLLAR BATTERIES	45.90
22441	23-11-2023	KATHLEEN JEAN GEDLING	RATE REFUND	106.72
22442	23-11-2023	GERALDTON MOWER & REPAIR SPECIALISTS	HEDGE CLIPPERS SERVICE KIT	29.00
22443	30-11-2023	GERALDTON MOWER & REPAIR SPECIALISTS	HONDA MOWER PARTS	297.60
22444		CANCELLED		
22445	30-11-2023	PETTY CASH - NORTHAMPTON	RECOUP	158.45
				\$ 2,622.82

ELECTRONIC FUND TRANSFERS – MUNICIPAL ACCOUNT

EFT #	Date	Name/Payee	Description	Amount
EFT25615	08-11-2023	BABA MARDA ROAD SERVICES (JUURLU BABA YAMITJI P/L)	GREY ST KAL TRAFFIC MANAGEMENT	1669.31
EFT25616	08-11-2023	BRIDGESTONE SERVICE CENTRE	101NR 2 TYRES	614.00
EFT25617	08-11-2023	RUSSELL JOHN BROMLEY	BATEMAN ST (7) RESIDENCE EXTERNAL PAINTING	3775.00
EFT25618	08-11-2023	ANDREW CAMPBELL	REIMB CEO PHONE	72.00
EFT25619	08-11-2023	COAST TO BUSH CONCRETING	KALB MELALEUCA TRAIL REPAIR CONCRETE PATH	2715.68
EFT25620	08-11-2023	CENTRAL WEST PUMP SERVICE	LIONS PARK REPLACE BORE PUMP	3303.30
EFT25621	08-11-2023	CITY OF GREATER GERALDTON	REFUSE DISPOSAL - MERU	4238.32
EFT25622	08-11-2023	COASTAL ELECTRICAL & SOLAR	KAL SKATE PARK/FSHORE ELECTRICAL REPAIRS	1561.99
EFT25623	08-11-2023	WINC AUSTRALIA PTY LTD	P/COPIER MTCE	1795.54
EFT25624	08-11-2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	241.92
EFT25625	08-11-2023	HAYLEY R WILLIAMS DEVISE URBAN PLANNING	PLANNING SERVICES	5291.00
EFT25626	08-11-2023	SIMON DRAGE	NTON SLASHING/FIREBREAKS	4999.50
EFT25627	08-11-2023	ELDERS RURAL SERVICES AUSTRALIA LTD	NTON/KALB FERTILISERS, FENCING	9630.77
EFT25628	08-11-2023	FORPARK AUSTRALIA	NCC PLAYGROUND SPRING	594.88
EFT25629	08-11-2023	GANTHEAUME BAY ELECTRICAL	PEET PARK/KAL DEPOT EXCAVATOR HIRE	605.00
EFT25630	08-11-2023	GCO AUSTRALIA PTY LTD	KALB/NTON ELECTRICAL TEST & TAG	5292.03
EFT25631	08-11-2023	ATOM GERALDTON	NR DEPOT MASKS/HYDRALITES	381.49
EFT25632	08-11-2023	GIADRESCO CONSULTING SERVICES	KAL MULTI PURPOSE FACILITY GRANT WRITING	1155.00
EFT25633	08-11-2023	GREAT NORTHERN RURAL SERVICES	KAL OVAL/PEET PARK RETIC	885.68
EFT25634	08-11-2023	C + J HANSON PLUMBING CONTRACTORS	HORROCKS TOILETS WATER LEAK REPAIR	370.69
EFT25635	08-11-2023	INFOCOUNCIL PTY LTD	INFOCOUNCIL IMPLEMENTATION DEPOSIT	9267.50
EFT25636	08-11-2023	KALBARRI AUTO CENTRE	VARIOUS VEHICLES REPAIRS	1102.00
EFT25637	08-11-2023	KALBARRI EXPRESS FREIGHT	FREIGHT	44.28
EFT25638	08-11-2023	LGRCEU	PAYROLL DEDUCTIONS	82.00
EFT25639	08-11-2023	MIDWEST KERBING	PARKER ROAD CONCRETE HEADWALLS	8800.00
EFT25640	08-11-2023	MIDWEST AERO MEDICAL AIR AMBULANCE	MEDICALS	1029.74
EFT25641	08-11-2023	NORTHAMPTON FAMILY STORE	UNIFORMS	209.71
EFT25642	08-11-2023	NORTHAMPTON DISTRICT AGRICULTURAL SOCIETY	NTON SHOW PRIZE MONEY DONATION	100.00
EFT25643	08-11-2023	NORTHAMPTON MOTORS AND MACHINERY	CONTRIBUTION SHED CONSTRUCTION	5500.00
EFT25644	08-11-2023	GERALDTON CLEANPAK TOTAL SOLUTIONS	TOILET PAPERS	1419.00

EFT #	Date	Name/Payee	Description	Amount
EFT25645	08-11-2023	PREFERRED TRAINING NETWORK	TRAINING DE-ESCALATING CONFLICT	1865.07
EFT25646	08-11-2023	REKER HOMES	KERB DEPOSIT REFUND	500.00
EFT25647	08-11-2023	ROADSIDE PRODUCTS PTY LTD	KAL ROAD WIDENING WORKS GUIDEPOSTS	8085.00
EFT25648	08-11-2023	SPALDING ELECTRICAL SERVICES	HKS FORESHORE REPLACE PUMP TIMER	547.80
EFT25649	08-11-2023	THE SEWING FAIRY	UNIFORM EMBROIDERY	90.00
EFT25650	08-11-2023	THURKLE'S EARTHMOVING & MAINTENANCE PTY LTD	GRAVEL PUSHUP/REFUSE SITES PUSHUP	12841.40
EFT25651	08-11-2023	VORTEX PLASTICS	KAL MOWER WEAR PLATE	65.26
EFT25652	08-11-2023	WESTRAC EQUIPMENT PTY LTD	NEW BACKHOE LOADER 2023 CAT434 - \$251,867.00 VEHICLE PARTS - \$1,840.33	253707.33
EFT25653	08-11-2023	WESTLINE CONTRACTING	HORROCKS LINEMARKING	592.90
EFT25654	10-11-2023	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	BCITF OCTOBER 2023	2212.37
EFT25655	10-11-2023	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BRB OCTOBER 2023	2007.43
EFT25656	21-11-2023	AUSTRALIAN TAXATION OFFICE	BAS OCTOBER 2023	44422.00
EFT25657	23-11-2023	KALBARRI IGA	ALLEN CENTRE SUPPLIES	302.67
EFT25658	23-11-2023	ARROW BRONZE	NTON CEMETERY PLAQUE	951.45
EFT25659	23-11-2023	AUSTRALIA POST	POSTAGE	1177.91
EFT25660	23-11-2023	GRADING SERVICES AUSTRALIA PTY LTD	FIRE GRADER HIRE	1100.00
EFT25661	23-11-2023	BLACKWOODS	LUBRICANTS	83.53
EFT25662	23-11-2023	BOLTS-R-US	NTON DEPOT METAL DROP SAW	495.00
EFT25663	23-11-2023	BRIDGESTONE SERVICE CENTRE	161NR 4 TYRES/WHEEL ALIGN	771.00
EFT25664	23-11-2023	NEIL EDWARD BROADHURST	REIMB ENGRAVER, PHONE BATTERY/SCREEN	309.98
EFT25665	23-11-2023	RUSSELL JOHN BROMLEY	NTON DEPOT PAINT OFFICE	875.00
EFT25666	23-11-2023	BUBBLES PLUMBING & GAS	ALLEN CENTRE PLUMBING	132.00
EFT25667	23-11-2023	BUNNINGS (GERALDTON WAREHOUSE)	GENERAL ROAD MTCE ASPHALT/PLANTS	800.92
EFT25668	23-11-2023	CHEM CENTRE EXPERT SOLUTIONS	WATER SAMPLES	220.00
EFT25669	23-11-2023	BOC GASES AUSTRALIA	INDUSTRY GASES	45.16
EFT25670	23-11-2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	379.23
EFT25671	23-11-2023	DALSON MECHANICAL	ISSEKA BFB LIGHT TANKER SERVICE	484.76
EFT25672	23-11-2023	HAYLEY R WILLIAMS DEVISE URBAN PLANNING	PLANNING SERVICES	1430.00
EFT25673	23-11-2023	SIMON DRAGE	NTON CEMETERY TOILET DOOR REPAIRS	2834.70
EFT25674	23-11-2023	EASTMAN POLETTI SHERWOOD ARCHITECTS PTY LTD	KALB MULTI-PURPOSE CENTRE COSTING	11048.40
EFT25675	23-11-2023	ENGIN	TELEPHONE CHARGES	358.13

EFT #	Date	Name/Payee	Description	Amount
EFT25676	23-11-2023	FUTURE SYSTEMS (KEITH ANTHONISZ)	CONSULTANCY FOR REGIONAL PRECINCTS & PARTNERSHIPS PROGRAM	5280.00
EFT25677	23-11-2023	GANTHEAUME BAY ELECTRICAL	KAL PCYC LIGHTING REPAIRS	541.20
EFT25678	23-11-2023	GERALDTON FUEL COMPANY PTY LTD	FUEL CARD PURCHASES	956.08
EFT25679	23-11-2023	GIADRESKO CONSULTING SERVICES	KALBARRI MULTI-PURPOSE FACILITY EOI	330.00
EFT25680	23-11-2023	TIM HAY	REIMB WALGA CONFERENCE ACCOM & MEALS	1051.52
EFT25681	23-11-2023	HOLLOMBY FOUNDATION	GUC 2024 SCHOLARSHIP	2000.00
EFT25682	23-11-2023	INDEPENDENT RURAL NORTHAMPTON	SPRINKLERS, RETIC, HARDWARE	3514.00
EFT25683	23-11-2023	KALBARRI GAS & FENCING	KAL PCYC FENCING	2900.00
EFT25684	23-11-2023	KEMPTON ELECTRICAL CONTRACTING	VARIOUS ELECTRICAL REPAIRS/INSTALLS	1663.20
EFT25685	23-11-2023	SUSAN FRANCIS KOPPENSTEINER	REIMBURSE IGA CLEANING GOODS	21.45
EFT25686	23-11-2023	MACH ONE AUTO ONE	NTON VEHICLES PLUGS, ADAPTERS	272.15
EFT25687	23-11-2023	MEDIBLOOM GROUP PTY LTD	DOCTORS TRAVEL	2137.41
EFT25688	23-11-2023	LGRCEU	PAYROLL DEDUCTIONS	41.00
EFT25689	23-11-2023	GERALDTON TOYOTA	NR1 SERVICE	970.20
EFT25690	23-11-2023	GRANT MIDDLETON	REIMB UNIFORM	129.00
EFT25691	23-11-2023	NORTHAMPTON IGA	GOODS/REFRESHMENTS	254.54
EFT25692	23-11-2023	NORTHAMPTON NEWSAGENCY	NEWSPAPERS, STATIONERY	630.79
EFT25693	23-11-2023	NORTHAMPTON AUTO ELECTRICS	VARIOUS VEHICLE ELECTRICAL REPAIRS	384.00
EFT25694	23-11-2023	NORTHAMPTON TOURIST ASSOCIATION	2023/24 ANNUAL GRANT	35000.00
EFT25695	23-11-2023	NORTHAMPTON BOWLING CLUB	NTON BOWLING CLUB REIMB SWITCHBOARD	4400.00
EFT25696	23-11-2023	PORT GREGORY CARAVAN PARK	PT GREG FIRETRUCK FUEL	84.17
EFT25697	23-11-2023	SYNERGY	ELECTRICITY CHARGES	35619.70
EFT25698	23-11-2023	SKYTRUST	SKYTRUST SUBSCRIPTION	493.90
EFT25699	23-11-2023	STRATEGIC LEADERSHIP CONSULTING	CEO REVIEW	4503.27
EFT25700	23-11-2023	TELSTRA	TELEPHONE CHARGES	1029.03
EFT25701	23-11-2023	2V NET IT SOLUTIONS	COMPTER MTCE	574.00
EFT25702	23-11-2023	LANDGATE	VALUATION EXPENSES	234.98
EFT25703	23-11-2023	VORTEX PLASTICS	KAL MOWER WEAR PLATE	184.27
EFT25704	23-11-2023	WESTRAC EQUIPMENT PTY LTD	PLANT PARTS/TRAVEL	483.45
EFT25705	23-11-2023	WEST AUSTRALIAN NEWSPAPERS LTD	ADVERTISING	232.49
EFT25706	23-11-2023	WILSONS SIGN SOLUTIONS	HKS MEMORIAL WALL PLAQUE	165.00
EFT25707	23-11-2023	WURTH AUSTRALIA PTY LTD	VEHICLE PANEL BOLTS	127.72
EFT25708	16-11-2023	MUNDA FABRICATION	NTON RSL/CEM/HAMP GARDENS FABRICATIONS	6180.00

EFT #	Date	Name/Payee	Description	Amount
EFT25709	07-11-2023	ANDREW MANNING	DEPOSIT RICHARDSON ROAD (17) KALBARRI	1000.00
EFT25710	27-11-2023	GUARDIAN PRINT & GRAPHICS	2023/2024 RESIDENT INFORMATION BROCHURES	2565.00
EFT25711	01-11-2023	LGISWA	2023/24 INSURANCE 2ND INSTALLMENT	211202.26
EFT25712	28-11-2023	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 154	20658.33
EFT25713	28-11-2023	GHD PTY LTD	NTON DISASTER RECOVERY WORKS	14356.38
EFT25714	30-11-2023	AW CRAGAN & ALLCAPRI PTY LTD	VARIOUS EXCAVATOR/BOBCAT WORKS	2761.00
EFT25715	30-11-2023	MICHELLE HELEN ALLEN	REIMBURSE FUEL	51.63
EFT25716	30-11-2023	AUSSIE NATURAL SPRING WATER GERALDTON	NTON OFFICE WATER/COOLER	121.00
EFT25717	30-11-2023	BLACKWOODS	NTON DEPOT MILWAUKE SAW BLADES & CLAMPS	177.31
EFT25718	30-11-2023	CENTRAL WEST PUMP SERVICE	WHEEL OF MAY PUMP REPLACEMENT	7265.50
EFT25719	30-11-2023	CITY OF GREATER GERALDTON	REFUSE DISPOSAL - MERU	18488.40
EFT25720	30-11-2023	CLEANAWAY OPERATIONS PTY LTD	DOM/COMM 240LT REFUSE COLLECTION/FRONT LIFTS	41082.38
EFT25721	30-11-2023	WINC AUSTRALIA PTY LTD	P/COPIER MTCE	240.16
EFT25722	30-11-2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	62.29
EFT25723	30-11-2023	DALSON MECHANICAL	ISSEKA FIRE UNIT REPAIR FRONT SUSPENSION	858.88
EFT25724	30-11-2023	ELDERS RURAL SERVICES AUSTRALIA LTD	DISINFECTANTS, TOILET PAPER, RETIC	2911.31
EFT25725	30-11-2023	FORPARK AUSTRALIA	KALBARRI PLAYGROUND ROPES	1077.23
EFT25726	30-11-2023	GREAT NORTHERN RURAL SERVICES	PEET PARK RETIC	210.63
EFT25727	30-11-2023	GREAT SOUTHERN FUEL SUPPLY	NTON/KALB DEPOT FUEL/FUEL CARD	40826.75
EFT25728	30-11-2023	C + J HANSON PLUMBING CONTRACTORS	NTON LIONS PK TOILETS PLUMBING	1402.59
EFT25729	30-11-2023	INSTANT RACKING & SHELVING	VEHICLE TOOL BOX	749.00
EFT25730	30-11-2023	SCOTT ALEXANDER JONES	PORT GREGORY FSHORE/HALL MOWING	960.00
EFT25731	30-11-2023	KALBARRI MOTOR HOTEL	REFRESHMENTS	271.96
EFT25732	30-11-2023	KALBARRI EXPRESS FREIGHT	FREIGHT	190.49
EFT25733	30-11-2023	KALBARRI GAS & FENCING	KAL REFUSE SITE FENCE REPAIR	1300.00
EFT25734	30-11-2023	KALBARRI NEWSAGENCY	STATIONERY	69.85
EFT25735	30-11-2023	KICK SOLUTIONS	KALBARRI PROSPECTUS	349.00
EFT25736	30-11-2023	KIMBERLEY QUARRY PTY LTD	CRACKER DUST	179.34
EFT25737	30-11-2023	WA MARINE CLEAN	KALBARRI BOAT RAMP SCRUB	605.00
EFT25738	30-11-2023	LGRCEU	PAYROLL DEDUCTIONS	41.00
EFT25739	30-11-2023	MIDWEST AERO MEDICAL AIR AMBULANCE	MEDICALS	514.87
EFT25740	30-11-2023	NORTHAMPTON FAMILY STORE	UNIFORMS	1500.75
EFT25741	30-11-2023	GERALDTON CLEANPAK TOTAL SOLUTIONS	NTON OFFICE HANDTOWELS	484.75

EFT #	Date	Name/Payee	Description	Amount
EFT25742	30-11-2023	PATIENCE SANDLAND PTY LTD	RAKE PL RESIDENCE SOIL	176.50
EFT25743	30-11-2023	RED BLUFF BAKERY CAFE	REFRESHMENTS	200.00
EFT25744	30-11-2023	REECE PTY LTD	NTON DEPOT PLUNGER	203.15
EFT25745	30-11-2023	ROAD RUNNER MECHANICAL SERVICES	TRUCK BRAKE DRUMS/PADS	2173.40
EFT25746	30-11-2023	SIMPLE LIFE PROJECTS	KAL REC CENTRE REPAIR WALLS	4235.00
EFT25747	30-11-2023	THE SEWING FAIRY	EMBROIDERY	80.00
EFT25748	30-11-2023	IT VISION	RENEWAL SYNERGYSOFT & UNIVERSE LICENSE 2023/2024	44124.55
EFT25749	30-11-2023	WILSONS SIGN SOLUTIONS	HORROCKS MEMORIAL PLAQUE	165.00
				\$ 965,764.89

PAYROLL, SUPERANNUATION AND GENERAL JOURNALS

Jnl #	Jnl Date	Name/Payee	Transaction Date	Description	Transaction Amount	Total
		PAYROLL	09-11-2023	FN/E 08/11/2023		100,758.00
		SUPERCHOICE	09-11-2023	SUPERANNUATION PAY FN/E 08-11-2023		24,056.26
		PAYROLL	23-11-2023	FN/E 22/11/2023		107,937.00
		SUPERCHOICE	24-11-2023	SUPERANNUATION PAY FN/E 22/11/2023		28,776.33
GJ0504	30-11-2023	NATIONAL AUSTRALIA BANK		BANK FEES		223.56
GJ0505	30-11-2023	NATIONAL AUSTRALIA BANK		BANK MERCHANT FEES		278.26
GJ0506	30-11-2023	COMMONWEALTH BANK		BPOINT FEES		1,142.65
GJ0507	30-11-2023	NATIONAL AUSTRALIA BANK		BPAY		235.84
GJ0510	30-11-2023	NAB CEO CORPORATE CARD	05-10-23	LG PROFESSIONALS ANNUAL CONFERENCE	1,450.00	
			18-10-23	BUNNINGS PAINT RAKE PL RES	79.38	
			27-10-23	KALBARRI EDGE ACCOMMODATION	164.16	
			27-10-23	CARD FEE	9.00	1,702.54
GJ0511	30-11-2023	NAB EMCS CORPORATE CARD	29-09-23	HOUSE ALLEN CENTRE GLASSES	279.93	
			05-10-23	2VNET COMPUTER MTCE	293.60	
			09-10-23	MITCHELL & BROWN COMPUTER MONITOR	600.00	
			13-10-23	2VNET COMPUTER MTCE	75.34	
			13-10-23	2VNET COMPUTER MTCE	331.98	
			16-10-23	2VNET COMPUTER MTCE	50.00	
			18-10-23	2VNET COMPUTER MTCE	367.57	
			23-10-23	ADOBE SYSTEMS COMPUTER MTCE	209.95	
			24-10-23	IINET BATCH KCC INTERNET	1.00	
			24-10-23	IINET LTD KAL DEPOT INTERNET	69.99	
			25-10-23	IINET BATCH KCC INTERNET REFUND	- 105.66	
			28-09-23	CARD FEE	9.00	2,182.70
						<u>\$ 267,293.14</u>

FUEL CARDS

Payment #	Payment Date	Name/Payee	Transaction Date	Description	Transaction Amount	Total
EFT25678	23-11-2023	GERALDTON FUEL COMPANY PTY LTD	05-10-2023	CEO TOYOTA PRADO	239.25	
			10-10-2023	CEO TOYOTA PRADO	208.72	
			26-10-2023	CEO TOYOTA PRADO	200.62	
			04-10-2023	EHO CAMRY	92.39	
			17-10-2023	EHO CAMRY	88.45	
			25-10-2023	EHO CAMRY	93.27	
			04-10-2023	SUNDRY PLANT	33.38	
					<u>956.08</u>	
EFT25727	30-11-2023	GREAT SOUTHERN FUEL SUPPLY		DEPOT BOWSER NORTHAMPTON	33,198.65	
				DEPOT BOWSER KALBARRI	5,136.04	
				SUNDRY PLANT OILS/FILTERS	2,281.52	
			07-10-23	EMCS ISUZU MUX	98.84	
			14-10-23	EMCS ISUZU MUX	111.70	
					<u>40,826.75</u>	

SHIRE OF NORTHAMPTON**MONTHLY FINANCIAL REPORT**

(Containing the required statement of financial activity and statement of financial position)

For the period ended 30 November 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS***Statements required by regulation***

Statement of Financial Activity	2
Statement of Financial Position	3
Note 1 Basis of Preparation	4
Note 2 Statement of Financial Activity Information	5
Note 3 Explanation of Material Variances	6

SHIRE OF NORTHAMPTON
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	5,047,928	5,047,928	5,063,872	15,944	0.32%	▲
Rates excluding general rates		56,000	56,000	56,089	89	0.16%	▲
Grants, subsidies and contributions	13	918,769	508,365	952,572	444,207	87.38%	▲
Fees and charges		1,321,561	1,081,943	1,122,428	40,485	3.74%	▲
Interest revenue		177,500	82,665	96,637	13,972	16.90%	▲
Profit on asset disposals	6	59,000	49,165	0	(49,165)	(100.00%)	▼
		7,580,758	6,826,066	7,291,598	465,532	6.82%	
Expenditure from operating activities							
Employee costs		(4,394,780)	(1,916,195)	(1,800,797)	115,398	6.02%	▲
Materials and contracts		(2,839,575)	(1,186,705)	(1,039,531)	147,174	12.40%	▲
Utility charges		(363,900)	(151,530)	(91,126)	60,404	39.86%	▲
Depreciation		(2,557,550)	(1,065,605)	(1,096,658)	(31,053)	(2.91%)	▼
Finance costs		(30,725)	(12,790)	(3,397)	9,393	73.44%	▲
Insurance		(249,990)	(249,817)	(244,114)	5,703	2.28%	▲
Other expenditure		(642,469)	(259,180)	(309,591)	(50,411)	(19.45%)	▼
		(11,078,989)	(4,841,822)	(4,585,214)	256,608	5.30%	
Non-cash amounts excluded from operating activities	Note 2(b)	2,498,550	1,016,440	1,380,097	363,657	35.78%	▲
Amount attributable to operating activities		(999,681)	3,000,684	4,086,481	1,085,797	36.18%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	14	1,312,387	546,815	2,835,766	2,288,951	418.60%	▲
Proceeds from disposal of assets	6	155,000	0	0	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans		17,005	8,419	8,419	0	0.00%	
		1,484,392	555,234	2,844,185	2,288,951	412.25%	
Outflows from investing activities							
Payments for property, plant and equipment	5	(852,750)	(447,380)	(260,446)	186,934	41.78%	▲
Payments for construction of infrastructure	5	(2,736,610)	(1,148,535)	(87,936)	1,060,599	92.34%	▲
		(3,589,360)	(1,595,915)	(348,382)	1,247,533	78.17%	
Amount attributable to investing activities		(2,104,968)	(1,040,681)	2,495,803	3,536,484	339.82%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures	11	250,000	0	0	0	0.00%	
Transfer from reserves	4	0	100,000	100,000	0	0.00%	
		250,000	100,000	100,000	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	11	(138,610)	(44,295)	(44,295)	0	0.00%	
Transfer to reserves	4	(101,650)	0	(449,652)	(449,652)	0.00%	▼
		(240,260)	(44,295)	(493,947)	(449,652)	(1015.13%)	
Amount attributable to financing activities		9,740	55,705	(393,947)	(449,652)	(807.20%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		3,094,909	3,094,909	2,414,210	(680,699)	(21.99%)	▼
Amount attributable to operating activities		(999,681)	3,000,684	4,086,481	1,085,797	36.18%	▲
Amount attributable to investing activities		(2,104,968)	(1,040,681)	2,495,803	3,536,484	339.82%	▲
Amount attributable to financing activities		9,740	55,705	(393,947)	(449,652)	(807.20%)	▼
Surplus or deficit after imposition of general rates		0	5,110,617	8,602,547	3,491,930	68.33%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF NORTHAMPTON
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

	Supplementary Information	30 June 2022	30 November 2023
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	4,889,425	8,640,457
Trade and other receivables		614,233	1,791,125
Inventories	8	13,407	48,313
TOTAL CURRENT ASSETS		5,517,065	10,479,895
NON-CURRENT ASSETS			
Trade and other receivables		84,959	84,959
Other financial assets		392,669	384,250
Inventories		180,000	180,000
Property, plant and equipment		36,474,104	36,280,143
Infrastructure		142,050,748	141,496,433
TOTAL NON-CURRENT ASSETS		179,182,480	178,425,785
TOTAL ASSETS		184,699,545	188,905,680
CURRENT LIABILITIES			
Trade and other payables	9	1,777,664	485,942
Other liabilities	12	20,000	20,000
Borrowings	11	(95,108)	(139,403)
Employee related provisions	12	744,555	744,555
TOTAL CURRENT LIABILITIES		2,447,111	1,111,094
NON-CURRENT LIABILITIES			
Borrowings	11	1,041,125	1,041,125
Employee related provisions		1,531,531	1,531,531
TOTAL NON-CURRENT LIABILITIES		2,572,656	2,572,656
TOTAL LIABILITIES		5,019,767	3,683,750
NET ASSETS		179,679,778	185,221,930
EQUITY			
Retained surplus		87,855,087	93,047,587
Reserve accounts	4	653,221	1,002,873
Revaluation surplus		91,171,470	91,171,470
TOTAL EQUITY		179,679,778	185,221,930

This statement is to be read in conjunction with the accompanying notes.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 NOVEMBER 2023

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 15 to these financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 04 November 2023

SHIRE OF NORTHAMPTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 November 2023
		\$	\$	\$
Current assets				
Cash and cash equivalents	3	1,896,166	4,889,425	8,640,457
Trade and other receivables		739,518	614,233	1,791,125
Other financial assets		17,684	0	0
Inventories	8	13,407	13,407	48,313
Other assets	8	180,000	0	0
		<u>2,846,775</u>	<u>5,517,065</u>	<u>10,479,895</u>
Less: current liabilities				
Trade and other payables	9	(1,894,219)	(1,777,664)	(485,942)
Other liabilities	12		(20,000)	(20,000)
Borrowings	11	(142,131)	95,108	139,403
Employee related provisions	12	(732,724)	(744,555)	(744,555)
		<u>(2,769,074)</u>	<u>(2,447,111)</u>	<u>(1,111,094)</u>
Net current assets		77,701	3,069,954	9,368,801
Less: Total adjustments to net current assets	Note 2(c)	(560,637)	(655,744)	(766,254)
Closing funding surplus / (deficit)		(482,936)	2,414,210	8,602,547

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Non-cash amounts excluded from operating activities	Adopted Budget	YTD Budget (a)	YTD Actual (b)
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	6	(59,000)	(49,165)
Less: Movement in liabilities associated with restricted cash			8,421
Add: Depreciation		2,557,550	1,096,658
Movement in current employee provisions associated with restricted cash			283,437
- Financial assets at amortised cost - term deposits			(8,419)
Total non-cash amounts excluded from operating activities		2,498,550	1,016,440

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 November 2023
	\$	\$	\$
Less: Reserve accounts	4	(653,222)	(653,221)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	11		(95,108)
- Current portion of employee benefit provisions held in reserve	4	92,585	92,585
Total adjustments to net current assets	Note 2(a)	(560,637)	(655,744)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

SHIRE OF NORTHAMPTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2023-24 year is \$5,000 or 0.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
General rates	15,944	0.32%	▲
Interim and back rates			
Grants, subsidies and contributions	444,207	87.38%	▲
Additional DFES Community Benefit Fund Grant			
Fees and charges	40,485	3.74%	▲
Timing will reconcile			
Interest revenue	13,972	16.90%	▲
Timing will reconcile			
Profit on asset disposals	(49,165)	(100.00%)	▼
Vehicle changeovers to be completed			
Expenditure from operating activities			
Employee costs	115,398	6.02%	▲
Variance due to vacant positions			
Materials and contracts	147,174	12.40%	▲
Timing will reconcile as works progress.			
Utility charges	60,404	39.86%	▲
Timing will reconcile			
Depreciation	(31,053)	(2.91%)	▼
Revaluation June 2023 complete. Increased asset values drives additional depreciation.			
Finance costs	9,393	73.44%	▲
Timing will reconcile			
Insurance	5,703	2.28%	▲
Other expenditure	(50,411)	(19.45%)	▼
Non-cash amounts excluded from operating activities	363,657	35.78%	▲
Timing will reconcile - increases in depreciation and employee provisions			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	2,288,951	418.60%	▲
Additional DFES Resilience Fund Grant			
Outflows from investing activities			
Payments for property, plant and equipment	186,934	41.78%	▲
Timing will reconcile as works are completed			
Payments for construction of infrastructure	1,060,599	92.34%	▲
Timing will reconcile as works are completed			
Outflows from financing activities			
Transfer to reserves	(449,652)	0.00%	▼
Transfer to reserves actioned			
Surplus or deficit at the start of the financial year	(680,699)	(21.99%)	▼
Timing will reconcile			
Surplus or deficit after imposition of general rates	3,491,930	68.33%	▲
Due to variances described above			

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION

TABLE OF CONTENTS

1	Key Information	8
2	Key Information - Graphical	9
3	Cash and Financial Assets	10
4	Reserve Accounts	11
5	Capital Acquisitions	12
6	Disposal of Assets	14
7	Receivables	15
8	Other Current Assets	16
9	Payables	17
10	Rate Revenue	18
11	Borrowings	19
12	Other Current Liabilities	20
13	Grants and contributions	21
14	Capital grants and contributions	22
15	Bonds & Deposits	23
16	Budget Amendments	24

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.09 M	\$3.09 M	\$2.41 M	(\$0.68 M)
Closing	\$0.00 M	\$5.11 M	\$8.60 M	\$3.49 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$8.64 M	% of total
Unrestricted Cash	\$7.64 M	88.4%
Restricted Cash	\$1.00 M	11.6%

Refer to 3 - Cash and Financial Assets

Payables		
	\$0.49 M	% Outstanding
Trade Payables	\$0.00 M	
0 to 30 Days		105.3%
Over 30 Days		(5.3%)
Over 90 Days		(5.3%)

Refer to 9 - Payables

Receivables		
	\$0.70 M	% Collected
Rates Receivable	\$1.10 M	79.3%
Trade Receivable	\$0.70 M	% Outstanding
Over 30 Days		25.2%
Over 90 Days		24.4%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.00 M)	\$3.00 M	\$4.09 M	\$1.09 M

Refer to Statement of Financial Activity

Rates Revenue		
	YTD Actual	% Variance
YTD Actual	\$5.06 M	
YTD Budget	\$5.05 M	0.3%

Refer to 10 - Rate Revenue

Grants and Contributions		
	YTD Actual	% Variance
YTD Actual	\$0.95 M	
YTD Budget	\$0.50 M	91.3%

Refer to 13 - Grants and Contributions

Fees and Charges		
	YTD Actual	% Variance
YTD Actual	\$1.12 M	
YTD Budget	\$1.08 M	3.7%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.10 M)	(\$1.04 M)	\$2.50 M	\$3.54 M

Refer to Statement of Financial Activity

Proceeds on sale		
	YTD Actual	%
YTD Actual	\$0.00 M	
Adopted Budget	\$0.16 M	(100.0%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
	YTD Actual	% Spent
YTD Actual	\$0.09 M	
Adopted Budget	\$2.74 M	(96.8%)

Refer to 5 - Capital Acquisitions

Capital Grants		
	YTD Actual	% Received
YTD Actual	\$2.84 M	
Adopted Budget	\$1.31 M	116.1%

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.01 M	\$0.06 M	(\$0.39 M)	(\$0.45 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.04 M)
Interest expense	(\$0.00 M)
Principal due	\$0.90 M

Refer to 11 - Borrowings

Reserves	
Reserves balance	\$1.00 M
Interest earned	\$0.02 M

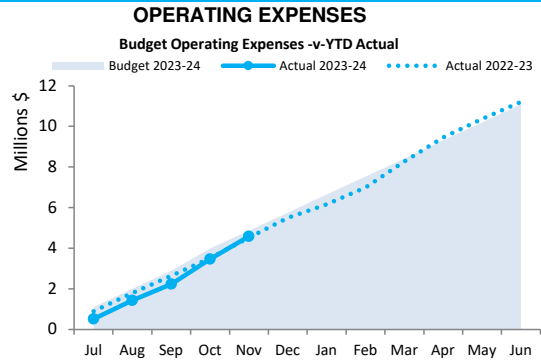
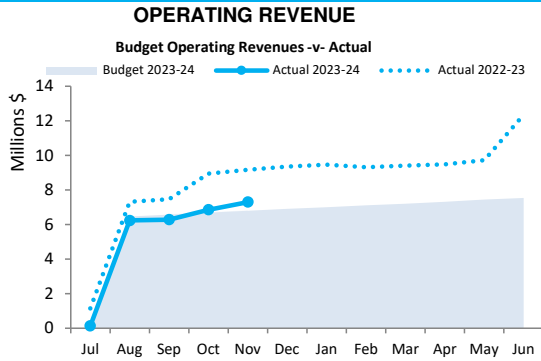
Refer to 4 - Cash Reserves

This information is to be read in conjunction with the accompanying Financial Statements and notes.

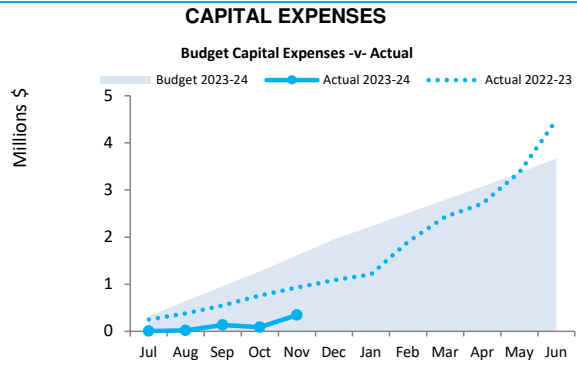
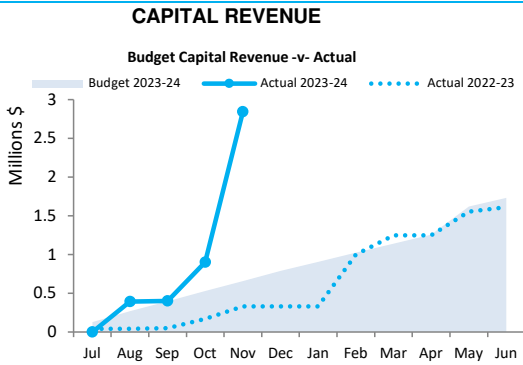
**SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

2 KEY INFORMATION - GRAPHICAL

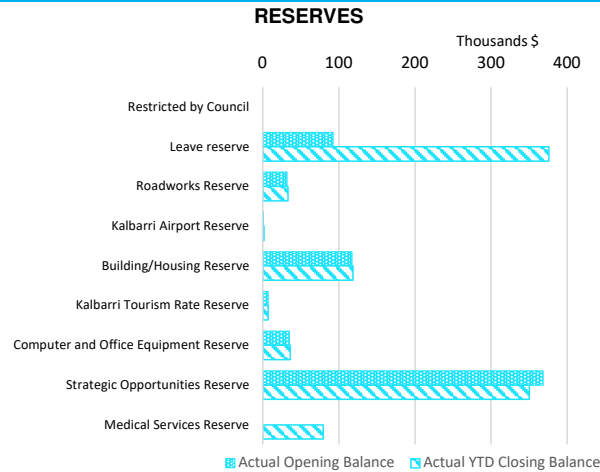
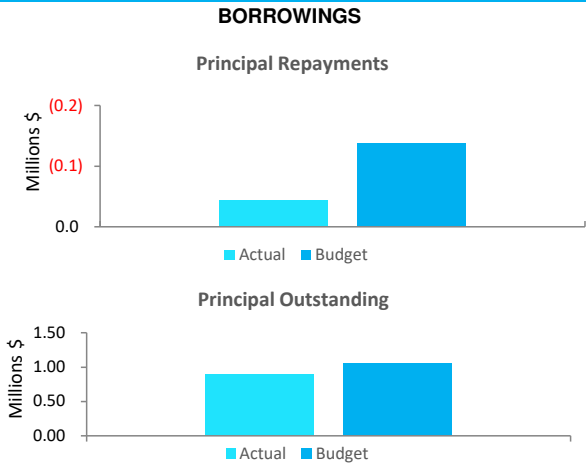
OPERATING ACTIVITIES



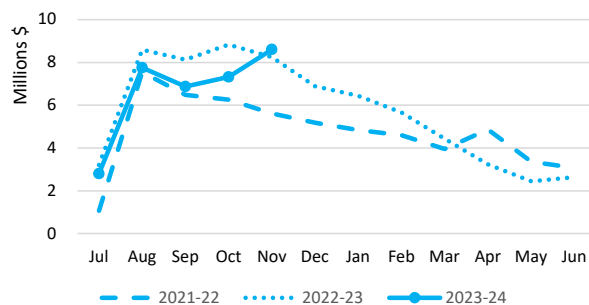
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash Deposits	Municipal	3,632,458		3,632,457.75		NAB		At call
Petty Cash	Cash on Hand	1,050		1,050.00				
Investment	Reserves	0	1,002,874	1,002,874		NAB	4.90%	23/02/2023
Investment	Term Deposit	1,004,075		1,004,075.07		NAB	4.95%	23/02/2023
Investment	Term Deposit	1,500,000		1,500,000.00		NAB	4.12%	08/12/2023
Investment	Term Deposit	1,500,000		1,500,000.00		NAB	4.90%	17/01/2024
Total		7,637,583	1,002,874	8,640,457	0			
Comprising								
Cash and cash equivalents		7,637,583	1,002,874	8,640,457	0			
		7,637,583	1,002,874	8,640,457	0			

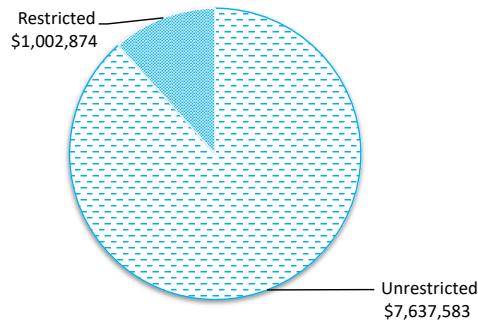
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other as:



**SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

4 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual YTD
	Opening Balance	Interest Earned	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Interest Earned	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Leave reserve	92,585	5,000	5,000		102,585	92,585	9,830	273,607		376,022
Roadworks Reserve	31,986	1,500			33,486	31,986	1,440			33,426
Kalbarri Airport Reserve	1,045	500			1,545	1,045	485			1,530
Building/Housing Reserve	117,240	1,500			118,740	117,240	1,440			118,680
Kalbarri Tourism Rate Reserve	6,975	0			6,975	6,975	0			6,975
Computer and Office Equipment	35,136	1,000			36,136	35,136	975			36,111
Strategic Opportunities Reserve	368,254	7,500			375,754	368,254	7,225	75,000	(100,000)	350,479
Medical Services Reserve	0		79,650		79,650	0	0	79,650		79,650
	653,222	17,000	84,650	0	754,872	653,221	21,395	428,257	(100,000)	1,002,873

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	71,750	44,050	29,878	(14,172)
Plant and equipment	781,000	403,330	230,568	(172,762)
Acquisition of property, plant and equipment	852,750	447,380	260,446	(186,934)
Infrastructure - Roads	2,157,140	898,790	85,016	(813,774)
Infrastructure - Footpaths & Carpark	376,470	156,835	0	(156,835)
Infrastructure - Parks & Ovals	148,000	69,995	2,920	(67,075)
Infrastructure - Water & Sewer Reticulation	55,000	22,915	0	(22,915)
Acquisition of infrastructure	2,736,610	1,148,535	87,936	(1,060,599)
Total capital acquisitions	3,589,360	1,595,915	348,382	(1,247,533)
Capital Acquisitions Funded By:				
Capital grants and contributions	1,312,387	546,815	2,835,766	2,288,951
Borrowings	250,000	0	0	0
Other (disposals & C/Fwd)	155,000	0	0	0
Reserve accounts				
Strategic Opportunities Reserve	0		100,000	100,000
Contribution - operations	1,871,973	1,049,100	(2,587,384)	(3,636,484)
Capital funding total	3,589,360	1,595,915	348,382	(1,247,533)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

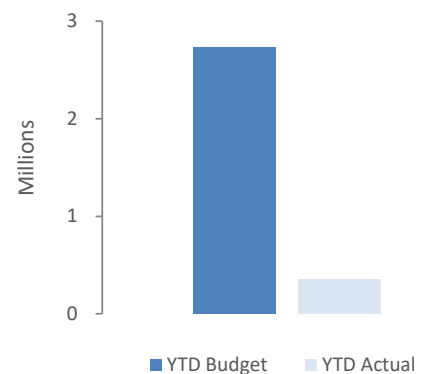
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

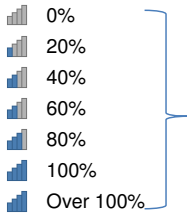
Payments for Capital Acquisitions



5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



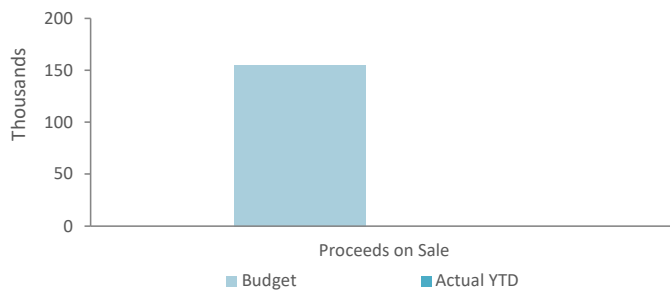
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

Account Description	Adopted			Variance (Under)/Over
	Budget	YTD Budget	YTD Actual	
	\$	\$	\$	\$
DCEO Vehicle	55,000	45,830	0	45,830
Install Hampton Gardens Shelter (Seroja Donations)	0	0	2,920	(2,920)
DUP Recreation Ground Ablutions	6,000	0	0	0
Horrock Foreshore - Install Outdoor Shower	3,000	1,250	0	1,250
Kalbarri Recreation Jetty Repairs	40,000	16,665	0	16,665
NCC - Womes Change Room Upgrade	40,000	33,330	0	33,330
Port Gregory Carpark and BBQ	141,310	58,870	0	58,870
Stud Breeders Shed - Northampton	1,750	725	370	355
Kalbarri Multi-Use Centre	10,000	4,165	10,044	(5,879)
Horrocks North Holding Tanks	20,000	16,665	0	16,665
Shelters Kalbarri Foreshore	25,000	10,415	0	10,415
RSL Monument - Kalbarri Foreshore	60,000	25,000	0	25,000
Road Construction	2,157,140	898,790	85,016	813,774
Footpath/Carpark Construction	235,160	97,965	0	97,965
Water Truck	250,000	247,500	230,568	16,932
Back Hoe (No Trade) c/over	235,000	0	0	0
Truck Trailer	100,000	0	0	0
Tipper Trailer for Kalbarri Gardiner	9,000	0	0	0
LH Maintenance Kalbarri P283 c/over	55,000	45,833	0	45,833
Works Manager 4WD (Replace P302)	77,000	64,167	0	64,167
Kalbarri Depot Install Septic Tanks	14,000	5,830	18,464	(12,634)
Port Gregory - Septic System Upgrade & WS Tank	55,000	22,915	0	22,915
Kalb Mens Shed Richardson Road	0	0	1,000	(1,000)
	3,589,360	1,595,915	348,382	1,247,533

6 DISPOSAL OF ASSETS

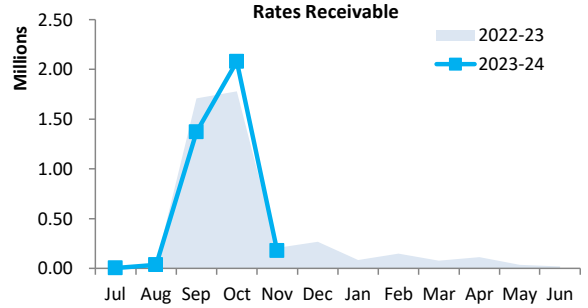
Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
41782	P295 MUX DCEO	19,000	40,000	21,000	0			0	0
41769	P283 Ute LH Kalbarri	5,000	10,000	5,000	0			0	0
41789	P302 Prado MWTS	35,000	50,000	15,000	0			0	0
41694	P217 Water Truck	27,500	40,000	12,500	0			0	0
41695	P218 Truck Trailer	9,500	15,000	5,500	0			0	0
		96,000	155,000	59,000	0	0	0	0	0



7 RECEIVABLES

Rates receivable

	30 Jun 2023	30 Nov 2023
	\$	\$
Opening arrears previous years	62,511	170,852
Levied this year	4,820,332	5,119,961
Less - collections to date	(4,711,991)	(4,195,544)
Gross rates collectable	170,852	1,095,269
Net rates collectable	170,852	1,095,269
% Collected	96.5%	79.3%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(2,029)	293,625	1,822	1,196	95,073	389,687
Percentage	(0.5%)	75.3%	0.5%	0.3%	24.4%	
Balance per trial balance						
Trade receivables						389,687
Rubbish receivables						111,889
GST receivable						77,027
Emergency Services Levy						117,253
Total receivables general outstanding						695,856

Amounts shown above include GST (where applicable)

KEY INFORMATION

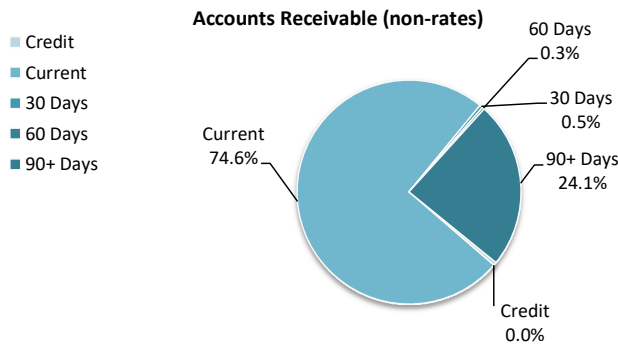
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 30 November 2023
	\$	\$	\$	\$
Inventory				
Fuel	13,407	34,906		48,313
Total other current assets	13,407	34,906	0	48,313

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

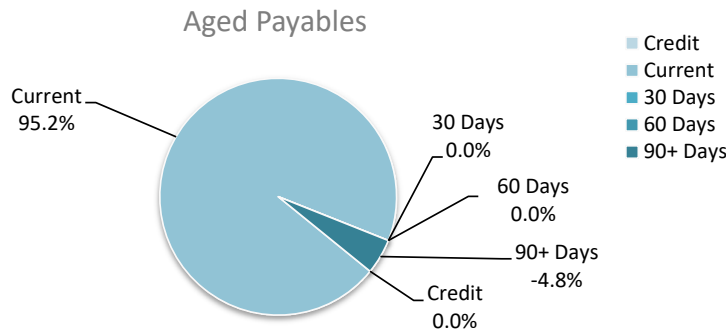
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	2,110	0	0	(107)	2,003
Percentage	0.0%	105.3%	0.0%	0.0%	-5.3%	
Balance per trial balance						
Sundry creditors						2,003
Accrued salaries and wages						3,239
ATO liabilities						270,455
Payroll Deductions Rates						(40)
Prepaid Rates						41,619
Bonds and Deposits						186,702
Accrued Expenditure						(18,036)
Total payables general outstanding						485,942

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



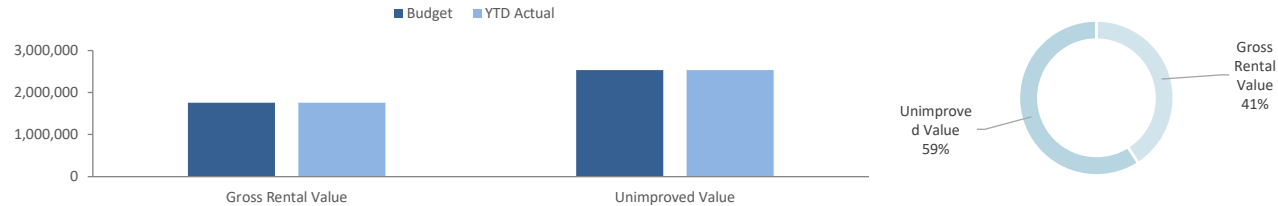
10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$/ (cents)	Properties	Value	Revenue	Interim Rate Revenue	Revenue	Revenue	Interim Rate Revenue	Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
Gross Rental Value	8.6903	1,445	18,432,632	1,756,773		1,756,773	1,756,781		1,756,781
Unimproved value									
Unimproved Value	0.8487	422	298,259,414	2,532,860		2,532,860	2,533,555		2,533,555
Sub-Total		1,867	316,692,046	4,289,633	0	4,289,633	4,290,336	0	4,290,336
Minimum payment	Minimum Payment \$615								
Gross rental value									
Gross Rental Value		1,151	5,325,590	707,865		707,865	714,015	14,547	728,562
Unimproved value									
Unimproved Value		52	1,655,142	50,430		50,430	44,280	694	44,974
Sub-total		1,203	6,980,732	758,295	0	758,295	758,295	15,241	773,536
Total general rates						5,047,928			5,063,872
Specified area rates	Rate in								
	\$/ (cents)								
Port Gregory Water Supply	0.045713	55	568,762	26,000		26,000	26,000		26,000
Kalbarri Tourism Rate	0.001785	1,759	16,805,309	30,000		30,000	30,089		30,089
Total specified area rates			17,374,071	56,000	0	56,000	56,089	0	56,089
Total						5,103,928			5,119,961

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 20 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



11 BORROWINGS

Repayments - borrowings

Information on borrowings	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	\$
Staff Housing	154	79,363			(19,361)	(39,038)	60,002	40,325	(1,065)	(2,871)
RSL Hall Extensions	156	312,202				(49,405)	312,202	262,797		(8,265)
Plant Purchases	157	243,626			(16,515)	(33,162)	227,111	210,464	(1,140)	(5,370)
Plant Purchases	158	0		250,000			0	250,000	334	
Staff Housing	152	2					2	2		
		635,193	0	250,000	(35,876)	(121,605)	599,317	763,588	(1,871)	(16,506)
Self supporting loans										
Pioneer Lodge		310,824	0	0	(8,419)	(17,005)	302,405	293,819	(1,526)	(14,219)
		310,824	0	0	(8,419)	(17,005)	302,405	293,819	(1,526)	(14,219)
Total		946,017	0	250,000	(44,295)	(138,610)	901,722	1,057,407	(3,397)	(30,725)
Current borrowings		138,610					0			
Non-current borrowings		807,407					901,722			
		946,017					901,722			

All debenture repayments were financed by general purpose revenue.
Self supporting loans are financed by repayments from third parties.

New borrowings 2023-24

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
Plant Loan 158	\$	\$	WATC	Fixed	10	\$	%	\$	\$	\$
	0	250,000						0	0	0

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

12 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 November 2023
		\$	\$	\$	\$	\$
Other liabilities						
Contract liabilities		20,000	0			20,000
Total other liabilities		20,000	0	0	0	20,000
Employee Related Provisions						
Provision for annual leave		266,079	0			266,079
Provision for long service leave		478,476	0			478,476
Total Provisions		744,555	0	0	0	744,555
Total other current liabilities		764,555	0	0	0	764,555

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD Budget	YTD Revenue
	1 July 2023		(As revenue)	30 Nov 2023	30 Nov 2023	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	
Grants and subsidies								
GRANTS COMMISSION - GENERAL				0		47,850	23,924	33,693
GRANTS COMMISSION - ROADS				0		26,975	13,486	22,373
EMERGENCY SERVICES LEVY - BFB				0		53,090	22,119	26,545
EMERGENCY SERVICES LEVY - SES				0		40,000	16,666	20,000
CONTRIBUTIONS/REIMBURSEMENTS				0		3,552	1,480	0
- MRD MAINTENANCE				0		221,240	221,240	0
DFES - COMMUNITY BENEFIT FUND				0				400,000
	0	0	0	0	0	392,707	298,915	502,611
Contributions								
CONTRIBUTIONS				0		15,000	6,250	(4,354)
REBATES AND COMMISSIONS				0		25,000	10,415	18,203
LEGAL CHARGES RATES (NO GST)				0		10,000	4,165	0
RATE EQUIVALENT PAYMENTS				0		23,267	0	1,184
REIMBURSEMENTS				0		12,000	5,000	0
CONTRIBUTIONS				0		16,000	6,665	0
REIMBURSEMENTS - OTHER				0		2,000	830	358
SELF SUPPORTING LOAN INTEREST REIMBURSEMENTS - PIONEER LODGE				0		0	0	6,139
NCCA GRANTS/CONTRIBUTIONS REVENUE				0		0	0	80
REIMBURSEMENTS - HOUSING OTHER				0		15,000	6,250	5,127
CONTRIBUTIONS				0		50,000	20,830	15,973
REIMBURSEMENTS - DRUMMUSTER				0		4,000	1,665	0
REIMBURSE (ADVERTISING/PLANNING COMMISSION)				0		200	80	6,364
REIMBURSEMENTS				0		8,500	3,540	5,152
BUS HIRE				0		0	0	104
CONTRIBUTIONS/REIMBURSEMENTS				0		0	0	3,552
REIMBURSEMENTS				0		2,000	830	339
REIMBURSEMENTS- REC. CTRE/GOLF CLUB				0		5,000	2,080	1,554
REIMBURSEMENTS				0		0	0	328
150 YEAR CELEBRATIONS - REVENUE (INC BRICKS/MEMORABILIA)				0		0	0	20
CONTRIBUTION (INC STREET LIGHTING)				0		3,750	1,560	480
LEASE FEES - HALF WAY BAY COTTAGES				0		16,000	6,665	16,000
BUILDING REIMBURSEMENTS				0		1,500	625	400
REIMBURSEMENTS				0		2,000	830	637
LIA (KITSON CIRCUIT) UNITS ANNUAL RENT				0		4,500	1,875	1,371
PT GREGORY SPEC AREA RATE				0		1,000	415	1,000
INSURANCE CLAIMS - VEHICLES				0		2,000	830	0
DIESEL FUEL REBATE				0		36,000	15,000	13,812
WHS COORDINATOR INCOME RECOUP				0		58,595	24,410	0
DFES/DFRAWA INCOME				0		187,750	78,225	356,135
	0	0	0	0	0	501,062	199,035	449,959
TOTALS	0	0	0	0	0	893,769	497,950	952,569

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	1 July 2023		(As revenue)	30 Nov 2023	30 Nov 2023			
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
OTHER COMMUNITY AMENITIES - CONTRIBUTIONS/GRANTS				0	0	0	0	56,000
ROADS TO RECOVERY FUNDING				0	0	453,484	188,950	0
BLACKSPOT FUNDING				0	0	92,935	38,720	1,521,824
LRCI - LITTLE BAY ROAD & GREY STREET ASPHALT				0	0	490,301	204,290	641,701
WA BIKE NETWORK GRANT				0	0	41,000	17,080	0
REGIONAL ROAD GROUP FUNDING				0	0	234,667	97,775	0
RUNWAY RESEAL - LRCI GRANT				0	0	0	0	116,241
DFES - LOCAL GOVERNMENT RESILIENCE FUND				0	0	0	0	500,000
				0	0	1,312,387	546,815	2,835,766

**SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

15 BONDS & DEPOSITS

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance	Amount	Amount	Closing Balance
	1 July 2023	Received	Paid	30 Nov 2023
	\$	\$	\$	\$
Transportable House Bonds	17,000	30,400	(7,900)	39,500
Footpath Bonds	23,007	14,000	(4,500)	32,507
Nomination Deposits	0	500	(500)	0
Building Levies (BCITF & BRB)	346	14,709	(10,728)	4,327
Community Bus Bond	5,400	600	(200)	5,800
Unclaimed Monies - Rates	5,179	19,776	(19,776)	5,179
RSL Hall Key Bond	430	0	0	430
Special Series Plates	4,510	1,860	(1,200)	5,170
Northampton Child Care Association	23,739	36	0	23,775
Horrocks Memorial Wall	1,198	250	(150)	1,298
One Life	940	0	0	940
Rubbish Tip Key Bond	1,800	0	(200)	1,600
Horrocks - Skate/Pump Park	2,000	0	0	2,000
RSL - Kalbarri Memorial	31,883	0	0	31,883
DOT - Department of Transport	0	82,902	(82,902)	0
Rates - Overpaid	30,761	0	0	30,761
Horrocks Lookout	1,353	0	(62)	1,291
Miscellaneous Deposits	240	0	0	240
	149,787	165,033	(128,118)	186,702

**SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

16 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
Budget adoption						0
LRCI3 - Kalbarri Runway Reseal	9.2.3	Capital revenue		145,301		145,301
LRCI3 - Grey Street Asphalt	9.2.3	Capital revenue		275,000		420,301
LRCI3 - NCC Toilet Block	9.2.3	Capital revenue		70,000		490,301
FAG's General Grant	9.2.3	Operating revenue		19,535		509,836
FAG's Road Grant	9.2.3	Operating revenue		17,771		527,607
Plant & Equipment	9.2.3	Capital expenses			(65,000)	462,607
Planning Consultancy	9.2.3	Operating expenses			(50,000)	412,607
Oval Residence	9.2.3	Operating expenses			(50,000)	362,607
Rake Place Residence	9.2.3	Operating expenses			(14,000)	348,607
Strategic Opportunities Reserve	9.2.3				(75,000)	273,607
Leave Reserve	9.2.3				(273,607)	0
Port Gregory Toilet Septic System Upgrade	9.2.3	Capital expenses		19,000		19,000
Kalbarri Sport & Recreation Furniture Contributi	9.2.3	Operating expenses		6,000		25,000
Port Gregory Water supply Shed	9.2.3	Capital expenses			(25,000)	0
Strategic Opportunities Reserve	9.1.8				(100,000)	(100,000)
Economic Development Framework Project	9.1.8	Operating revenue		100,000		0
LRCI Phase 4 Revenue (Little Bay Road Constr	9.2.3	Capital revenue		773,117		773,117
Little Bay Road Construction Expenditure)	9.2.3	Capital expenses			(773,117)	0
Rebates & Commissions (Revenue)	9.2.3	Operating revenue		11,500		11,500
Kalbarri Airport Runway Reseal (Expense)	9.2.3	Capital expenses			(11,500)	0
				1,437,224	(1,437,224)	0

**Annual General Meeting of the
Ajana Binnu Volunteer Bushfire Brigade**

Held – 31 Aug 2023

Location - Binnu Hall

Meeting opened at - 4:08pm by Kyle Carson

Attending: Kyle Carson (**Captain / President**), Jerome Drew (**Admin Officer**), Piet Diepeveen, Dale Diepeveen, Glen Reynolds(**Lt**), Ross Mitchell (**Smooth**), Lloyd Cripps, Brad Burns, Raylene Burns, Tom Powell, Murray Royce, Damian Harris (**LT**), Ben Simkin, Paul Simkin, Tony Sudlow, Phil North, Lee, Karl Suckling (**Ogilvie deputy**), Michelle Garnett

Apologies: Rob Mckenzie (**Northampton Fire Chief**), Matt Johnson (Ogilvie Brigade)

Minutes of Previous AGM: Previous minutes presented
Seconded by Kyle Carson

Motion Carried.

Business arising from previous meeting:

1. None

Inward Correspondence:

- Normal FESA junk mail / magazines

Financial Statement:

Main bank account currently contains approx. \$1400-00 – after withdrawals today.

Merger of part of Ogilvie Brigade and election of Office Bearers:

Karl Suckling speaks about the idea of Ogilvie Brigade having many shared members with Alma / Nolba and Ajana Binnu Brigades. Currently they only have 8 members and it seems to make more sense to split Ogilvie to merge with the other two brigades. The new Ajana Binnu Brigade boundary would be the north of the Ogilvie East Rd and Ogilvie West Road. The new brigade would still be called the **Ajana Binnu Volunteer Bushfire Brigade**

Damien Harris makes a motion to agree with Karl Suckling proposal.

Seconded: Brad Burns

Motion Carried.

Office Bearers.

Karl Suckling put motion that current Ajana Binnu Office bearers remain in place, with Kyle Carson as Captain, plus Matt Johnson and Karl Suckling to be Lieutenants of the new brigade.

Seconded by Ross Mitchell

All current positions holders agree to continue in their roles

Motion Carried.

Result

For the position of Captain / President: Kyle Carson

For the position of Vice Captains: Damian Harris

For the positions of Lieutenants (Operations Officers):

Glen Reynolds.

Matt Johnson

Karl Suckling

Jerome Drew

For the position of Admin Officer / Secretary:

Nominations: Jerome Drew (accepted)

General Business:

1. Kyle Carson speak about how Len Simmons is moving to Perth and has resigned his position as Northampton Shire Northern Deputy Fire Officer. Kyle has taken on the position since March but would prefer someone else took on the role of making phone calls etc during fires. Karl Suckling nominate Damian Harris. Seconded by Glen Reynolds. Damian agree to accept and for Kyle to take to Northampton Shire
2. Fuel Card. Jerome Drew to try to sort out actually using our fuel cards. Probably needs to pick up fuel in drums again.
3. Jerome Drew explain that Raylene Burns discovered that caravans had been taking our rainwater from Binu Hall fire tanks. Someone had put it on a caravan social media platform. Michelle Garnett had since removed that post from that social media, but the tanks were very low. Jerome had discussed with the Northampton Shire and they were organising signs for the tanks, which indicating the water were possibly contaminated with fire fighting chemical (even though the tanks were NOT contaminated in any way). The original sign order was delayed by lost order, but on their way. Jerome is also looking for stickers to put on the tanks saying non potable and not suitable for washing. Hopefully this would ensure that in future our rainwater tanks remained fairly full during fire periods and we always had a supply of water for the hall.
4. Raylene Burns suggested we ask the shire the bring some water up and at least part fill the tanks
Seconded by Ross Mitchell
Motion Carried by all members.
5. Glen Reynolds asked the signs at Galena brigade be changed so say we are now in a prohibited fire period, especially due to the dry season. Risk of tourists starting a bushfire with their poor attitude to following fire rules etc. Jerome to follow up with the Shire
6. Reminder to all to make sure fire units are ready to go.
7. Discussion regards getting more uniforms, gloves and goggles – Ross Mitchell said as many as possible.

Meeting Closed at – 4:27pm by Kyle Carson



ATTACHMENT: 9.3.1 (1)**Delegated Planning Decisions for November 2023**

D/A No	Applicant	Property	Purpose	Decision	Value
061	MODULAR WA	LOT 803 (NO. 16) GLASS STREET, KALBARRI	SINGLE DWELLING (R-CODE VARIATION)	3 October 2023	573,000
062	R S PEARCE	LOT 29 (NO. 109) HAMPTON ROAD, NORTHAMPTON	TEMPORARY SITING ONE SHIPPING CONTAINER (6 MONTHS)	18 October 2023	**
063	TJ MOOCHER	LOT 188 (NO. 93) JOHN STREET NORTHAMPTON	COMMERCIAL VEHICLE PARKING (2 TRUCKS AND 2 TRAILERS)	30 October 2023	**
064	HORROCKS COMMUNITY CENTRE INC.	LOT 9003 NORTH COURT HORROCKS	OUTDOOR TABLE AND BENCH SEAT (LES LUCAS LOOKOUT TIMBER)	24 October 2023	**
066	BRIDGET PULLELLA	LOT 19 (NO. 1510) HORROCKS ROAD, SANDY GULLY	INDUSTRY 'PRIMARY PRODUCTION' – ALLANEENA MECHANICAL	31 October 2023	**
067	MIDWEST SHEDS & GARAGES	LOT 789 (NO. 25) BATAVIA CIRCLE, KALBARRI	OUTBUILDING & CARPORT (R-CODE VARIATION)	31 October 2023	47,000

** *Includes administrative applications which are attributed no value and can include Commercial Vehicle Parking, Mobile Food Vehicle, Commercial Recreational Tourism License and Temporary and Exemption Approval Applications.*

SHIRE OF NORTHAMPTON - BUILDING APPROVALS - NOVEMBER 2023						
Approval Date	App. No.	Owner	Builder	Property Address	Type of Building	Value
29/06/2022	22041	Tristan and Tess Neumann	Owner Builder	18 (Lot 204) Balaam Street, Kalbarri	Extension to existing dwelling, including three additional bedrooms and family room	\$ 150,000.00
18/07/2023	23028	Daniel Betts	Owner Builder	18 (Lot 1) Waikiri Parade, Kalbarri	Construct timber-framed two-bedroom dwelling	\$ 220,999.00
05/10/2023	23059	George and Yvonne Metaxas	Owner Builder	2 (Lot 4) Horrocks Road, Northampton	Construct transportable ensuite external to main dwelling	\$ 10,000.00
9/10/2023	23062	Amy Cooke and Amir Galili	Owner Builder	23 (Lot 74) Sunstone Drive, Kalbarri	Construct steel-frame two-bedroom dwelling and timber-framed outbuilding	\$ 150,000.00
6/11/2023	23067	Bradley and Melissa Smith	Bradley Smith Builders	10 (Lot 867) Sequita Way, Kalbarri	Construct double brick carport	\$ 15,000.00
6/11/2023	23068	Terrence and Kristina Attwood	Starstate Investments Pty Ltd	25 (Lot 789) Batavia Circle, Kalbarri	Construct steel-framed garage and carport	\$ 47,000.00
7/11/2023	23070	David Booth	Colin Walker	4 (Lot 100) Chick Place, Kalbarri	Construct steel-framed shed	\$ 19,000.00
30/06/2023	23CS514	Wesley Johnson (Phillip Johnson)	Connolly Building	1409 (Lot 5) Port Gregory Road Sandy Gully	Construct timber-framed three-bedroom dwelling	\$ 469,945.00
19/10/2023	23CS522	Brenton and Donna Hardie	Owner Builder	27 (Lot 121) Mortimer Street, Kalbarri	Construct steel-framed shed	\$ 10,000.00
2/11/2023	23CS524	Gregory and Simone Morgan	Geraldton Building Services and Cabinets	12 (Lot 8) Mariner Crescent, Kalbarri	Replacement of roof battens and upgrade structural roof framing	\$ 393,169.79
19/11/2023	23CS525	Joe Owen-McNeil	Owner Builder	5 (Lot 504) Chick Place, Kalbarri	Remediation repairs to roof frame and cladding, repair side carport and front verandah	\$ 70,000.00
19/10/2023	23CS526	Brenton and Donna Hardie	Owner Builder	27 (Lot 121) Mortimer Street, Kalbarri	Replacement timber-framed patio	\$ 11,000.00

Shire of Northampton



Medium & Large Event Application Form (more than 24 hrs duration)

Event Name or

Applicant's Name: Kalbarri Open Air - Jamart Sand Lounge (Push)

Application Date: 20-11-2023

DISCLAIMER

The information contained within this package has been provided as a guide only. Additional information or approvals may be required from other agencies and it shall be the sole responsibility of the Applicant, not the Shire of Northampton to ensure all relevant approvals and information is obtained in relation to each particular event.

EVENT APPLICATION

This form is designed to capture details relating to your proposed event, which will operate for more than 24 hours. You will be notified in writing when your event Application has been processed.
Applications must be submitted at least 90 days prior to your event.

Organiser's Details

Applicant's Name: Ersh On and Kimberly Zebra (Kim Smith)
 Organisation's Name (if applicable): Jamart Sand Lounge
 Organisation details: Not-for-profit Community Group Commercial
 Contact person (if different from above): Kim - 0410048073
 Postal address: Ersh On - 04005114999
 Telephone (hm): (wk): (mb): 0410048073
 Email address: perthsandlounge@gmail.com

Event Details

Name of event: Kalbarri Open Air
 Date of event: 15 & 16 March, 2024
 Set up date & time: Fencing possibly 1 week prior; main setup Thursday 14th March
 Event start date & time: Friday 15 March, 2pm - 11pm
 Event finish date & time: Saturday, 16 March 11pm
 Completion date & time (following clean up): Clean-up expected to finish Sun 17th 5pm
 Proposed venue details: (eg. name of reserve, building or public open space)
Kalbarri Oval and Recreation Centre

Does the event require approval from other agencies? (eg DBCA, Main Roads, Private Landowner, etc)
 Yes No

If yes, who?

Have you ever conducted this event before and if so, when/where was it held?
We have not conducted this exact event before, however we organise + manage monthly all-ages and over 18+ events in Perth, and have also done two similar events in Bunbury.

Event description: (eg. Sporting, commercial, entertainment and in addition please state whether the event is a one-off or proposed as an annual event)
A two-day music festival that is family-friendly, all ages and community-oriented. We aim to conduct it annually, provided this first event is a success. It is a showcase of home-grown WA talent, of original bands and local cover musicians from Bunbury, Perth, Geraldton and Kalbarri.

Is the event open to the general public?

Yes No

Is the event invitation only?

Yes No

Is there an entry fee?

Yes No

Anticipated total number of patrons expected for event: Up to 2000 in total expected over 2 days

Maximum number of patrons expected at any one time: 1000 paid (under 12yrs are free)

Target audience: (eg. youth, adult, family etc.) The whole community, mostly adults

Will crowd control or security be present?

Yes No

If yes, who is supplying this service? Hi-Lite Security, Geraldton (Frank)

Primary purpose of event: (eg. fundraiser for community group)

to entertain people and provide a drinks event exclusive to Kalbarri

Will food be available?

Yes No

Detail of foods available or food vendors attending:

Food vans - we will need the Shire of Northampton to notify providers so they can apply to us as organisers.

(Note: Food providers or stall holders are to contact the Shire to obtain a Temporary Food Stall Licence to attend this event).

*Rec Centre
Committee
Responsibility*

Will alcohol be available at the event via a Bar (for purchase) or Provided as part of cost or as BYO? (Please circle the appropriate one or state if there will be No Alcohol). (Please attach copy of Liquor Licence Issued by the Dept of Racing, Gaming & Liquor for this event).

Has an Application to Consume Alcohol on Shire Land been submitted? Yes No

How will the event supply free drinking water? "The Old Bastards" (contact Des Pike)
will supply + erect water facilities.

Details of any tents, marquees, stages etc. to be used for the event (include number of different stalls or vendors; and number of tents, marquees, stages, etc):

Marquee provided through Kalbarri Sport + Recreation Association and Kalbarri Development Association; First Aid station; Merchandise tent (marquee); 1 stage for bands; 1 ticketing + entry marquee. 1 stage,
1 large marquee
3 small marquees

Is live or recorded music used at any point during the event? Yes No

If yes, provide details: Live music from 2pm - 11pm, both days; streamed music between bands

Are speakers and/or amplified voices part of the event? Yes No

If yes, provide details:

Are animals permitted at or included in any part of the event? Yes No

If yes, provide details:

Are there any amusements at the event? Yes No

If yes, provide details: We may do some games and giveaways - TBC, but will ensure very minimal props needed or potential risk. NO rides proposed.

Will the event include fireworks?

Yes No

If yes, provide details of the nominated pyrotechnic contractor:

Company, contact name and number:

Is the event relying on public toilets for the event?

Yes No

If yes, where are they located? *Inside Rec Centre; Toilets ^{-external} adjacent to the half-court*

How many fixtures will be available?

Male: Closets: *2 internal, 1 external*
Hand Wash Basins: *One*
Urinals: *One (2m)*

*- 1 disabled
- 2 external
- 3 showers
- 2 mens cubicles f
(urinal)*

Female: Closets: *3 internal, 1 external*
Hand Wash Basins: *One*

Will additional temporary toilets be provided at the event?

Yes No

If yes, how many?

Male: Female: Accessible:

How will toilets be maintained during, and cleaned after the event? *All cleaning & maintenance will be contracted*

How will waste be managed during the event? *Bins supplied by Shire Northampton, maintained by All Cleaning & Maintenance during the event. Shire to remove waste to disposal facility.*

Do you require the use of Shire power at the outside event venue? Yes No

Do you require additional rubbish bins at the outside event venue? Yes No

Describe any temporary fences or barriers to be used for the event (include type, where they will be used, and how they will be supported against falling over if lent on or climbed over:

Professional temporary festival fencing with covering will be erected - see site plan.

If large inflatable items such as arches are used at the event, describe them, their use, whether they are connected to a fan to keep them inflated, and how they will be anchored to prevent them toppling over or flying away: *None will be used.*

Details of any road closures or use of roads, verges, or footpaths used for the event: (Note: separate approvals required through police services)

No closures required

Will the event have implications for local residents, (eg. Noise, traffic management, parking, crowds etc.) and if so how is it proposed to manage these implications?

Location is away from closest houses but adjacent to accommodation providers. Noise may be issue - speakers will be kept at safe levels and event finishes at 11pm both nights. Security will be on site to manage crowds. Location is close to town so less parking needed but there is plenty of parking around the oval area. We will advertise to for parkers to avoid driving as well if possible.

Site Plans are a requirement for all events and should be submitted with this form. It is recommended that satellite images are used, such as Google Maps, as a base for outdoor events so that you can indicate the location and perimeter of the event area. Please contact the Event Officer at the Shire if you need assistance. You can also use the graph sheet below to draw and mark out your event site plan.

Event Promotion

Event website address: Pending - being built

Social media & other advertising: Charmart Sand Large socials pages; Ozfix; Bands Social media pages;

Public Liability Insurance

Council requires public liability insurance be provided for all events to a minimum value of \$10,000,000. This insurance is the responsibility of the event organiser.

Policy No: _____ Value of Cover: _____

Insurer: _____ Name of Insured: _____

Event Risk Rating

All events have risk. Event organisers need to assess the risk of their event to ensure it is safe for participants, attendees, and the organisers and staff/volunteers. To assess the risk of the event, please complete the following quiz by choosing the appropriate value from each category.

Risk Factor	Value
Event Nature*	
(*For events with multiple natures, please apply only the highest value)	
Politician / dignitary visit	1
Classical / folk / theatrical performance	1
Athletics / sport (spectator event)	1
Fetes / fundraisers	1
Parades / carnivals / circuses	2
Fireworks displays	2
Children's event – fair, playground, carnival, etc	2
Food and wine shows / expos	3
Concerts – unlicensed or family concert (alcohol not present)	3
Agricultural show / horse racing / greyhound racing	3
Marathons / triathlons / fun runs	5
Aviation displays	5
Motor sports and displays	5
Concerts – licensed, alcohol/drugs possible or likely, animated	7
Marine / waterway events	7
Music festivals, large celebrations, licensed parties / raves	7
Electronic dance music (EDM) festival	10
Obstacle course / extreme sporting event	12
Score	7
Venue	
Outdoor, defined boundaries	3
Indoor (including marquees)	5
Outdoor, widespread, street festival, cross country, etc	7
Score	3

Expected Numbers/ Attendees (at any one time)	
<500	1
500 – 1,000	②
1,000 – 3,000	3
3,000 – 5,000	5
5,000 – 10,000	8
10,000 – 20,000	12
20,000 +	17
Score	2
Attendee Profile	
All ages, family groups	①
Predominantly adults (18 – 70yrs) (calm, orderly, compliant)	2
Predominantly young people (15 - 30yrs) (animated, excitable)	5
Predominantly elderly	5
Conflict / rival factions / protesters / non-compliant crowd	10
Score	1
Time from Hospital or Medical Centre*	
*Does not include nursing post or first aid post	
<10 minutes	①
11 – 45 minutes	4
46 – 90 minutes	8
91 + minutes	14
Score	1
Alcohol Available	
No alcohol is part of the event	0
Yes, alcohol is provided in limited quantity per person	3
Yes, alcohol is provided (no limits), sold, or BYO	⑩
Score	10
Event Risk Score	Total Score 24

Risk Rating	Score	Action
Low Risk	0 – 20	Complete the Low Risk Event Management Plan on the next page.
Medium Risk	21 – 28	Do not complete Low Risk Event Management Plan, but complete an independent Risk Management Plan.
High Risk	29 +	Do not complete Low Risk Event Management Plan, but complete an independent Risk Management Plan.

Low Risk Event Management Plan

Only complete this section if the Event Risk Total Score from above is 20 or under.

Detail below how risk factors will be addressed.

Risk Area	Action Taken By Event Organisers
First Aid	(eg First Aid Kits have been checked and stocked. If applicable, people with first aid qualifications have been recruited to attend the event)
Weather	(eg Fire hazards have been identified, and reasonable steps have been taken to reduce the risk of fire and state what steps have been taken)
Food Safety	(eg Food handlers have demonstrated food safety knowledge, and their food businesses are registered with the relevant local government authority)

Hazards	(eg Potential slip, trip, and fall hazards have been identified and strategies implemented to minimise the risk and state the strategies implemented)
Emergency Management	(eg An evacuation plan and procedure are in place. The contact details of all relevant emergency services are available in case of an emergency)
Communications	(eg A contact list has been developed and will be circulated to all event staff/volunteers before the event commences)
Alcohol	(eg Responsible service of alcohol is followed at all times. Conditions stipulated by the Department of Racing, Gaming & Liquor are being followed at all times. Bar staff/volunteers hold relevant approvals)
Insurances	(eg Relevant insurance has been taken out and is in place for this event)

Submit Event Documents

Event applications should be submitted with as much supporting documentation as possible. Applications may not be able to be assessed on the application form alone. Please supply any of the applicable documents listed below with this application form.

- Comprehensive site plan (mandatory)
- Low Risk Event Management Plan or Risk Event Management Plan (as applicable) (mandatory)
- Emergency Management Plan
- Traffic and parking management plan
- Insurance certificate of currency
- List of all event vendors
- Occasional liquor licence
- Fireworks application
- Letter notifying emergency services about, and/or residents likely to be affected by the event
- Music reproduction licence

ACKNOWLEDGEMENT

I, Kimberly Lehra and Ersh On as the event organiser,

applying for approval to host an event in the **Shire of Northampton** acknowledge that the information and completed actions in my application are true and correct. I accept full responsibility of the facility and/or reserve during the specified hire period and will ensure compliance with the Shire of Northampton's conditions of hire and local laws.

I will indemnify the Shire of Northampton against any action, suit or proceeding caused by my failure to observe all statutory and other requirements or as a result of my negligence or wilful actions. I will ensure that appropriate liability and other insurances are in place for the activities to be conducted.

I understand that the Event Application Package is a guide and has been compiled according to a number of statutory requirements. There could be other requirements that exist outside of the package and that, as the event organiser, I am responsible for.

Signature: 

Date: 21-11-2023

Print Name: Kimberly Smith (Zehra) per Jamart Sound Lounge,
Jamart PTY LTD.

Important Notes:

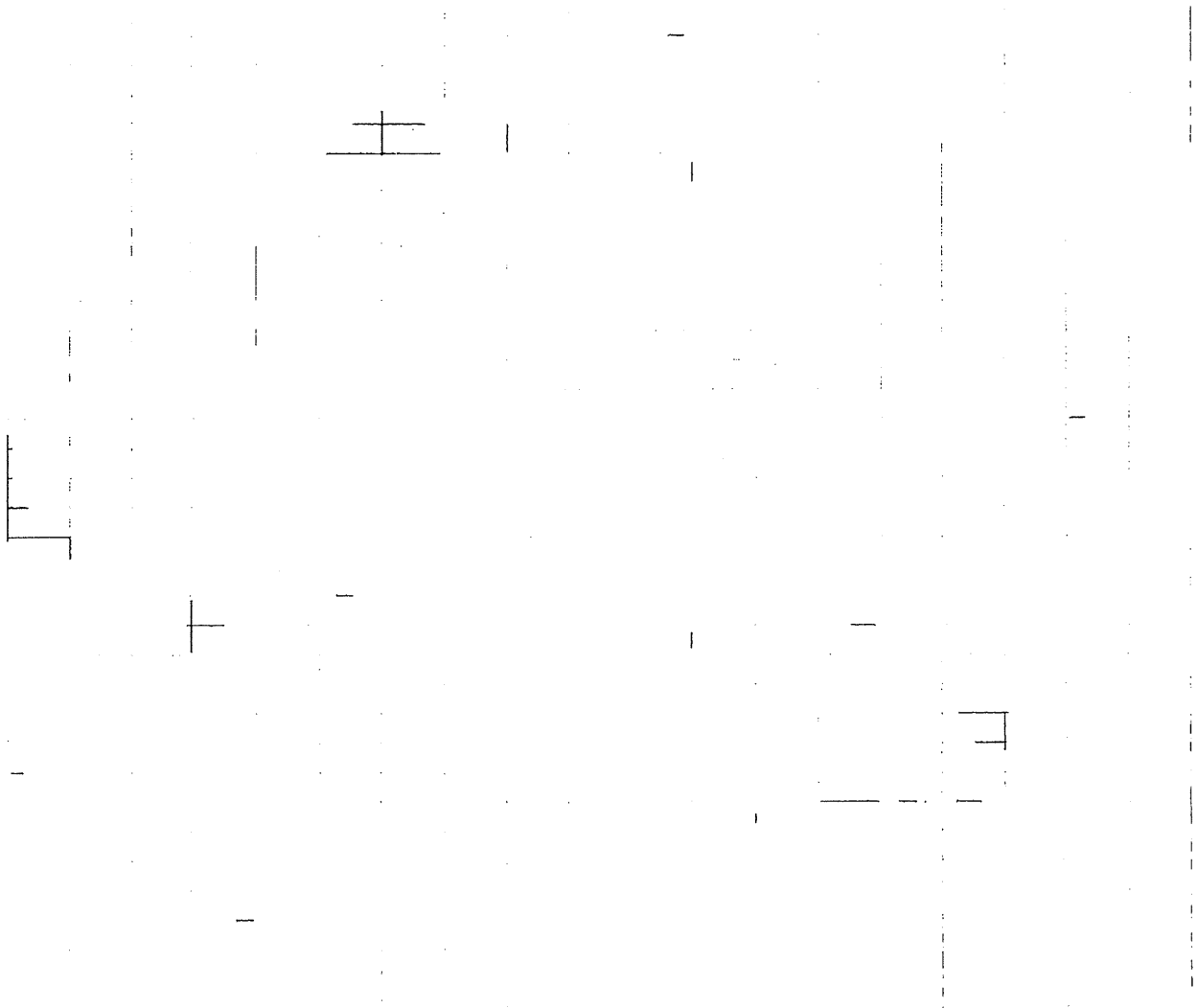
- You may not proceed with your event until written confirmation from the Shire advising that all Shire and other statutory requirements have been satisfied. This may take between 3 to 4 weeks depending on the scale and size of your event.
- Any special conditions (if applicable to your event) will be outlined in your confirmation letter. It is your responsibility to adhere to the conditions or to remain in regular contact with the relevant Shire departments until necessary approvals are obtained.
- Applications and approvals for an event are not transferable. Therefore the organiser cannot transfer Shire approval for an event to an alternative venue, date or time, without re-negotiating with the Shire.
- You must ensure that all arrangements you make, including emergency procedures, meet the needs of people with disabilities. Post event arrangements should be considered to transport patrons from the event (eg. availability of taxis, buses, etc.).

Site Plan

A detailed layout of the event is to be included with your application. Please ensure the following is indicated on the map (if applicable). It is suggested that a copy of the finalised site plan be issued to police, fire services, SES, and other relevant emergency services, First Aid and security personnel, and participants.

Stage	Seating	Vehicle access points (include street names)
Food stalls	First aid post(s)	Location of marquees, tents etc.
Electricity cables	Emergency exits	Sale or consumption of alcohol areas
Parking areas	Fenced off areas	Location and number of additional toilet facilities
Site signage	Lighting	Any other facilities relevant to your event

North



INFORMATION AND GUIDE FOR APPLICANTS

1. LOCATION OF EVENT

If you intend on holding your event on property owned or managed by the Shire of Northampton you will be required to apply for use of those grounds.

If event is to be held on privately owned land, you will be required to provide the written consent of the owner to hold the event on their property.

2. SITE PLAN AND EVENT LAYOUT

A site plan with the layout of the event is to be provided to the Shire of Northampton which includes:

- fencing
- stage and sound equipment
- stalls of any kind (food, craft, etc)
- seating
- liquor licensed area/s
- electrical supply
- First Aid
- structures (tents, marquees, etc)
- toilet facilities (existing and additional)
- lighting
- emergency access and routes

3. EVENT TIME FRAME AND EXPECTED ATTENDANCE

The event organiser is to provide the Shire of Northampton with the time that the ground will be in use, including set up and clean up. This information will be used for booking of the grounds, toilet facilities and bin requirements.

The Shire of Northampton is to be provided with an expected number of patrons attending the event, which will be used to calculate toilet, waste and First Aid requirements.

4. ACCESS TO VENUE FOR SHIRE STAFF

Shire staff members are to be afforded access to the whole venue for the duration of the event. Authority cards can be made up for staff members that require access.

5. PUBLIC LIABILITY INSURANCE

Council requires public liability insurance be provided for all events to a minimum value of \$10,000,000. This insurance is the responsibility of the event organiser.

6. RISK MANAGEMENT PLAN

The event organiser is to provide a risk management plan to the Shire's Health/Building Department prior to the event.

7. LEGISLATIVE REQUIREMENTS

Under the Health (Public Building) Regulations 1992, outdoor events are considered public buildings. The following are requirements under the above regulations:

- application to erect a public building (Form 1) to be completed 2 weeks prior to the event
- toilet facilities relevant to the expected attendance
- disabled access (for both the event grounds in general and toilet facilities)
- evacuation plan and emergency lighting
- general lighting for evening and night events
- all electrical equipment, switches, meters are to be protected from the public and a certificate of electrical compliance (Form 5) must be completed 2 weeks prior to the event
- exit signs are to be provided
- fire equipment and telephones are to be supplied

Event organisers are to provide sufficient waste disposal facilities relevant to the expected attendance.

Any stalls or premises preparing and/or selling food is to comply with the Health (Food Hygiene) Regulations 1993. Applications to sell food at the event should be lodged with the Health Department 4 weeks prior to the event.

Under the Environmental Protection (Noise) Regulations 1997, noise levels are to comply with the levels set out in those regulations. If the Shire of Northampton deems it necessary to have an Environmental Health Officer present to monitor the noise levels of the event, the event organiser may be required to pay for these services. Any officer present to ensure compliance with the above noise regulations is not under the control of the organiser.

8. ALCOHOL AND LIQUOR LICENSING

Event organisers are required to apply for a liquor licence through the Department of Liquor and Gaming, if alcohol is to be sold at the event. If the liquor licence is approved, details of the licence are to be provided to the Shire of Northampton at least 2 weeks prior to the event.

If alcohol is to be sold and/or consumed on Shire property, application should be made to the Shire for a permit to consume alcohol.

9. PROVISION OF FIRST AID

The event organiser should provide First Aid facilities relevant to the size of the event.

10. EMERGENCY SERVICES

Event organisers must notify the Police and Fire & Emergency Services of the event and the event time frame. A contact number for the event organiser should be given to these organisations in case of emergency.

Access must also be available to emergency vehicles.

11. NOTIFICATION OF ROAD CLOSURES

The event organiser is to notify and seek approval from the Engineering Department (and Main Roads if necessary) for any road closures for the event; prior to lodging an application with the Police. Please note partial road closures or suspension of the Traffic Act requires approval and these forms/approvals need to be sourced from police, at least 6 weeks prior to the event to allow for separate processing.

12. WATER & POWER

It is the responsibility of the event organiser to ensure that a water supply is made available for patrons at the event. Event organisers must organise independent power supplies for Shire grounds.

13. FIREWORKS

Approval is required from the Department of Mines, the Police and the Shire of Northampton if you intend to discharge fireworks at your event. Applications can be obtained from the Department of Mines.

If approved, the SES and Fire & Emergency Services are to be notified and any conditions are to be complied with. Fire fighting equipment is to be supplied to the event.

14. Parking

The event organiser is to ensure that sufficient parking is available for the expected number of patrons to the event.

15. FENCING

If the event is to be fenced off, or have areas within the event to be fenced (eg. licensed area), the fencing is to be inspected by the Building Department prior to the event.

16. CONSULTATION WITH OTHER GROUND USERS

Event organisers should ensure that all other ground users are contacted and informed of the event to ensure no clashes of ground use or parking.

17. CONSULTATION WITH NEIGHBOURING LANDOWNERS

All neighbouring landowners should be consulted to ensure their operations and your event will not be affected by the each other.

KALBARRI OPEN AIR

15 & 16 MARCH 2024, 2PM – 11PM



SHIRE OF NORTHAMPTON EVENT
APPLICATION –
ADDITIONAL INFORMATION



Kalbarri Open Air – Additional information

Organiser details

Jamart Sound Lounge (JSL)

Ersh On and Kimberly Zehra

Ersh – 0405 114 999

Kim – 04100 48073

Set up dates and details

Date	Item to complete	Who is responsible
10 th – 12 th March 2024	Erect temporary festival fencing & covering	JSL – contractor to be procured
12th March 2024	Propose to spray oval for ticks	Shire Northampton or Sport & Rec Committee
Thurs 14 th March	stage, lighting and sound	JSL
	Marquee	Sport & Rec Committee
	Sml tents/marquees for first aid, merchandise & ticketing	JSL/ First Aid (ST John Ambulance?)
	Tables & chairs inside centre and patio area	Sport & Rec Committee
	Bar & drinks servery	Sport & Rec Committee
	Partitioning for licenced area	Sport & Rec Committee
	Clean toilets & accessible toilet, ensure door fixed on accessible toilet	Sport & Rec Committee
	All signage & emergency exits	JSL
Friday 15 th March AM	Food vendors; bar and licenced area set up and partitioning; Set up ticketing and bag check stations	Vendors; JSL; Sport & Rec Committee

Have you ever conducted this event before and if so, where was it held?

Jamart Sound Lounge have not conducted this exact event before. Events we have organised and managed include:

- Mosh in a Sanatorium (MiAS) All Ages – Vision Studios, East Victoria Park, WA (ongoing)
 - Monthly metal gigs for young people – many of our young patrons feel isolated and have been at risk of mental distress and self-harm
 - 34 monthly gigs run consecutively to date
 - MiAS provides a safe, welcoming and nurturing environment for young people to enjoy the music they love and connect with others who are like them
 - MiAS has sparked the creation of 5 new metal bands composed of the young people who attended MiAS regularly
- Hornography Metal Club monthly gig, Convenients Northbridge WA (ongoing)



- 4 bands in one evening, every month
- Includes giveaway games and prizes
- Stop the Violence 2021, Bunbury WA - metal festival to raise funds for domestic violence charities
 - 30 bands over 3 days
 - The Burlington Hotel, Bunbury
- Metal for Turkiye, March 2023 – fundraiser for the 2023 Turkiye earthquake victims – Lynnotts Lounge, Northbridge WA
 - 1 night only, 4 bands

Event description

Kalbarri Open Air will be a two day music festival that will cater for all tastes, with mixed genres including soft rock, hard rock, punk, acoustic, alternative and only two metal bands. All bands are from Western Australia, all but two produce their own unique music.

Sixteen bands are secured for the two days hailing from Geraldton, Perth and Bunbury. Some have played in Kalbarri multiple times. We also have a waiting list of bands eager to play should someone need to withdraw.

As a family-friendly event, we aim to provide the Kalbarri and wider WA community with a unique, feel-good experience, using music to connect people and bring benefit to the Kalbarri community at a time when the community is usually quiet.

Our aim is to conduct it yearly to help it to grow and attract larger bands, making it potentially a premier music event on the WA calendar.

Number of patrons expected: Up to 1000 max at any one time. Potentially may see 1500 people attend across the two days.

Security will be provided by Hi-Lite Security, Geraldton. Frank has provided security for a number of events in Kalbarri in the past and is very experienced. Quote is pending.

Primary Purpose of event: to bring live music and local WA talent to the Kalbarri community, who usually miss out on such events due to geographical isolation. We want to entertain the community and draw tourists to the town so Kalbarri may benefit long after the bands go home.

Food: Will be available through food vans and stalls. Businesses who have expressed interest already include Buddha's Bites, Upstairs Restaurant, the Ice Creamery, and we are also going to approach the Kalbarri School P & C to see if they would like to do a sausage sizzle and snacks stall.

We will also be approaching a few vans and businesses in Geraldton to get a few more options, such as a kebab stall. We may need the Shire to provide us with a list of other vendors, or let vendors know there are places available.

Drinking Water: "The Old Bastards" in Kalbarri have committed to providing drinking water tanks. Please speak with Des Pike for more information.

Alcohol: The Kalbarri Sport & Rec Committee propose to run a licenced bar. The licenced area will be inside the Rec Centre and underneath the adjacent patio. These areas will be cordoned off and no alcohol will be permitted outside these spaces. The Sport and Rec Committee will need to source two of their own security guards for this licenced area, or Frank from Hi-Lite Security could bring



additional guards if needed, at the expense of the Committee. Associated licences will be the Committee's responsibility.

Stages, marquees & tents – temporary structures

- 1 stage approx. 6mx4m, with small marquee (3x6m) behind for covering band equipment
- 20x10m marquee (Kalbarri Development Association supplied & erected)
- 3x3 market marquee for first aid
- 3x6 market marquee for merchandise sales
- Potentially another 3x6 marquee for ticketing & entry -TBC
- Potentially another event marquee approx. 10x4m for additional shade -- TBC (dependent upon ticket sales)
- Any additional tents/marquees/vans that food vendors may need to bring (potentially up to 6) however these may not all be within the bounds of the event, they may be located outside the fenced event area or in the car park

Details of live or recorded music:

- 14 bands will play original music
- Two non-original bands will play covers
- We will have some acoustic sets between the main bands, and then also play recorded streams of the original bands' music between sets
- **We are consulting with APRA as to whether this constitutes the need for a reproduction licence**

Noise: Speakers and amplification will be used, however we are cognisant of noise levels and want to be family friendly, so will ensure it is not over-the-top loud.

We have consulted with Tudor Park, Edge Resort and Palm Resort to ensure they are aware of the event and can notify any guests of the potential for noise. All three businesses welcomed the event and said it would not be a problem.

Amusements: We may do some games between sets, but these will be very minimal use of props (for example we may do a free raffle, or game of statues/freeze to keep kids amused). There will be no rides or show-like amusements. It is possible that if it is forecast to be very hot (i.e. over 32 degrees), we may put down long sprinkler hoses for kids to play in and cool off.

Public Liability Insurance: Quote pending from AON Risk Services – AON Entertainment and Events Division.

Toilets: The event will make use of toilets within the Rec Centre, the two toilets located outside the Rec Centre near the half court, and also supply at least 6 further portable toilets for patrons, and one more for bands to use backstage. Meaning a total of:

- 7 women's cubicles
- 6 men's cubicles plus one long urinal
- 1 additional unisex portable toilet (backstage)

If the event has 500 patrons, this means a ratio of 1:36; if we have 1000 patrons the ratio is 1:71. The WA Department of Health Guideline states a minimum ratio of 1:85 for a licenced event serving alcohol, hence we are providing more than the minimum required ratio.



Cleaning and Waste Management: All Cleaning & Maintenance (Kalbarri) have agreed to take the contract for cleaning and maintaining toilets, general clean-up and changing bins during the event. We require the support of the Shire of Northampton for waste removal from site, and also to loan the Shire's additional bins.

We will need to arrange the delivery and pick up of bins and collection of waste with the Shire.

Temporary Fencing: Quotes pending for temporary festival fencing (150m) with privacy cloth covering. This fencing has solid bases the fence clips into for safety and is compliant with Australian Standards.

- This will need to be erected a few days prior to the event
- The oval within the fenced boundary will need spraying for ticks once the fence is erected – we request the Shire of Northampton to conduct and pay for the spraying for ticks

Parking management:

- There is ample parking around the oval and event location, along the roadsides along with car bays adjacent to the tennis courts
- Patrons who are travelling will be encouraged to stay at the adjacent accommodation providers to minimise any additional traffic and parking issues around the oval
- Ticket holders will be provided with information on where they can and cannot park

Event Promotion:

- Promotion needs to begin early December 2023
- JSL Partner, Krunch Entertainment will handle much of the promotion
 - Social media posts
 - Radio and possibly podcasts
- JSL and the bands will share and promote via their social media and other channels
- The Shire of Northampton may promote the event if they wish
- JSL and Krunch Entertainment will promote right across WA to attract the broader community who may wish to make a weekend out of it
- Tickets sold by Oztix, who often send out email list of events and post on social media

Included with this application:

- Shire Northampton Event Application form
- Copy of letter notifying Emergency Services of the event

Documentation pending:

- Site plan (will be submitted by Thursday 23rd Nov)
- Risk Management Plan (will be submitted by Thursday 23rd Nov)
- Emergency Management Plan (will be submitted by Thursday 23rd Nov)
- Insurance certificate or quote
- Liquor licence (responsibility of Sport & Rec Committee)
- Provider details of temporary fencing & toilets
- Music reproduction licence (consulting with APRA regarding this)



Jamart Sound Lounge
25/273 Hay St
East Perth
WA 6004
perthsoundlounge@gmail.com

St John Ambulance subbranch – Kalbarri

Kalbarri SES / DFES

WAPOL - Kalbarri Station

Kalbarri Medical Centre

Re: Kalbarri Open Air Festival – Notification

Dear Emergency Services

We write to notify you of the Kalbarri Open Air music festival being held at the Kalbarri Oval and Recreation Centre.

The event will be held on 15 and 16 March, 2024 from 2pm – 11pm both days, expecting up to 2000 people attending the event across the weekend. It is an all-ages, family friendly event with a licenced bar area. First Aid officers and a First Aid post will be on site, along with Security for crowd management.

Set up will begin on 13 March 2023 and pack down is expected to be complete by 5pm Sunday 17th March.

For further information or questions please feel free to contact us.

Kind regards

Ersh On and Kimberly Zehra

M: 0410048073

M: 0405114999

Wendy Dallywater

From: ersh on <perthsoundlounge@gmail.com>
Sent: Tuesday, 28 November 2023 9:29 PM
To: Wendy Dallywater
Cc: Andrew Campbell; Michelle Allen; des.pike@bigpond.com; kalbarrisportandrecreation@gmail.com
Subject: RE: FW: KOA Event Application, Site Plan, & Risk Management Plan - for 15th & 16th March 2024

Follow Up Flag: Follow up
Flag Status: Completed

Categories: Reports / Important, Markets & Events

Hi Wendy

Thanks for your time on the phone this afternoon, I appreciate the time you took to discuss the issues and solutions.

To recap our convo:

- **Timeline** and approval:
 - we spoke about how long we've been trying to work with the Shire and stakeholders to get this approved (first email sent to Michelle 24th September).
 - We need the event approved asap. We understand this is the first event of this nature that Kalbarri has seen and so the Shire has decided to take it to the Council.
 - No Council meeting in January means it needs approving in December at the latest.
 - Anything later than December 15th means we cannot promote the event with enough time, sell enough tickets, and secure bookings for security, fencing, toilets etc etc.
 - We have to secure those bookings with up-front non-refundable payments – we cannot risk paying out \$25,000+ without the guarantee of approval and the event going ahead
- **Noise:**
 - we understand the noise concerns of the Edge and Palm resorts and have tried to work with Kelli Law to mitigate her concerns. As per my last email to Michelle and Andrew, the Shire has the details of that conversation. I have not received a reply Edge Resort despite multiple attempts to contact them.
 - We propose a 10pm finish of the last band and then shut down & clean up. 10pm is as per urban noise regulations – I understand that an urban household can hold a party with loud music until midnight. Therefore we believe 10pm is a reasonable compromise.
 - Finishing earlier than 10pm is not feasible as it means the event will not go for long enough and will not have enough bands in order to attract the ticket sales and cover the costs of the event.
 - Starting earlier than 2pm in March is a Health risk (risk of heat stress) to patrons as it means they will be in the sun for longer. 2pm is the very earliest it can start, because it means patrons will be entering the later afternoon/evening period, when the sea breeze should be in and the sun becomes less intense.
 - We may be able to change the orientation of the stage and speakers so they face the industrial area. We need to get advice from our sound engineers about this first.
 - As discussed, we will have the music at a reasonable level for an outdoor event. It will be the discretion of the sound engineer as to how low this can possibly be depending upon the conditions. For example, if the wind is very strong and carries the sound.
- **Music genre:** this is **not** a heavy metal festival. I have repeatedly and clearly given all those I've spoken to the information that the bands are mixed genre including acoustic, alternate, punk, rock, heavy rock and only two metal bands (one for each night). Yes, Ratsalad have committed to playing – they are classed as a punk rock band.

- Yes, Jamart Sound Lounge specialise in heavy metal events, but we understand the target demographic and want to cater for everyone, to make the event a success.
- **Concerns re: bad language** – Ershon and I organise all ages under 18's gigs every month and have a clear language policy with all bands who play at our all ages. As the KOA is all ages, family-friendly, this policy will be applied to this event and all bands will be briefed on the use of bad language. We will do our very best in this area but we cannot guarantee someone will not accidentally slip up on the microphone.
- **Bar:** The Rec Committee should be briefed that the licenced area will need to close at the same time as the music finishes.
- **Car parking:** Parking is available behind the oval (not on the oval), behind the Kalbarri hotel and Gilgai tavern, and in car parks along the foreshore. JSL is to provide information on preferred parking areas to patrons who choose to drive. Patrons will be encouraged not to drive.
 - We note there is also parking behind the Visitor Centre adjacent to the oval.
- **Seating:** Can people bring chairs and Picnic rugs and is there enough space to do so – yes, we will encourage this. The space allows for a min of 2sq m per person, if the event attracts the max of 1000 patrons at one time. We will not be providing seating for this event on the oval space.
- **Food:** Vendors will need to work with the Shire for approval and to be allocated a space to park a van or have a food tent outside of the fenced event space.
 - **The Shire will communicate with us how many vendors have been approved, what they are selling and where they will be located. JSL will communicate this information to patrons.**

Actions:

- We will provide the Shire with an alternate site layout that shifts the orientation of the speakers and stage so that the noise is directed towards the industrial area. This is an accommodation to meet the concerns about noise impacting the Edge and Palm resorts across the road.
 - We will need to consult with our sound engineer about how this will work first. If the orientation cannot be changed, we will provide the Shire with advice as to why.
- Shire will communicate with food vendors, take charge of approvals and allocate locations; communicate with JSL if one wants to be located within the fenced event space.

OTHER

- We did not speak about the Shire committing to ensuring the oval is safe from ticks. We need the Shire to ensure the public oval is safe for patrons – can the Shire please provide a commitment that the oval will be safe and how this will be ensured.

To recap, the things we cannot compromise on and will need to cancel the event over are:

- 1) If we do not receive approval by 16th December we will have to withdraw the application and cancel the event. We understand that the Shire could approve the event without the Council's decision earlier than the 16th – if the Shire decide to do so, we would very much welcome this. We must have the maximum time possible to promote the event to make sure it is a success.
- 2) If the Shire requires the event to begin before 2pm and/or finish prior to 10pm – the event will only be financially viable (covering costs only) and safe for patrons against the risk of heat stress if it goes from 2pm-10pm at minimum. Any requirements to begin earlier and finish earlier, or reduce the hours will mean we will have to withdraw the application.

As I said on the phone, the Kalbarri community is really looking forward to this event and we want to make it as successful as possible. We do not want to let anyone down by having to cancel and it would be a shame to have wasted all this time and effort to just let it go!

Please let me know if I missed anything or you have more questions, we're more than happy to answer anything.

Kindest regards

Kim
0410048073

From: [Wendy Dallywater](#)
Sent: Tuesday, 28 November 2023 1:41 PM
To: [Jamart Sound Lounge](#)
Cc: [Andrew Campbell](#); [Michelle Allen](#)
Subject: RE: FW: KOA Event Application, Site Plan, & Risk Management Plan - for 15th & 16th March 2024

Hello Kim,

Thank you for your reply email below. If you would like to ring me either this afternoon, or tomorrow after 9:30am as I will be working out of a different office and it will allow me time to travel to the office rather than speaking with you on the side of the road in the car, that would be great. The sooner the better.

Regards,

Wendy Dallywater
Environmental Health Officer
Shire of Northampton
P 9934 1202 – Northampton Office
P 9937 1097 – Kalbarri Office
M 0429 341 228
eho@northampton.wa.gov.au



From: Jamart Sound Lounge <perthsoundlounge@gmail.com>
Sent: Tuesday, November 28, 2023 10:48 AM
To: Wendy Dallywater <eho@northampton.wa.gov.au>
Cc: Andrew Campbell <ceo@northampton.wa.gov.au>; Michelle Allen <planning@northampton.wa.gov.au>
Subject: Re: FW: KOA Event Application, Site Plan, & Risk Management Plan - for 15th & 16th March 2024

Hi Wendy

Thanks for your email, much appreciated.

I'm sorry but I did not receive a call or a message from you last week, otherwise I would have jumped straight onto it! I'm not sure what happened there.

Very happy to chat through the points below. When works for you to speak?

Kindest

Kim

On Tue, 28 Nov 2023 at 10:07 am, Wendy Dallywater <eho@northampton.wa.gov.au> wrote:

Hello Kim & Ersh,

Thank you for submitting your Medium-Large Event Application Form for the proposed Kalbarri Open Air 2-day Music Festival to be held on the Kalbarri Oval on Friday 15th & Saturday 16th March 2024. Thank you also for a copy of the Additional Information, copy of letter to the various Emergency Service Providers in Kalbarri to advise them of this proposed event, the proposed Site Layout Plan, and the Risk Assessment Plan.

You have indicated that you will also provide an Emergency Management Plan, a copy of your Public Liability and Business Insurance Certificate, and provide details on the proposed temporary fencing to be used and any additional toilets required.

Mr Tyler Caddy, President of the Kalbarri Sport and Recreation Committee, has submitted an Application to Consume Alcohol on Shire Land Form, and has advised that he is applying for an Occasional Liquor Licence in order to operate a bar from the Kalbarri Sport & Recreation Centre.

There are a number of matters that I would like to discuss with you regarding this Event Application and I have outlined them below.

1. I did telephone both of you on your mobile phones on Thursday 23rd last week and left a voice message for either of you to call me back. My concern is that you currently have a webpage available for people to purchase tickets on-line to this event, yet you do not have approval from the Northampton Council for the event to proceed, and I understand that the Kalbarri Sport and Recreation Committee have not discussed your proposal and agreed to it as yet. Neither of you have tried telephoning me back on this matter. My question to you is, what happens if you do not receive approval for this event? While you can refund money for tickets purchased, you also need to advise customers that you sold tickets without the necessary approvals and that Council/the Shire is not at fault in any way.

1. You have stated that you have spoken to many of the accommodation businesses surrounding the Oval and that they are supportive of the event going ahead. I have done telephoned a number of these businesses myself to find out if this is correct. Both the Palm Resort and the Edge Resort, while supportive of the event in principle, they do not want the event to go as long as planned, that is to finish at 11:00pm each evening. Their customers book rooms to sleep in and to have a music event that will finish at 11:00pm is going to adversely impact on their business. The Palm Resort would like to see the event finish at 9:00pm, and the Edge Resort would like to see the event finish at 8:00pm. I therefore need to ask if the finish time can be changed to 9:00pm?

1. I note from your Site Plan (see attached) that the band stage is directed towards the Kalbarri Sport and Recreation building. Both the Palm Resort and Edge Resort are location opposite the Kalbarri Sport and Recreation Centre building. So the music sound will be directed towards both Resorts which have concerns regarding the impact of the event on their customers. I would suggest that the stage is in front of the tennis courts or the children's playground area so that it is directing sound towards the Industrial Area instead. Is this possible?

1. The existing on-site toilets are not adequate to cater for 1,000 people per day. Therefore you will need to arrange for a number of port-a-loos to be provided for those attending this event.
1. Car parking for the event needs to be discussed, especially if vehicles will be parked around the oval.
1. I am happy to provide you with names and contact details for registered food vans located in Kalbarri.

I look forward to discussing the above with you in the next day or two.

Regards,

Wendy Dallywater

Environmental Health Officer

Shire of Northampton

P 9934 1202 – Northampton Office

P 9937 1097 – Kalbarri Office

M 0429 341 228

eho@northampton.wa.gov.au



From: Michelle Allen <planning@northampton.wa.gov.au>
Sent: Thursday, November 23, 2023 8:08 PM
To: Wendy Dallywater <eho@northampton.wa.gov.au>
Subject: Fwd: KOA site & risk management plans

FYI

Sent from my iPhone

Begin forwarded message:

From: Jamart Sound Lounge <perthsoundlounge@gmail.com>
Date: 23 November 2023 at 12:07:14 pm AWST
To: Andrew Campbell <ceo@northampton.wa.gov.au>, Michelle Allen <planning@northampton.wa.gov.au>, des.pike@bigpond.com, kalbarrisportandrecreation@gmail.com
Subject: KOA site & risk management plans

Hi Andrew and Michelle

Please find attached the site plan and risk management plan.

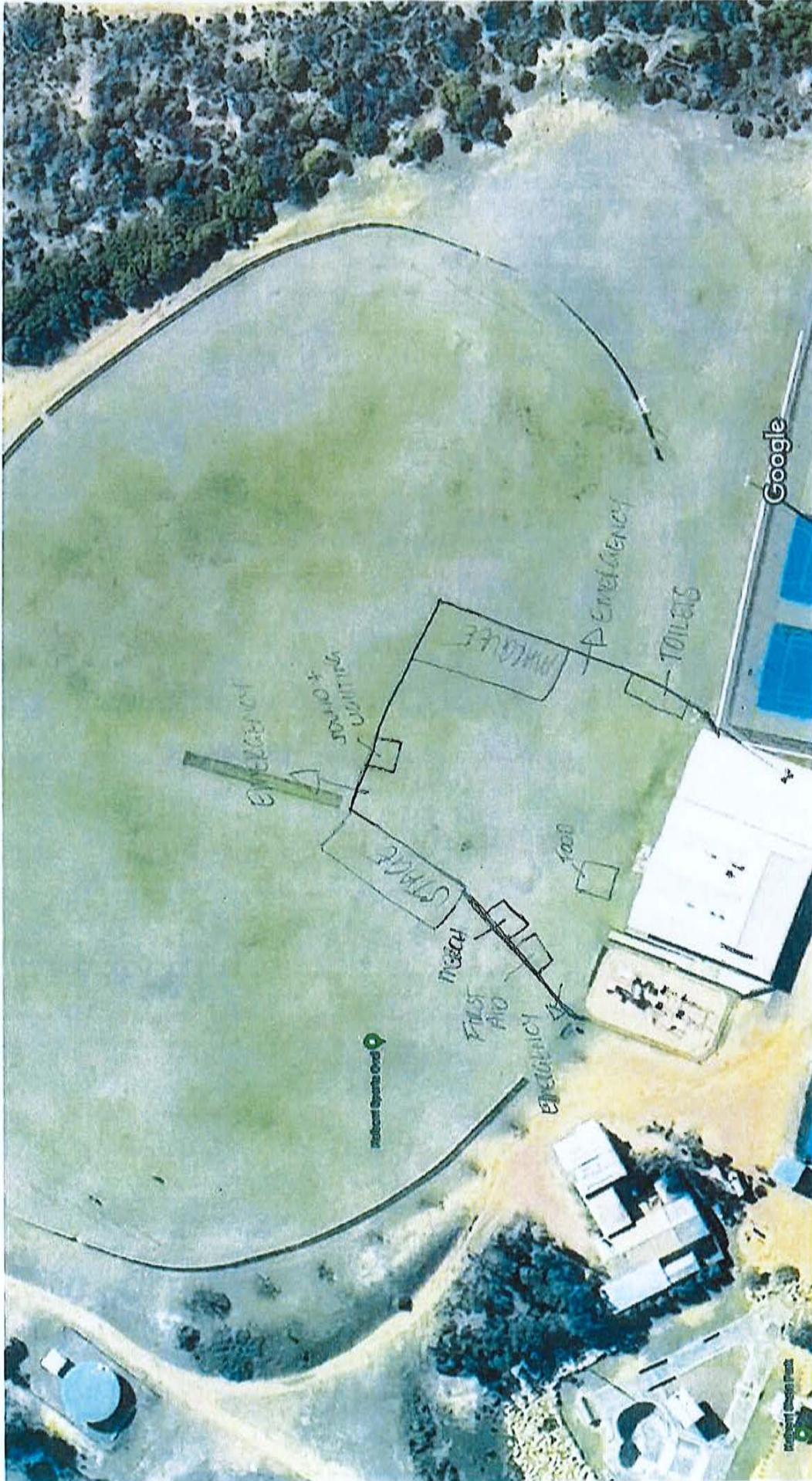
We have decided to hold off with completing the emergency management plan until we have a decision from the Shire as this may change some of the parameters. Please let us know if you have any questions or need anything further in order to make a decision.

Can we also please have a timeline for the decision? If the event is to go ahead as planned we need the decision as soon as possible, as we understand the Council does not meet in January and we need time to promote the event so that we can ensure enough ticket sales for it to be a success.

We understand this is pushing for time and we wish this could have been more ideal. We very much appreciate your understanding about the time waste encountered with the previous proposed venue.

Warm Regards
Ershon and Kim

0410048073



Wendy Dallywater

From: Jamart Sound Lounge <perthsoundlounge@gmail.com>
Sent: Friday, 1 December 2023 12:40 PM
To: Wendy Dallywater
Cc: Andrew Campbell; Michelle Allen; des.pike@bigpond.com;
kalbarrisportandrecreation@gmail.com
Subject: Fwd: updated site plan
Attachments: KOA 2024 amended site plan proposal 01122023.pdf
Categories: Markets & Events

Hi Wendy

Attached is a draft amended site plan.

My assumption is the Shire can adapt the additional information I attached with the last plan to suit this plan.

We will need to fine tune the exact measurements of course but this gives the Shire an idea of what could be done.

You'll see the stage and speakers could face the industrial area but still be somewhat visible from the rec centre.

This is not ideal for patrons' experience compared to the first plan, so we would prefer the previous site plan for the best possible event success.

Kind regards

Kim

Wendy Dallywater

From: Camille Gardiner <Camille.Gardiner@dplh.wa.gov.au>
Sent: Tuesday, 28 November 2023 9:30 AM
To: Wendy Dallywater
Subject: Shire of Northampton - Request to Acquire Portion of UCL Adjoining Lot 500 Port Street, Port Gregory

Follow Up Flag: Follow up
Due By: Wednesday, 29 November 2023 8:00 AM
Flag Status: Flagged

Categories: Reports / Important, Waste Septics Etc

OFFICIAL

Ref: Case 2302554
 File L50194-2007

Good morning Wendy,

I refer to your request to amend the boundaries of Reserve 50063 "Public Toilet" to support works to increase the capacity of the existing Septic Tank infrastructure.

The request to extend the boundaries of Reserve 50063 needs to be supported by a Shire of Northampton Council resolution, whereby Council has resolved to request the Minister for Lands to amend the south western boundary of Reserve 50063 to include a part of the adjacent un-numbered UCL for the purpose of upgrading existing public toilet infrastructure within Reserve 50063 to accommodate the increased use of toilet facilities. The Shire of Northampton Council is required to indemnify the Minister for Lands against all costs incurred, including the cost of survey, to complete the amendments to Reserve 50063, Lot 500 on DP 57805, Port Road, Port Gregory.

Would you please provide details of the Shire of Northampton Ordinary Council Minutes in which Council has resolved to submit a request to the Minister for Lands requesting the boundaries of Reserve 50063 to be amended by the inclusion of an adjacent parcel of un-numbered UCL to enable the expansion of the existing Septic Tank infrastructure situated within the Reserve.

Kind regards

Camille Gardiner
 State Land Support Officer | Land Management Central
 Department of Planning, Lands and Heritage
 140 William Street, Perth WA 6000
wa.gov.au/dplh | 6552 4539



The Department is responsible for planning and managing land and heritage for all Western Australians – now and into the future

The Department acknowledges the Aboriginal people of Western Australia as the traditional custodians of this land, and we pay our respects to their Elders, past and present.



SHIRE OF NORTHAMPTON

ATTACHMENT 9.7.1 (1)

WORKS CREW BUDGET - PROGRAM AND PROGRESS REPORT (2023/2024)

(December 2023)

2023/2024 Budget Works	Job No	Status	Comments
<u>REGIONAL ROAD GROUP PROJECTS - 150300</u>			
Kalbarri Road Reseal works 0.00 - 18.00 slk	RR17		Revised to match budget 8.00 to 18.00 slk
<u>ROADS TO RECOVERY - 152100</u>			
Balla Whelarra Road Reseal 5.00 to 20.00 (Binnu East Road South)	RT42		Revised to match budget 8.00 to 18.00 slk
Northampton - Fifth Street Install Stormwater	RT43		
<u>LRCU GRANT - 152140</u>			
Little Bay Road Construct Road to Little Bay	R440		Clearing Permit request for extension granted to 6th February 2024 Land Tenure, Cadastral survey been submitted for finalisation Native title study to be received.
<u>MUNICIPAL FUND CONSTRUCTION - 150600</u>			
Carried Over from 2022/2023			
<u>Kalbarri</u>			
Karina Mews Reseal and replace concrete kerbing	R982		
Gwalla and Brook Street Install drainage, carry over works from 2022/2023	R326		
Cont.			

2023/2024 Budget Works	Job No	Status	Comments
<u>MUNICIPAL FUND CONSTRUCTION - 150600</u>			
New Projects			
<u>Northampton</u>			
Robinson Street	R338		
Surface Correction - 2 sections and kerbing			
Fifth Street (Council Contribution)	R345		
Install Stormwater			
Bruce Road	R346		
Reseal			
John Street	R347		
Reseal			
<u>Kalbarri</u>			
Anchorage Lane	R348		
Engineering Works - Investigate and Design			
<u>Rural</u>			
Coolacalaya Road	R335		
Survey Road Reserve			
Binnu East Road	R341		Works Commenced
Pavement Repair 12.6 to 13.6 slk			
Parker - Wundi Road/s	R336		Insitu headwall completed, 3 x precast to be completed.
Outstanding Culvert headwall works			
Kalbarri Road (Council Contribution)	R343		Revised to match budget 8.00 to 18.00 slk
Reseal works 0.00 - 18.00 slk			
Balla Whelarra Road (Council Contribution)	R344		
Reseal 5.00 to 20.00 (Binnu East Road South)			
Cont.			

2023/2024 Budget Works	Job No	Status	Comments
<u>MUNICIPAL FOOTPATHS - 150900</u> Carried Over from 2022/2023			
Northampton - Stephen Street Replace DUP from NWCH to West Street	F702		
Kalbarri - Grey Street Replace DUP at front of Allen Centre	F707		Works Commenced
<u>MUNICIPAL FOOTPATHS - 150900</u> New Projects			
Kalbarri - Malaluca Pathway Maintenance of existing	08 T379		
Kalbarri - Red Bluff Road - WABN Grant Red Bluff Road to Eco Flora	F716		
Cont.			

2023/2024 Budget Works	Job No	Status	Comments
<u>OTHER WORKS - Depots/Foreshores/Ovals/Parks/Gardens/Cemeteries etc</u>			
Northampton - Oval - New Toilet Block Install concrete DUP to adjacent pavillions.			
Northampton - Oval renovation Undertake Verti mowing	F016	COMPLETE	
Northampton - Ram Pavillion Install window to pavillion office			
Northampton - RSL Fabricate and install pump/retic cover		COMPLETE	
Northampton - Northampton Community Centre Install disabled ramp south end			
Northampton - Northampton Community Centre Treatment for rising damp - stadium wall			
Northampton - Northampton Community Centre Brick pave commentery box south to prevent moisture			
Northampton - Depot Supply and Install cooler/drink fountain			
Northampton - Cemetery Install new niche wall under existing shelter	H001		
Northampton - Lions Park Install 3 x stone wall seating	F012		
Northampton - Lions Park Install stone wall to eastern side garden bed.	F012		
Northampton - Wannerenooka Tanks Supply and install filtration system			
Northampton - Main Street Heritage bin surrounds Supply heritage style bin surrounds			
Cont.			

2023/2024 Budget Works	Job No	Status	Comments
Kalbarri - Oval Renovation Undertake Verti Drain	F003	COMPLETE	
Kalbarri - Oval - Playground Replace 2 x bridge/climbing sections			Materials ordered
Kalbarri - Skate Park area Remove central surface and replace with coloured concrete.			
Kalbarri - Foreshore grass removal Cut down grass height along DUP area/s			
Kalbarri - Depot Install one central aircon to depot office		COMPLETE	
Kalbarri - Depot Install septic and connect toilet		COMPLETE	
Kalbarri - Foreshore shelter Install Foreshore shelter.			
Horrocks - Foreshore grass removal Cut down grass height along DUP area/s			
Horrocks - Foreshore water supply holding tank Remove existing and place new			
Horrocks - Install shower Install shower at top of Jetty boardwalk	3664		
Horrocks - Jetty pylons Maintenance to jetty pylons - Remove rust/corrosion protection.	08 3684		
Horrocks - Caravan dump point Install additional tank to site - total 2	F017	COMPLETE	
Port Gregory - Carpark Construction/Renovations Foreshore carpark area	3714		
Port Gregory - New Community Storage Shed New shed	99 5414		Deferred to 2024/25
Port Gregory - Non Potable water supply holding tank Install new water supply holding tank Cont.	99 5414		

#REF!	Job No	Status	Comments
Northampton Tip Site Install new fence around green waste area		Commenced	Area cleared, Works awarded
Kalbarri Tip Site Maintenance to fence	B020	COMPLETE	
Binnu Tip Site Install new fence	B022		
Port Gregory Tip Site Install cover over 'Oil Reciprical'			
<u>PLANT ITEMS - Major</u>			
Northampton - New Truck (Construction) Purchase new - trade/sell existing P217 Mitsi	4214/99		
Northampton - New Truck Trailer (Construction) Purchase new - trade/sell existing P218 Trailer	4214/99		
Northampton - New Backhoe Purchase New - No trade	4214/99		New item Ordered - Delivery October 2023. Pending replacement due to non specification machine - \$0 trade
Northampton - Exe Manager of Works and Tech Services Purchase New - trade/sell P302 Toyota Prado	4214/99		
Northampton - Exe Manager Corporate Services Purchase New - trade/sell P295 Isuzu MUX			
Northampton - Exe Manager Comm, Develop and Reg Purchase New - no trade			Vehicle has been ordered for January 2024 delivery
Kalbarri - New utility - Kalbarri Leading Hand Purchase new - trade/sell P242 Nissan Navara	4214/99		
Cont.			

Kalbarri	Job No	Status	Comments
<u>PLANT ITEMS - Minor/Other/Sundry tools</u>			
Northampton - 2 way radios	7362/02	COMPLETE	
Northampton - New Post hole digger	7362/02	COMPLETE	
Northampton - New Pole saw	7362/02	COMPLETE	
Northampton depot - New high pressure cleaner	7362/02	COMPLETE	
Northampton depot - New Vehicle mounted air compressor	7362/02		
Northampton Gardeners- 1 x whipper snipper	7362/02	COMPLETE	
Northampton Gardeners- 1 x shredder/chipper	7362/02	COMPLETE	
Northampton Gardeners- 1 x Blower battery	7362/02		
Northampton Maint Truck - Small fridge	7362/02		
Kalbarri depot - New Air compressor.	7362/02		
Kalbarri Gardeners - Mower	7362/02	COMPLETE	
Kalbarri Gardeners - Blower	7362/02	COMPLETE	
Kalbarri Gardeners - Whipper snipper	7362/02	COMPLETE	



APPENDICES

COUNCIL MEETING

15 DECEMBER 2023



COUNCIL DELEGATIONS

**DELEGATION REGISTER
INDEX**

Delegation		Deleg No	Page No
Annual Leave	Proportionate and pay out of entitlement	S06	40
Building	Certificate of Classification	B04	16
Building	Demolition Permit	B01	13
Building	Building Order for dangerous, unlawful etc	B03	15
Building	Extension of Time to Complete	B02	14
Building	Issue of Building Permit	B05	17
Bushfire	Firebreak Order, Variation to	BF02	20
Bushfire	Burning, Prohibited Time (Variations)	BF03	21
Bushfire	Offences	BF01	19
Christmas Close Down Period		A10	12
Community Bus	Reduction in Hire Fees	O03	31
Conferences	Seminars & Training Courses	A02	4
Consultants	Appointment of	A08	10
Contracts	Variations to	A07	9
Contractors	Appoint for works	W11	55
Council Plant	Exemption of charge non-profit organisations	W09	53
Creditors	Payment of	F02	23
Demolition Permit		B01	13
Disposal of Surplus Equipment		W04	48
Disputes, Arbitration & Industrial		S01	35
Donations		F01	22
Directional Advertising Signs		W06	50
Enforcement and Legal Proceedings		A05	7
Events on Roads		W05	49
Excavation	Dangerous near thoroughfares	W10	54
Executive Functions – Duties		W07	51
Execution of Documents		A09	11
Impounding of Goods		O02	30
Insurance	Public Liability Claims	F03	24
Insurance	Contract of	F04	25
Kalbarri Airport	Waiving of Landing Fees	O04	32
Long Service Leave, Proportionate		S05	39
Long Vehicle, Road Train Permits		W12	56
Legal Advice		A01	3
Liquor	Sale and Consumption on Council Property	P01	33
Local Laws	Preliminary procedures	A03	5

Delegation		Deleg No	Page No
Native Title	Register interest on claims	O01	29
Power of Entry Public Health Act 2016	entry upon land to undertake works exercise powers & duties	W08 H02	52 28
Rate Book		A04	6
Recreation Facilities	Discounted Fees	P02	34
Regulatory Signs	Stop, Give Way, Speed etc	W02	46
Road Closures	Temporary	W03	47
Salaries	Approval to change	S03	37
Street Appeals		W01	45
Shire Logo Use		A06	8
Staff Housing	Allocation and when vacant	S04	38
Strata Title	Issue of	B06	18
Telephone	Use by staff for private and business	S02	36
Town Planning	Applications, Developments & Subdivision Development Applications, Extension of Time	TP01	42
Trading in Public Places		H01	27
Vehicles	Use of	S07	41
Write Off Debts	Write off old debts	F05	26

DELEGATION NUMBER	-	A01
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Legal Advice
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

Subject to provision being made in the budget for legal expenses, the Chief Executive Officer is delegated authority to obtain from an appropriate solicitor, such legal advice, assistance and opinions as the Chief Executive Officer deems necessary in the exercise of the management of the Local Government.

DELEGATION NUMBER	-	A02
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Conferences, Seminars & Training Courses
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to approve the attendance by Council staff at conferences, seminars and training courses 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.

DELEGATION NUMBER	-	A03
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Local Laws
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to perform the following powers/duties in relation to local laws made under the Local Government Act 1995 and any other Act:

1. Give statewide public notice and provide the appropriate Minister with a copy of the proposed local law and the statewide public notice as required under Section 3.12(3).
2. After making a local law, publish it in the Gazette and give a copy to the appropriate Minister as required under Section 3.12(5).
3. After the local law has been published in the Gazette give statewide public notice in accordance with Section 3.12(6).
4. Take reasonable steps to ensure that the inhabitants of the district are informed of the purpose and effect of all of its local laws as required under Section 3.15.
5. Give statewide public notice stating intention to review a local law as required under Section 3.16(2).
6. After the last day for submissions on the proposed review of a local law, consider the submissions and prepare a report for submission to Council as required under Section 3.16(3).
7. After the Council has made a determination in respect of the local law review, give statewide public notice as required under Section 3.16(5).

DELEGATION NUMBER	-	A04
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Rate Book
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is hereby delegated the performance of the following functions of the Council.

1. The discharge of the obligations specified in Section 6.39(1) of the Local Government Act 1995.
2. The service of Notices of Valuation and Rates referred to in Section 6.41(1) of the Local Government Act 1995 (as amended).
3. The time allowed for the payment of the rate before it becomes in arrear 6.50(2) of the Local Government Act 1995.
4. The powers conferred in Section 6.40 of the Local Government Act 1995.
5. The exercise of discretion in regard to granting of any extension of time for service of objections to the Rate Book 6.76(4) of the Local Government Act 1995.
6. The recovery of rates by complaint or action pursuant to the provisions of 6.56(1) of the Local Government Act 1995.
7. Entering into an agreement in accordance with 6.49 of the Local Government Act 1995.
8. Requiring a lessee to pay rent to the Council in satisfaction of rates or service charges due and payable in accordance with 6.60(2) of the Local Government Act 1995.

DELEGATION NUMBER	-	A05
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Enforcement and Legal Proceedings
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to appoint persons to initiate prosecutions on behalf of Council under the Local Government Act 1995 and Council's Local Laws. Further, the Chief Executive Officer is delegated authority to appoint persons or classes of persons to be authorised for the purposes of performing particular functions as specified by the Chief Executive Officer. The appointments being those referred to in Section 9.10 of the Local Government Act 1995.

DELEGATION NUMBER	-	A06
LEGISLATIVE POWER	-	Local Government Act 1995
DELEGATION SUBJECT	-	Use of Shire Logo
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to approve the use of the Shire Logo by Sporting Bodies and community groups within the Shire of Northampton.

DELEGATION NUMBER	-	A07
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Contract Variations
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to approve minor variations to contracts entered into by Council, subject to the funds required to meet the cost of the variations being contained within the amount set aside in the budget adopted by the Council.

DELEGATION NUMBER	-	A08
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Appointment of Consultants
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to appoint consultants including architects, valuers, planning consultants and the like. In exercising this delegated authority the following conditions shall apply:

1. Any Council policy is to be observed.
2. Adequate funds shall be available in Council budget.
3. The appointment is to be for an approved project.
4. The value of the appointment shall not exceed \$10,000.

DELEGATION NUMBER	-	A09
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Execution of Documents
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

Where:

- a) the Council has authorised entering into a formal contract, or
- b) a formal contract is authorised under a delegated authority from the Council, or
- c) a formal contract is considered necessary by the Chief Executive Officer as part of the day-to-day operation of the Council,

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.

DELEGATION NUMBER	-	A10
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Close Down Over Christmas Holiday Period
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to approve a close down period for the Shire operations over the Christmas and New Year period.

When a close down period is approved, Council is to be advised and advertising of that close down must be undertaken within local newspapers.

DELEGATION NUMBER	-	B01
LEGISLATIVE POWER	-	Building Act 2011 – Sec 25 Building Regulations 2012 - Reg 4 & 22
DELEGATION SUBJECT	-	Demolition Permits (BA6)
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 19 February 2021

The Chief Executive Officer in accordance with Building Act 2011 and Building Regulations 2012, is delegated authority to approve the issue of a demolition permit as to take down a building or a part of a building and such licence may be subject to such conditions as the Chief Executive Officer considers necessary for the safe and proper execution of the work.

The Chief Executive Officer, in exercising authority under Section 5.44 of the Local Government Act 1995, has delegated this power/duty to Environmental Health Officer, Building Surveyor or appointed Building Surveyor Consultant.

DELEGATION NUMBER	-	B02
LEGISLATIVE POWER	-	Building Act 2011 – Sec 32 Building Regulations 2012 – Regs 4 & 23(2)
DELEGATION SUBJECT	-	Building, Extension of Time to Complete (BA22)
DELEGATE	-	Building Surveyor
DATE REVIEWED	-	By Council 19 February 2021

That in accordance with Building Act 2011 and Building Regulations 2012, The CEO is delegated authority, subject to advice from Council's Building Surveyor or appointed Building Surveyor Consultant, to approve of an extension of time where it was not possible to complete the building within the period specified in the building licence, subject to the payment of any additional building licence fee.

DELEGATION NUMBER	-	B03
LEGISLATIVE POWER	-	Building Act 2011 – Sec 110, 112, 115, 116, 122 Building Regulations 2012 – Reg 4
DELEGATION SUBJECT	-	Building Order (BA21) including Buildings, Removal of Neglected and Dilapidated, Unlawful Works, Dangerous
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to issue a Building Order in accordance with Building Act 2011 and Building Regulations 2012 where a breach of building requirements is considered by the Chief Executive Officer to be of a magnitude sufficient to warrant issue of a notice.

The Chief Executive Officer, in exercising authority under Section 5.44 of the Local Government Act 1995, has delegated this power/duty to Building Surveyor or appointed Building Surveyor Consultant.

DELEGATION NUMBER	-	B04
LEGISLATIVE POWER	-	Building Act 2011 – Sec 57 & 56 Building Regulations 2012 – Regs 4 & 36
DELEGATION SUBJECT		Certificate of Building Compliance & Construction Compliance (BA18 & BA17)
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 19 February 2021

That Councils Building Surveyor Consultant be delegated authority to issue a Certificate of Building Compliance and Certificate of Construction Compliance in accordance with the Building Act 2011 and Building Regulations 2012,

DELEGATION NUMBER	-	B05
LEGISLATIVE POWER	-	Building Act 2011 – Sec 25 Building Regulations 2012 – Regs 4 & 21
DELEGATION SUBJECT	-	Building Permits (BA4)
DELEGATE	-	Building Surveyor
DATE REVIEWED	-	By Council 18 December 2020

That pursuant to Section 25 of Building Act 2011 and Regulations 4 and 21 of the Building Regulations 2012, the Chief Executive Officer and the Environmental Health Officer (Wendy Dallywater) are delegated authority to approve or refuse to approve plans and specifications, where the Councils appointed Building Surveyor Consultant has provided approval for plans and specifications that the building licence applies to and has approved either the issuing or refusal of that building licence and is further subject to:

- 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; and
- 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 predetermined policy in respect of town and regional planning matters,

Furthermore, the issuing of a building permit under Section 25 of Building Act 2011 and Regulations 4 and 21 of the Building Regulations 2012 may be subject to such conditions as the appointed Building Surveyor Consultant considers necessary.

All licences issued under this delegated authority shall, in addition to any conditions imposed by the appointed Building Surveyor Consultant, contain and be subject to the following conditions:

1. The building licence is valid for a maximum period of twenty-four (24) months.
2. Any other items considered appropriate

DELEGATION

B06

LEGISLATIVE POWER

Strata Title Act

DELEGATION SUBJECT

Applications - Strata Titles

DELEGATE

Principal Building Surveyor & Principal Planner

DATE REVIEWED

- By Council 19 February 2021

That the Chief Executive Officer and/or the Building Surveyor Consultant be delegated to authorise the release of Strata Applications, where the building has met the requirements of the Strata Titles Act and is in accordance with the building plans approved by Council.

DELEGATION NUMBER	-	BF01
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Offences – Bush Fires Act
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated general authority to consider allegations of offences alleged to have been committed against the Bush Fires Act within the district, and if the Chief Executive Officer thinks fit, 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 in accordance with the provisions of Section 59A of the Act.

The Chief Executive Officer in exercising this delegation is to refer any potential action to the Chief Fire Control Officer before exercising the delegation.

The Chief Executive Officer, in exercising this authority under Section 5.44 of the Local Government Act 1995, has delegated this power/duty to the Deputy Chief Executive Officer.

DELEGATION NUMBER	-	BF02
LEGISLATIVE POWER	-	Bush Fires Act
DELEGATION SUBJECT	-	Firebreak Order, Variation to
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

That pursuant to the provisions of Council's Firebreak Order, the Chief Executive Officer is delegated authority to approve or refuse applications to provide firebreaks in alternative positions and to approve or refuse applications to take alternative action to abate fire hazards.

The Chief Executive Officer, in exercising this authority under Section 5.44 of the Local Government Act 1995, has delegated this power/duty to the Chief Bush Fire Control Officer and the Deputy Chief Executive Officer.

DELEGATION NUMBER	-	BF03
LEGISLATIVE POWER	-	Bush Fires Act
DELEGATION SUBJECT	-	Burning, Prohibited Times (Variations)
DELEGATES	-	Shire President, Chief Executive Officer and Chief Fire Control Officer
DATE REVIEWED	-	By Council 17 June 2022

That pursuant to Section 17 (10) of the Bush Fires Act, the Shire President and the Chief Executive Officer; or the Chief Executive Officer and the Chief Bush Fire Control Officer; or the Shire President and the Chief Bush Fire Control Officer, whatever the case may be; be delegated jointly the Council's powers and duties under Section 17 (7) and 17 (8) of the Bush Fires Act in respect to varying the prohibited burning times.

The Chief Executive Officer, in exercising this authority under Section 5.44 of the Local Government Act 1995, has delegated this power/duty to the Deputy Chief Executive Officer.

DELEGATION NUMBER	-	F01
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Donations or Sponsorship
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated the power to determine requests for donation or sponsorship of monies up to the value of \$1,000 when a group or individual can demonstrate:

1. Significant direct benefit to the local community.
2. That the group is a community group or non-profit making organisation or running a non-profit activity.
3. That the group's financial status is such as to justify a donation from Council.
4. Special circumstances or needs exist in the opinion of the Chief Executive Officer to warrant a donation or sponsorship, eg. support of needy groups and individuals who bring credit to the municipality by achieving state or national representation or awards, which sees them, requiring financial assistance for travelling, accommodation or other incidental expenses.
5. That available funding exists in Council's budget.

DELEGATION NUMBER	-	F02
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Creditors, Payment of
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

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 -

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

The list referred to above is to be presented to the Council at the next ordinary meeting of the Council following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented.

The Chief Executive Officer in exercising this delegation is to ensure that each cheque/payment is endorsed either by the Chief Executive Officer, Deputy Chief Executive Officer or one Councillor if either of the above two officers are not available.

Where Electronic Fund Transfers are used the Chief Executive Officer in exercising this delegation is to ensure that each Electronic Funds Payment, made by Council through the National Australia Bank (NAB Connect) Software utilising computer encryption devices and passwords be authorised by a combination of two of the following staff members - Chief Executive Officer, Deputy Chief Executive Officer and Finance Officer.

DELEGATION NUMBER	-	F03
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Insurance - Public Liability Claims
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to consider claims against Council for property damage that do not exceed the insurance policy excess levels, and to accept or deny liability on behalf of Council.

In cases where liability is accepted, payment may only be made up to the value of Council's relevant insurance excess amount and then only upon receipt of a release form.

DELEGATION NUMBER	-	F04
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Insurance
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

That the Chief Executive Officer be delegated authority to enter into appropriate contracts of insurance.

The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power to the Deputy Chief Executive Officer.

DELEGATION NUMBER	-	F05
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 6.12)
DELEGATION SUBJECT	-	Sundry Debtor Write Offs
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

That the Chief Executive Officer, to approve the writing off of debts in accordance with Section 6.12 (1) (c) of the Local Government Act 1995

Any Debt written off under this delegation must be:-

- (a) up to \$200 only, or
- (b) where the debt occurred due to an error or oversight by Officers.
- (c) In all cases where debt is to be written off, a separate report is to be submitted to Council for consideration.

The delegation shall remain in force indefinitely.

The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power to the Deputy Chief Executive Officer.

DELEGATION NUMBER	-	H01
LEGISLATIVE POWER	-	Local Government Act 1995 Local Law relating Activities in Thoroughfares and Public Places and Trading
DELEGATION SUBJECT	-	Trading in Public Places
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

That the Chief Executive Officer be delegated authority to issue licences under Council's Local Law relating to Activities in Thoroughfares and Public Places and Trading in accordance with Council policy 8.4

The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power to the Environmental Health Officer.

DELEGATION NUMBER	-	H02
LEGISLATIVE POWER	-	Public Health Act 2016
DELEGATION SUBJECT	-	Duties conferred or imposed by the Public Health Act 2016
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

Pursuant to Section 21(1)(b)(i) Part 2 of the Public Health Act 2016, the Chief Executive Officer be delegated authority to all the powers and duties conferred or imposed on the Shire of Northampton by the Public Health Act 2016.

The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power to the Environmental Health Officer.

DELEGATION NUMBER	-	O01
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Native Title
DELEGATE	-	Chief Executive Office
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to register an interest in any Native Title Claim affecting Council in order for Council to have sufficient interest to become a party to the Native Title Application.

DELEGATION NUMBER	-	O02
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Impounding Goods
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to:

1. Authorise an employee in accordance with Section 3.39 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 Section 3.42.
3. Give notice in accordance with Section 3.44 to collect goods.
4. Refuse to allow goods to be collected until all costs have been paid in accordance with Section 3.46.
5. Take action to recover expenses in accordance with Section 3.48.

DELEGATION NUMBER	-	O03
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Community Bus Hire Fees
DELEGATE	-	Chief Executive Office
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to discount user fees for the community bus where that bus is being utilised for a fundraising event for a local organisation to an amount of 35 cents per kilometre with bond and fuel costs to remain as per current Council Policy.

DELEGATION NUMBER	-	004
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Kalbarri Airport – Landing Fees
DELEGATE	-	Chief Executive Office
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to waive landing fees at the Kalbarri Airport where the aircraft/s are involved in a charitable event.

DELEGATION NUMBER	-	P01
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Liquor, Sale of from Council Property
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

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.

Council has a policy that coincides with the delegated authority for the issue of permission for the consumption of alcohol on Council owned/controlled premises, other than licensed or private residential premises, that a permission to consume alcohol only, and not in the case where alcohol is to be sold, is not to have a duration of more than six hours.

The Chief Executive Officer, in exercising authority under Section 5.44 of the Local Government Act 1995, has delegated this power/duty to the Deputy Chief Executive Officer.

DELEGATION NUMBER	-	P02
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Recreation Facilities – Discounted Fees
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to grant discounts or waive hire fees applying to any of Council's Recreation facilities. In exercising this delegation, the Chief Executive Officer shall take into consideration:

1. The cost of normal hire per participant being prohibitive in relation to the financial resources of the hirer/s.
2. One-off usage discounts being supported in favour of regular use discounts.
3. The participation of children/juniors in the program.
4. The benefits to the Shire, its staff and the community in general.
5. Costs to Council, including any forfeited opportunity costs.
6. Any other circumstances that warrant consideration to a discount or waiving of fees.

DELEGATION NUMBER	-	S01
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Disputes, Arbitration and Industrial
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to provide the Western Australian Local Government Association with consent to act on the Council's behalf in any matter regarding disputes with employees of Council.

DELEGATION NUMBER	-	S02
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Telephone (Private) – Use by Employees for Council Business
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to make appropriate financial and other arrangements with all employees to have a telephone installed in his/her principal place of residence within the Shire for some use on Council business. The Chief Executive Officer is further delegated authority to make appropriate arrangements to reimburse any employee with any telephone expense incurred on Council business.

DELEGATION NUMBER	-	S03
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Salaries
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to alter salaries payable to all staff that are not employed on performance based term contracts. The alteration may be within the employee's assigned band/classification, may involve a change of salary band/classification or may involve an appropriate over award payment.

In exercising this delegated authority the Chief Executive Officer shall ensure that the variation is the result of a satisfactory performance appraisal and appropriate funding is available on Council's budget. If any salary change is likely to involve over budget expenditure, the change will require endorsement of Council.

DELEGATION NUMBER	-	S04
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Staff Housing
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to make all arrangements in regard to occupancy and maintenance of all staff accommodation provided by Council. In exercising this delegation the Chief Executive Officer shall have regard to any Council policy in place from time to time.

In the event that any Council provided accommodation is, at any time, not required for Council employees, the Chief Executive Officer is delegated authority to rent the accommodation to persons other than Council employees, provided the tenancy arrangement is only on a monthly basis.

DELEGATION NUMBER	-	S05
LEGISLATIVE POWER	-	Local Government Act 1995 and Long Service Leave Regulations
DELEGATION SUBJECT	-	Taking of Proportionate Long Service Leave
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to determine staff applications for the taking of Long Service Leave proportionately subject to the provisions of the Long Service Leave Regulations.

DELEGATION NUMBER	-	S06
LEGISLATIVE POWER	-	Local Government Act 1995
DELEGATION SUBJECT	-	Taking of Annual Leave and Payment of Annual Leave Entitlement.
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to determine staff applications for the taking of annual leave proportionately and the payment of annual leave entitlements subject to the employee has accumulated more than two years of service entitlement (ie eight or ten weeks).

DELEGATION NUMBER	-	S07
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Vehicles, Use of
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated the authority to make all appropriate private use arrangements with all staff having use of a Council vehicles in accordance with Council policy.

DELEGATION NUMBER - TP01

LEGISLATIVE POWER		Town Planning Schemes and Planning & Development Act 2005
DELEGATION SUBJECT	-	Town Planning
DELEGATE	-	Chief Executive Officer (CEO)
DATE REVIEWED	-	By Council 17 June 2022

STATEMENT OF INTENT

The CEO shall deal with those town planning issues that are not of a contentious nature. All other items shall be referred to Council.

DELEGATIONS1.0 Development Applications

- 1.1 Consider and determine all 'P' and 'AA' uses where the development is generally in accordance with the relevant Town Planning Scheme objectives and policies. This includes applications advertised and adverse comment is received but on planning grounds is unable to be upheld.
- 1.2 Consider and determine all 'SA' uses (where Council has already determined that the proposal should be advertised) where the development is generally in accordance with the relevant Town Planning Scheme objectives and policies. This includes applications advertised and adverse comment is received but on Planning grounds is unable to be upheld.
- 1.3 Elect to advertise an application where it is deemed to be in the community's interest.
- 1.4 Return or defer incomplete or unsatisfactory applications.
- 1.5 Request further information from the applicant to process the application.
- 1.6 Consider and determine applications for patios, pergolas, verandas, car ports, shade structures and/or other minor additions in all zones provided that advertising/consultation with adjoining landowners has occurred, where appropriate.

Note: Applications receiving adverse comment based on valid Planning grounds will be referred to the next available Council meeting.

2.0 Residential Design Codes

- 2.1 Consider and determine all 'P' and 'AA' uses where discretion is required under the *Residential Design Codes* including applications advertised and adverse comment is received but on Planning grounds is unable to be upheld.
- 2.2 Consider and determine all 'SA' uses (where Council has already determined that the proposal should be advertised) where discretion is required under the *Residential Design Codes* including applications advertised and adverse comment is received but on Planning grounds is unable to be upheld.
- 2.3 Consider and determine all applications requiring a determination under the Performance Criteria or requiring a discretionary approval from Council.

3.0 Subdivision / Amalgamation / Strata Title

- 3.1 Respond to the WA Planning Commission on all referrals (excepting those recommended for refusal) where:
 - a. The proposal is in accordance with the relevant Town Planning Scheme objectives and policies or adopted plans.
 - b. The proposal is generally in accordance with a. above, but contains variations not adversely affecting adjoining landowners or prejudicing the orderly and proper planning of the locality.
 - c. The amalgamation is in accordance with a Planning Consent issued or is relatively straight forward, being no more than a formality.
 - d. Amended proposals where the previous conditions still apply.
- 3.2 Clear conditions including the acceptance of bonds or securities as performance guarantees against unfulfilled conditions.

4.0 Town Planning Scheme Amendments

- 4.1 Require modifications to Town Planning Scheme Amendment documents to ensure that all documents are maintain at a consistent high quality and the information contained within the document addresses all issues considered relevant and will enable the public and referral agencies to fully understand the Amendment.
- 4.2 Accept modifications to Town Planning Scheme Amendment documents required by the WA Planning Commission or the Minister for Planning and Infrastructure at any stage throughout the Scheme Amendment process.

5.0 Miscellaneous

- 5.1 Respond to Town Planning Appeals.
- 5.2 Approve the use of street names where an approved street names list exists.
- 5.3 Approve amended plans provided:
 - a. The amendment conforms to the relevant Town Planning Scheme objectives and policies.
 - b. Where consent of abutting landowners was required for the original application, then the amendment should also be referred to abutting landowners for comment.
 - c. The amendment does not have a detrimental effect on the amenity of the locality.
 - d. Where the original application was required to be advertised under the relevant Town Planning Scheme or the *Residential Design Codes*, then (if the amendment is considered substantial) the amendment be readvertised in accordance with the relevant Town Planning Scheme or the *Residential Design Codes*.
- 5.4 Approve building envelope (including variations to building envelope locations) where applicable.
- 5.5 Approve sign applications where the application complies with the relevant Town Planning Scheme.
- 5.6 Issue notices for non-compliant signs as per the provisions contained within the Shire of Northampton Town Planning Schemes.
- 5.7 Consider and determine applications for variations to setbacks.

DELEGATION NUMBER	-	W01
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Street Appeals
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to determine all applications for street appeals. The Chief Executive Officer shall have regard to any Council Policy relating to street appeals.

The Chief Executive Officer, in exercising authority under Section 5.44 of the Local Government Act 1995, has delegated this power/duty to Environmental Health Officer/Building Surveyor.

DELEGATION NUMBER	-	W02
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Regulatory Signs, ie Stop, Give-Way, Speed etc
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to make applications to the Main Roads WA for the installation of regulatory signs and markings at such places as the Chief Executive Officer considers warranted.

The Chief Executive Officer, in exercising authority under Section 5.44 of the Local Government Act 1995, has delegated this power/duty to Manager of Works and Technical Services.

DELEGATION NUMBER	-	W03
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Road Closures, Temporary
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority (Executive Function S.3.18) to temporarily close a street or a portion of a street for a period not exceeding 28 days if he is of the opinion that by reason of heavy rain a street is likely to be damaged by the passage of traffic generally or traffic of any particular class.

The Chief Executive Officer, in exercising authority under Section 5.44 of the Local Government Act 1995, has delegated this power/duty to Manager of Works and Technical Services.

DELEGATION NUMBER	-	W04
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Disposal of Surplus Equipment, Materials, Tools, etc
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to sell items of surplus equipment, materials, tools, goods etc which are no longer required, or are outmoded, or are no longer serviceable to a value of \$5,000 without advertising calling for expressions of interest.

For items of surplus equipment, materials, tools, goods etc which are no longer required and are considered to have a value above \$5,000 to \$19,999 then advertising calling expressions of interest is to occur before the delegation can be exercised.

CEO can refer the sale of any items of surplus equipment, materials, tools, goods etc which are no longer required, or are outmoded, or are no longer serviceable, to Council for determination.

DELEGATION NUMBER	-	W05
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Events on Roads
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to determine applications for the temporary closure of roads for the purpose of conducting events in accordance with the Road Traffic (Events on Roads) Regulations 1991. The Chief Executive Officer shall have regard to Section 3.50 of the Local Government Act 1995.

DELEGATION NUMBER	-	W06
LEGISLATIVE POWER	-	Local Government Act 1995, Signs
DELEGATION SUBJECT	-	Directional Signs
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to approve applications for, the erection and the removal of, directional signs, subject to the sign meeting Main Roads "SFB" standards.

DELEGATION NUMBER	-	W07
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Executive Functions - Duties
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to perform the following duties, so far as is reasonable and practicable, on behalf of Council in regard to the performance of executive functions (refer Section 3.21):

1. Ensure that the lawful use of any land, thoroughfare or premises is not obstructed, and any reasonable request that a person makes to avoid such obstruction is met.
2. Ensure that as little harm or inconvenience is caused and as little damage is done as is possible.
3. Ensure that danger to any person or property does not arise from anything done on land.
4. Ensure that anything belonging to it, or to a person who has exercised a power of entry on its behalf, that has been left on any land, premises or thing entered is removed as soon as practicable unless this Act expressly allows it to be left there.
5. Ensure that buildings, fences, and other structures are not disturbed nor damaged.
6. Ensure that when it enters land that is fenced, it enters through the existing and usual openings in the fence unless it is expressly authorised to open the fence.
7. Ensure that any physical damage done to any land, premises or thing, is immediately made good unless compensation has been or is to be paid.

The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power to the Manager of Works and Technical Services and the Environmental Health Officer/Building Surveyor.

DELEGATION NUMBER	-	W08
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Power of Entry
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to exercise all of the powers and duties of the local government in respect to the powers of entry upon land as contained in Section 3.28 to 3.36 inclusive of the Local Government Act 1995.

DELEGATION NUMBER	-	W09
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Council Plant – Non-Profit Organisations
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to determine any application for the use of Council plant for use on projects organised by non-profit organisations (eg sporting clubs) provided that the plant, at all times, is operated by Council employees.

DELEGATION NUMBER	-	W10
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT		Dangerous Excavation in or near Public Thoroughfare
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to take all appropriate action in accordance with Local Government (Uniform Local Provisions) Regulation No 11 to remove, or have removed, any dangerous excavation in a public thoroughfare or land adjoining a public thoroughfare.

DELEGATION NUMBER	-	W11
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Contractors – Use on Works
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

The Chief Executive Officer is delegated authority to engage private contractors to assist and compliment Council's work staff in carrying out any works and services. In exercising this delegated authority, the Chief Executive Officer shall have due regard to the following:

- a) It must be demonstrated that by engaging the private contractors, it will be in the best interests of Council.
- b) Appropriate funds are provided on the budget.
- c) The engagement of private contractors shall only take place with due compliance with the Local Government (Functions and General) Regulations relating to tenders.
- d) All contracts are to be formalised in writing.

DELEGATION NUMBER	-	W12
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Long Vehicle, Road Train & Extra Mass Permits
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

Council adopt the current approved Main Roads WA's Restricted Access Vehicle (RAV) roads and conditions associated with approved roads within the Shire of Northampton.

Procedures for the establishment of a new or amendment to an existing Heavy Haulage Route.

1. Shire staff inspect new route to determine suitability in accordance with basic MRWA criteria.
2. Shire staff put recommendation to MRWA to reject or progress the application.
3. MRWA Heavy Vehicle Officer (HVO) will send the application to MRWA regional office to inspect route and make appropriate recommendation back to MRWA Heavy Vehicle Officer (HVO).
4. MRWA HVO reviews the route assessment then approves or rejects route and advises Shire of Northampton accordingly.

Once a route has been approved it remains relevant to all operators who then make direct application to MRWA for a permit (not to Council).

Refer to the current Main Roads WA's Restricted Access Vehicle (RAV), website for the approved list of roads within the Policy;