



ATTACHMENTS

COUNCIL MEETING

19 September 2024

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Register of Delegations, Authorisations and Appointments



September 19, 2024
www.northampton.wa.gov.au
199 Hampton Street, Northampton WA 6535

Shire of Northampton Register of Delegations, Authorisations and Appointments

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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

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	19 September 2024

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	<i>Local Government Act 1995</i> <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:	<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
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	<i>Local Government Act 1995</i> <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	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	19 September 2024

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 Manager Parks and Gardens</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	19 September 2024

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 Works and Technical Services Manager Financial Services
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	19 September 2024

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 Treasury 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:	Manager Financial 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	19 September 2024

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:	Manager Financial 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	19 September 2024

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	<i>Local Government Act 1995</i> <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:	<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 & Regulation Manager Financial 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	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • Part 3, Division 3, Subdivision 3 • Section 3.58- Disposing of property <i>Local Government (Functions and General) Regulation 1996</i> <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	19 September 2024

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	19 September 2024

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 • Manager Financial Services • Ranger • Environmental Health Officer • Principal Building Surveyor • Northampton Leading Hand Construction • Northampton Leading Hand Maintenance • Kalbarri Leading Hand • Manager Parks and Gardens • 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 • Ranger <p><u>For the purposes of actioning the Cemeteries Local Law 2017</u></p> <ul style="list-style-type: none"> • Manager Financial 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 • Manager Financial Services • Ranger • Environmental Health Officer • Principal Building Surveyor • Planning Officer • Northampton Leading Hand Construction • Northampton Leading Hand Maintenance • Kalbarri Leading Hand • Manager Parks and Gardens • 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 • Manager Financial Services • Ranger • Environmental Health Officer • Principal Building Surveyor • Planning Officer • Northampton Leading Hand Construction • Northampton Leading Hand Maintenance • Kalbarri Leading Hand • Manager Parks and Gardens • 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 2017 • 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	19 September 2024

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	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> <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:	<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 Works and Services
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Part 9 , Division 2 – Enforcement and Legal Proceedings <i>Local Government (Uniform Local Provisions) Regulations 1996</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	19 September 2024

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 Works and Technical Services Northampton Leading Hand Construction Northampton Leading Hand Maintenance Kalbarri Leading Hand Manager Parks and Gardens
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	19 September 2024

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:	Manager Financial 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	19 September 2024

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:	Manager Financial 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	19 September 2024

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:	Manager Financial 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	19 September 2024

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:	<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:	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	<i>Local Government (Functions and General) Regulations 1996:</i> Shire of Northampton Policies: <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	19 September 2024

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	19 September 2024

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	19 September 2024

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 Manager Financial 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 Manager Parks and Gardens
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

	<ul style="list-style-type: none"> • Section 3.26- Additional powers when notice given • 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	19 September 2024

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	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 3.34(2)- Entry in an Emergency
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.
Delegated to:	Executive Manager Community, Development and Regulation Manager Financial 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 Manager Parks and Gardens
Conditions on Delegation	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: <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	<i>Local Government Act 1995</i> <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	Record to be kept on relevant property file.
Date of CEO Approval	19 September 2024

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:	Manager Financial 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	19 September 2024

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 [s5.94(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 [s5.95(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.5.94(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.5.96)</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 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	19 September 2024

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> <p>Infringement Notices:</p> <p>(i) Principal Building Surveyor</p> <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	<i>Building Act 2011</i> <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:	<i>Building Act 2011</i> <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:	<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 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	19 September 2024

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 noncompliance 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	<i>Building Act 2011</i> <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	19 September 2024

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	19 September 2024

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	19 September 2024

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	19 September 2024

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	19 September 2024

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	19 September 2024

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	<i>Building Regulations 2012</i> <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:	<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	19 September 2024

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	19 September 2024

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	<i>Graffiti Vandalism Act 2016</i> <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:	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • Section 16- Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • Section 17- Delegation by CEO of local government
Sub Delegated to:	Executive Manager Community, Development and Regulation Executive Manager Works and Services Northampton Leading Hand Construction Northampton Leading Hand Maintenance Kalbarri Leading Hand Rangers Manager Parks and Gardens
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • Part 9, Section 9.6 – dealing with an objection <i>Local Government (Functions & General) Regulations 1996</i> Shire of Northampton Local Laws
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	19 September 2024

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	19 September 2024

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	19 September 2024

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
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	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	19 September 2024

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	19 September 2024

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: <ul style="list-style-type: none"> clearing of firebreaks as determined necessary and specified in the notice; and 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 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	19 September 2024
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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	19 September 2024

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	19 September 2024

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: <ul 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:	<i>Bush Fires Act 1954</i>
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> <i>Bush Fires 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	19 September 2024

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	<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	19 September 2024

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"> Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and 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"> 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	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 38 - Local Government may appoint bush fire control officer
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	<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	19 September 2024

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
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	19 September 2024

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	19 September 2024

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	19 September 2024

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	19 September 2024

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	19 September 2024

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	19 September 2024

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	19 September 2024

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:	<p>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:</p> <p>Executive Manager Community, Development & Regulation Rangers</p>
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	<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	19 September 2024

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	19 September 2024

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	19 September 2024

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	<i>Planning and Development Act 2005</i> <ul style="list-style-type: none"> Section 214(2), (3) and (5) - Illegal development, responsible authority's powers as to
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 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	<i>Planning and Development Act 2005</i> <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	19 September 2024

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"> 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"> Uses other than 'P' or 'D'; More than \$2 million dollars in value; More than 5 dwellings; Lot boundary adjustments where minimum lot sizes are not met; Development on reserves if inconsistent with the purpose of that reserve; Variations of Council planning policy where NOT permitted by that planning policy. Applications not to be determined under delegated authority: <ol style="list-style-type: none"> Refusal where discretionary; Land use or development proposed, classed as "A" on zoning tables unless: <ol style="list-style-type: none"> Only a minor expansion; or Holiday/low-impact tourist accommodation where no objection has been received and is consistent with the Scheme and any applicable Policy. 'Use Not Listed' in the Scheme Zoning Tables; Approval period greater than 2 years; Retrospective approval of an existing unauthorised development; Extension or change to a non-conforming use; or Where "cash in lieu of car parking" is sought under the Scheme. 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"> Where a material objection to the proposal has been received. Variations to car parking requirements are required for the development to proceed. Refusals for non-permitted use other than where listed as an 'X' land use in the Scheme zoning tables. Discretionary decisions under the Residential Design Codes of WA can be determined where:
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	<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>
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	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> <ul style="list-style-type: none"> a) Where an application is for an extension or change to a nonconforming use; b) Where a delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation; c) Where written objection is received from the proposal from any statutory agency; d) A condition recommended by a statutory agency is unnecessary or impractical, or unreasonable to be enforced by the Shire of Northampton; e) 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; f) 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; g) 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 h) 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	19 September 2024

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	19 September 2024

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 Chittering Shire of Christmas Island Town of Claremont City of Cockburn Shire of Coocos (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 Dunderdin Shire of Dalwallinu Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/Weir Kimberley Shire of Donnybrook-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 Kalbarrie-Boulder Shire of Kalbarrie 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 Rockbourne
 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 Wickiepin
 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 TERENCE REDMAN MLA
 MINISTER FOR LANDS

2nd day of June 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	19 September 2024

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> • Section 26 - powers of local government
Statutory Power to Authorise	<i>Health (Miscellaneous Provisions) Act 1911</i> • 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: • Authorised Officers Register
Date of Council Adoption	19 September 2024

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	<i>Food Act 2008</i> <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	<i>Food Act 2008</i> <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	<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	19 September 2024

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	19 September 2024

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	19 September 2024

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	19 September 2024

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	19 September 2024

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	19 September 2024

This appendix reflects those changes made to this register during the course of the year and at the time of the annual review of the register.

[illegible]



Administration Policy
3.3
Community Bus Hire

Purpose

To ensure that the hire of the Community Bus is managed effectively.

Policy Measures

1. The fees and applicable refundable bond (deposit) are set by Council's Annual Fees and Charges.
2. All groups who regularly hire the Community Bus may choose to pay the refundable bond at the start of their period of use with it to be refunded at the end of their period of use.
3. Failure to pay for the hire of the Community Bus via the Shire's debtor system may result in Council making a decision to withhold any future approval to that group to hire the Community Bus.
4. The hire of the Community Bus must be in accordance with the current conditions of hire at that time. If the Community Bus is received by the group in a condition not in accordance with the conditions of hire, that group is to notify the Shire as soon as practicable.
5. Where a Community Bus is hired by seniors, or youth groups (including schools) and that Community Bus is not located in the same town, the Shire may fund the fuel costs associated with relocating the bus to the point of hire.

Administration

This policy will be administered by Office of the CEO.

Adoption and Date Due for Revision

ADOPTED 19 SEPTEMBER 2024
REVIEWED N/A

NEXT DUE FOR REVIEW 19 SEPTEMBER 2029

The Administration of this Policy is by Office of CEO.



Shire of Northampton

NORTHAMPTON COMMUNITY BUS HIRE FORM

Hirers must read all of this form before use of the vehicle so that they are fully aware of all the terms and conditions of the Hire Agreement.

CONDITIONS OF HIRE

1. All bookings to be made at the Shire Office.
2. The keys to be picked up at the Shire Office.
3. Keys to be returned to the Shire Office at the first available opportunity during office hours
4. A \$200.00 bond will be charged in accordance with Council Policy, and must be paid at the time of booking the bus to ensure confirmation of that booking.
5. The bond may be retained in the event that non-payment occurs and/or the cleanliness of the bus is not satisfactory (Council's decision on cleanliness of the bus upon return is final).
6. All groups who regularly hire the bus may pay the bond at the beginning of the year/season to be reimbursed at the end of the year/season.
7. User to make sure the inside of the bus is clean and tidy before returning the keys. If not clean, they will be asked to clean it, or a cleaning fee will be charged @ \$20.00 per hour. Council's decision on cleanliness of the bus upon return is final.
8. If the hirer picks up the bus in an unsatisfactory condition, the hirer must contact the Shire Office immediately.
9. Damages or breakages which result from misuse by the user are the responsibility of the user and all replacement or repair costs will be charged to the user. Repairs arising from normal usage are the responsibility of Council.
10. In the case of a motor vehicle accident where the hirer is proven to be negligent, the hirer is liable for the first \$300.00 arising out of an Insurance Claim to cover Council's \$300.00 excess, in all other circumstances Council will carry the excess.
11. The hirer is responsible for the safety of all passengers.

12. Smoking is not permitted in the bus at any time.
13. In the case of breakdowns of the bus, the hirer is to make every endeavour to return the bus to Northampton and the alternate transport of passengers becomes the sole responsibility of the hirer.
14. During use the hirer shall check the oil, water and tyres at regular intervals.
15. When picked up, the bus will have a full tank of diesel fuel. The hirer is to ensure that they fill up the tank on returning the bus.

The Shire of Northampton retains the right to change, alter or adopt new rules as they wish, also to refuse use of the Bus if they wish.

Comfortably seats 28 with driver.

This form is to be retained by the Hirer for their information

- Cleaning products are kept in the rear of the Bus.

**The Northampton Community Bus has been provided with the assistance of
Department of Veterans Affairs, Lotteries WA
and the Shire of Northampton**

Application to use the Northampton Community Bus

This form is to be filled out on the understanding that the Northampton Community Bus Form has been read and understood.

I (Name) _____

of (Address) _____

hereby make application on behalf of (Group) _____

for the use of the Community Bus on (Date/s) _____

Name of Driver _____

Drivers License sighted and Number _____

Journey Details (Proposed Route) _____

_____ **Approximate kilometres to be travelled** _____

I will be picking up the bus on (Date) _____ at (Time) _____

and returning it on (Date) _____ at (Time) _____

The Hire charge for the bus is \$0.65 per kilometre (inc GST) or \$0.55 per kilometre (inc GST) for seniors and youth (under age of 17years) groups, a bond of \$200.00 to be paid immediately to confirm booking date/s, plus fuel. Please note if the bond is not received the booking will not be confirmed.

DECLARATION

I agree to be responsible for and indemnify the Shire of Northampton for any loss or damage that is caused to the bus either by negligence, unskillfulness or improper use by any person.

I also agree to observe all provisions of the Traffic Act, its Regulations and the conditions of hire applicable. It should be noted that to drive the Bus, it is necessary to hold a current **LR** Class Licence.

If the driver is to receive a reward to drive the bus on behalf of the hirer which exceeds \$0.70 per kilometre then they must hold a current **LR-F** Class Licence this includes driving the bus during hours of employment.

I hereby agree to pay all hire charges and/or additional costs associated with the hire of the Community Bus. I acknowledge that a deposit or part/full payment may be required prior to hire and that Council's decision on cleanliness is final.

Signature of User or Agent _____ Date _____

=====

OFFICE USE ONLY

Hire Approved ☐

Hire Not Approved ☐

Signature of Chief Executive Officer _____ Date _____

SHIRE OF NORTHAMPTON
MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 July 2024

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF NORTHAMPTON
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2024

	Supplementary Information	24/25	YTD	31/07/2024	Variance*	Variance*	Var.
		Adopted Budget Estimates (a)	Budget Estimates (b)	YTD Actual (c)	\$ (c) - (b)	% ((c) - (b))/(b)	
		\$	\$	\$	\$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	5,407,071	4,416	0	(4,416)	(100.00%)	▼
Grants, subsidies and contributions	13	8,999,031	951,872	132,033	(819,839)	(86.13%)	▼
Fees and charges		1,314,913	32,012	16,785	(15,227)	(47.57%)	▼
Interest revenue		232,000	17,624	25,833	8,209	46.58%	▲
		15,953,015	1,005,924	174,651	(831,273)	(82.64%)	
Expenditure from operating activities							
Employee costs		(4,985,863)	(504,661)	(233,204)	271,457	53.79%	▲
Materials and contracts		(10,790,381)	(1,378,132)	(66,664)	1,311,468	95.16%	▲
Utility charges		(363,600)	(30,280)	9,977	40,257	132.95%	▲
Depreciation		(2,652,550)	(221,037)	0	221,037	100.00%	▲
Finance costs		(41,551)	(3,461)	5,467	8,928	257.96%	▲
Insurance		(250,862)	(124,619)	0	124,619	100.00%	▲
Other expenditure		(1,070,304)	(78,510)	(152,960)	(74,450)	(94.83%)	▼
		(20,155,111)	(2,340,700)	(437,384)	1,903,316	81.31%	
Non-cash amounts excluded from operating activities	Note 2(b)	2,652,550	449,270	0	(449,270)	(100.00%)	▼
Amount attributable to operating activities		(1,549,546)	(885,506)	(262,733)	622,773	70.33%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	14	5,124,803	427,065	0	(427,065)	(100.00%)	▼
Proceeds from disposal of assets	6	115,500	50,000	0	(50,000)	(100.00%)	▼
Proceeds from financial assets at amortised cost - self supporting loans		17,684	0	0	0	0.00%	
		5,257,987	477,065	0	(477,065)	(100.00%)	
Outflows from investing activities							
Payments for property, plant and equipment	5	(1,733,100)	(166,506)	(193,571)	(27,065)	(16.25%)	▼
Payments for construction of infrastructure	5	(5,763,383)	(483,187)	(75)	483,112	99.98%	▲
		(7,496,483)	(649,693)	(193,646)	456,047	70.19%	
Amount attributable to investing activities		(2,238,496)	(172,628)	(193,646)	(21,018)	(12.18%)	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures	11	817,987	0	0	0	0.00%	
Transfer from reserves	4	222,000	0	0	0	0.00%	
		1,039,987	0	0	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	11	(150,463)	0	0	0	0.00%	
Transfer to reserves	4	(480,286)	0	0	0	0.00%	
		(630,749)	0	0	0	0.00%	
Amount attributable to financing activities		409,238	0	0	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		3,410,687	3,410,687	3,201,847	(208,840)	(6.12%)	▼
Amount attributable to operating activities		(1,549,546)	(885,506)	(262,733)	622,773	70.33%	▲
Amount attributable to investing activities		(2,238,496)	(172,628)	(193,646)	(21,018)	(12.18%)	▼
Amount attributable to financing activities		409,238	0	0	0	0.00%	
Surplus or deficit after imposition of general rates		31,883	2,352,553	2,745,468	392,915	16.70%	▲

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 31 JULY 2024**

	Supplementary Information	30 June 2024 \$	31 July 2024 \$
CURRENT ASSETS			
Cash and cash equivalents	3	6,855,126	6,217,114
Trade and other receivables		684,864	368,041
Other financial assets		16,353	16,353
Inventories	8	191,944	191,944
TOTAL CURRENT ASSETS		7,748,287	6,793,452
NON-CURRENT ASSETS			
Trade and other receivables		84,959	84,959
Other financial assets		360,997	360,997
Property, plant and equipment		36,379,478	36,573,049
Infrastructure		144,734,692	144,734,767
TOTAL NON-CURRENT ASSETS		181,560,126	181,753,772
TOTAL ASSETS		189,308,413	188,547,224
CURRENT LIABILITIES			
Trade and other payables	9	1,517,202	1,018,747
Other liabilities	12	1,096,534	1,096,534
Borrowings	11	150,463	150,463
Employee related provisions	12	794,352	794,352
TOTAL CURRENT LIABILITIES		3,558,551	3,060,096
NON-CURRENT LIABILITIES			
Borrowings	11	656,944	656,944
Employee related provisions		31,711	31,711
Other provisions		1,506,164	1,506,164
TOTAL NON-CURRENT LIABILITIES		2,194,819	2,194,819
TOTAL LIABILITIES		5,753,370	5,254,915
NET ASSETS		183,555,043	183,292,309
EQUITY			
Retained surplus		90,697,020	90,434,285
Reserve accounts	4	1,686,554	1,686,554
Revaluation surplus		91,171,470	91,171,470
TOTAL EQUITY		183,555,044	183,292,309

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2024**

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 22 August 2024

SHIRE OF NORTHAMPTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget Opening	Actual as at	Year to Date
		1 July 2024	30 June 2024	31 July 2024
Current assets		\$	\$	\$
Cash and cash equivalents	3	6,855,126	6,855,126	6,217,114
Trade and other receivables		593,028	684,864	368,041
Other financial assets		17,684	16,353	16,353
Inventories	8	191,944	191,944	191,944
		7,657,782	7,748,287	6,793,452
Less: current liabilities				
Trade and other payables	9	(1,266,323)	(1,517,202)	(1,018,747)
Other liabilities	12	(1,096,534)	(1,096,534)	(1,096,534)
Borrowings	11	(150,463)	(150,463)	(150,463)
Employee related provisions	12	(744,555)	(794,352)	(794,352)
		(3,257,875)	(3,558,551)	(3,060,096)
Net current assets		4,399,907	4,189,736	3,733,356
Less: Total adjustments to net current assets	Note 2(c)	(1,001,051)	(987,889)	(987,889)
Closing funding surplus / (deficit)		3,398,856	3,201,847	2,745,467

(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 Actual (a)	YTD Actual (b)
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	0	(19,855)	0
Less: Movement in liabilities associated with restricted cash			37,599	0
Less: Fair value adjustments to financial assets at amortised cost		0	(4,045)	0
Add: Loss on asset disposals	6	0	214,534	0
Add: Depreciation		2,652,550	221,037	0
Total non-cash amounts excluded from operating activities		2,652,550	449,270	0

(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.

		Adopted Budget Opening	Last Year Closing	Year to Date
		30 June 2024	30 June 2024	31 July 2024
		\$	\$	\$
Adjustments to net current assets				
Less: Reserve accounts	4	(1,686,554)	(1,686,554)	(1,686,554)
Less: Financial assets at amortised cost - self supporting loans	8	(17,684)	(16,353)	(16,353)
- Land held for resale		(180,000)	(180,000)	(180,000)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	11	150,463	150,463	150,463
- Current portion of employee benefit provisions		732,724	744,555	744,555
Total adjustments to net current assets	Note 2(a)	(1,001,051)	(987,889)	(987,889)

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 31 JULY 2024

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 2024-25 year is \$5,000 or 0.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
General rates	(4,416)	(100.00%)	▼
Rates to be raised in August.			
Grants, subsidies and contributions	(819,839)	(86.13%)	▼
Timing in receiving grants.			
Fees and charges	(15,227)	(47.57%)	▼
Timing will reconcile.			
Interest revenue	8,209	46.58%	▲
Timing/Cash in bank.			
Expenditure from operating activities			
Employee costs	271,457	53.79%	▲
Timing, Vacant positions advertising in August.			
Materials and contracts	1,311,468	95.16%	▲
Timing as works progress.			
Utility charges	40,257	132.95%	▲
Timing.			
Depreciation	221,037	100.00%	▲
Depreciation for July not run. Assets settling.			
Finance costs	8,928	257.96%	▲
Timing will reconcile.			
Insurance	124,619	100.00%	▲
Timing. Insurance paid Sept/Oct.			
Other expenditure	(74,450)	(94.83%)	▼
Timing will reconcile.			
Non-cash amounts excluded from operating activities	(449,270)	(100.00%)	▼
Depreciation for July not run. Assets settling.			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(427,065)	(100.00%)	▼
Timing as funds are received.			
Proceeds from disposal of assets	(50,000)	(100.00%)	▼
Timing, no asset disposal in July.			
Outflows from investing activities			
Payments for property, plant and equipment	(27,065)	(16.25%)	▼
Timing.			
Payments for construction of infrastructure	483,112	99.98%	▲
Timing.			
Surplus or deficit at the start of the financial year	(208,840)	(6.12%)	▼
Variance budget c/f position.			
Surplus or deficit after imposition of general rates	392,915	16.70%	▲
Due to variances described above/timing.			

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
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SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.41 M	\$3.41 M	\$3.20 M	(\$0.21 M)
Closing	\$0.03 M	\$2.35 M	\$2.75 M	\$0.39 M
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$6.22 M	72.9%
Restricted Cash	\$4.53 M	27.1%
Refer to 3 - Cash and Financial Assets		

Payables		
	\$	% Outstanding
Trade Payables	\$1.02 M	
0 to 30 Days	\$0.47 M	82.0%
Over 30 Days		17.9%
Over 90 Days		0.5%
Refer to 9 - Payables		

Receivables		
	\$	% Collected
Rates Receivable	\$0.17 M	5.6%
Trade Receivable	\$0.20 M	
Over 30 Days		115.6%
Over 90 Days		80.2%
Refer to 7 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.55 M)	(\$0.89 M)	(\$0.26 M)	\$0.62 M
Refer to Statement of Financial Activity			

Rates Revenue		
	\$	% Variance
YTD Actual	\$0.00 M	
YTD Budget	\$0.00 M	(100.0%)
Refer to 10 - Rate Revenue		

Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.13 M	
YTD Budget	\$0.95 M	(86.1%)
Refer to 13 - Grants and Contributions		

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.02 M	
YTD Budget	\$0.03 M	(47.6%)
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)
(\$2.24 M)	(\$0.17 M)	(\$0.19 M)	(\$0.02 M)
Refer to Statement of Financial Activity			

Proceeds on sale		
	\$	%
YTD Actual	\$0.00 M	
Adopted Budget	\$0.12 M	(100.0%)
Refer to 6 - Disposal of Assets		

Asset Acquisition		
	\$	% Spent
YTD Actual	\$0.00 M	
Adopted Budget	\$5.76 M	(100.0%)
Refer to 5 - Capital Acquisitions		

Capital Grants		
	\$	% Received
YTD Actual	\$0.00 M	
Adopted Budget	\$5.12 M	(100.0%)
Refer to 5 - Capital Acquisitions		

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.41 M	\$0.00 M	\$0.00 M	\$0.00 M
Refer to Statement of Financial Activity			

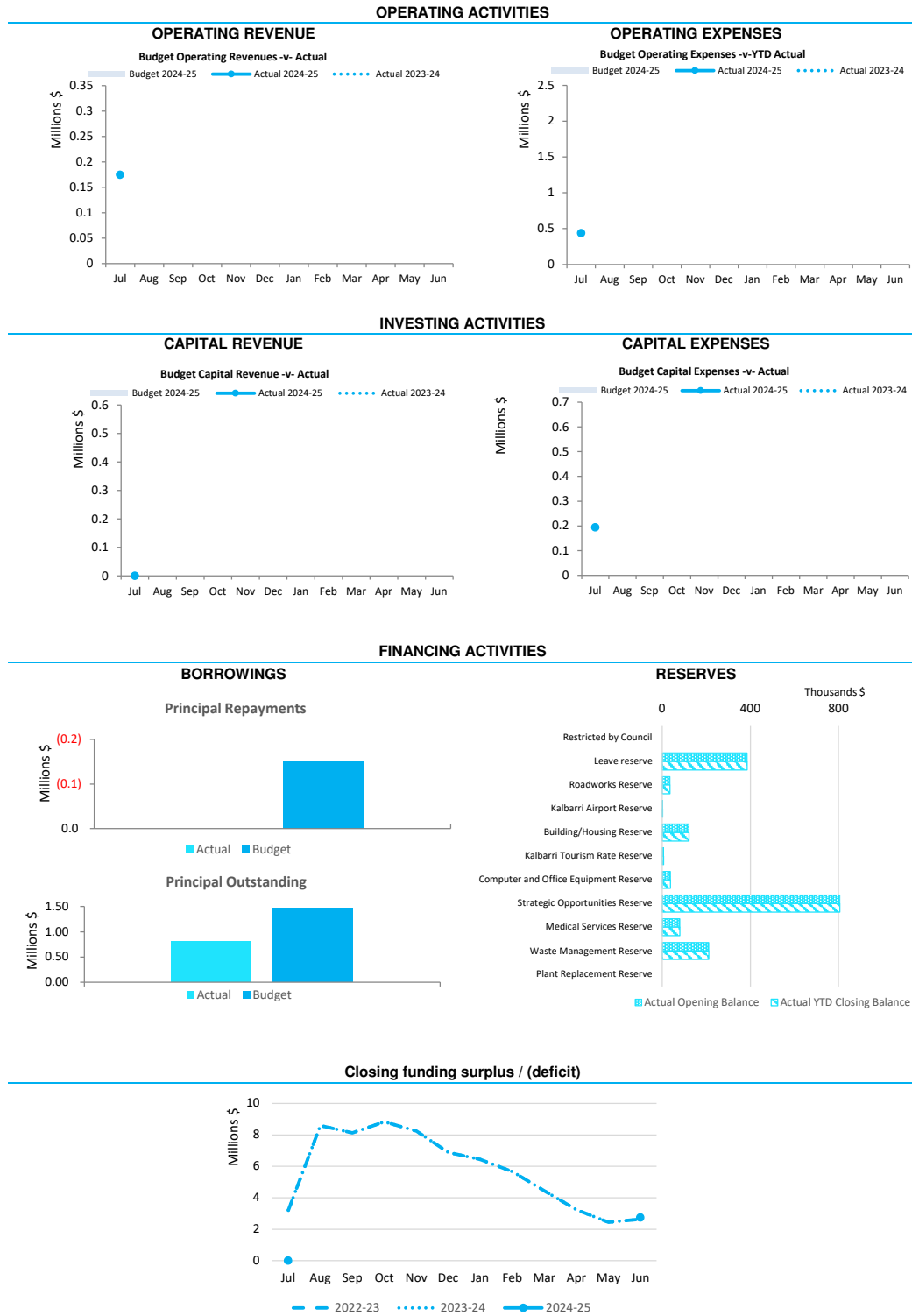
Borrowings	
Principal repayments	\$0.00 M
Interest expense	(\$0.01 M)
Principal due	\$0.81 M
Refer to 11 - Borrowings	

Reserves	
Reserves balance	\$1.69 M
Interest earned	\$0.00 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 31 JULY 2024**

2 KEY INFORMATION - GRAPHICAL



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

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash Deposits	Municipal	4,529,510	0.00	4,529,510	0	NAB		At call
Petty Cash	Cash on Hand	1,050	0.00	1,050	0			
Investment	Reserves	0	1,686,554	1,686,554	0	NAB		
Total		4,530,560	1,686,554	6,217,114	0			
Comprising								
Cash and cash equivalents		4,530,560	1,686,554	6,217,114	0			
		4,530,560	1,686,554	6,217,114	0			

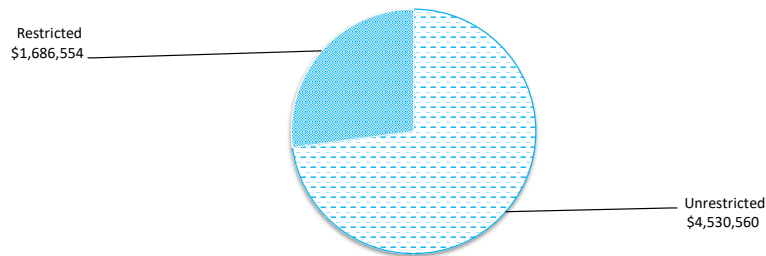
KEY INFORMATION

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 31 JULY 2024

4 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfer s In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Leave reserve	385,199	5,700	0	0	390,899	385,199	0	0	0	385,199
Roadworks Reserve	35,809	530	0	0	36,339	35,809	0	0	0	35,809
Kalbarri Airport Reserve	2,282	200	10,000	0	12,482	2,282	0	0	0	2,282
Building/Housing Reserve	121,455	1,000	20,000	(77,000)	65,455	121,455	0	0	0	121,455
Kalbarri Tourism Rate Reserve	6,975	0	0	0	6,975	6,975	0	0	0	6,975
Computer and Office Equipment	37,772	560	0	0	38,332	37,772	0	0	0	37,772
Strategic Opportunities Reserve	805,957	9,000	0	(120,000)	694,957	805,957	0	0	0	805,957
Medical Services Reserve	80,017	2,000	104,996	(25,000)	162,013	80,017	0	0	0	80,017
Waste Management Reserve	211,088	6,300	0	0	217,388	211,088	0	0	0	211,088
Plant Replacement Reserve	0	320,000	0	0	320,000	0	0	0	0	0
	1,686,554	345,290	134,996	(222,000)	1,944,840	1,686,554	0	0	0	1,686,554

**SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
Capital acquisitions	\$	\$	\$	\$
Buildings	1,103,600	92,799	193,571	100,772
Furniture and Equipment	72,000	6,000	0	(6,000)
Plant and equipment	557,500	67,707	0	(67,707)
Acquisition of property, plant and equipment	1,733,100	166,506	193,571	27,065
Infrastructure - Roads	5,225,989	435,493	75	(435,418)
Infrastructure - Footpaths & Carpark	247,949	20,659	0	(20,659)
Infrastructure - Parks & Ovals	220,445	21,285	0	(21,285)
Infrastructure - Airport	9,000	750	0	(750)
Infrastructure - Water & Sewer Reticulation	60,000	5,000	0	(5,000)
Acquisition of infrastructure	5,763,383	483,187	75	(483,112)
Total capital acquisitions	7,496,483	649,693	193,646	(456,047)
Capital Acquisitions Funded By:				
Capital grants and contributions	5,124,803	427,065	0	(427,065)
Borrowings	817,987	0	0	0
Other (disposals & C/Fwd)	115,500	50,000	0	(50,000)
Reserve accounts				
Building/Housing Reserve	77,000		0	0
Strategic Opportunities Reserve	120,000		0	0
Medical Services Reserve	25,000		0	0
Contribution - operations	1,216,193	172,628	193,646	21,018
Capital funding total	7,496,483	649,693	193,646	(456,047)

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.

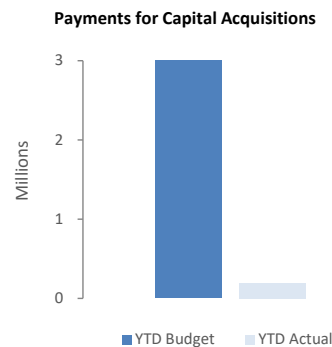
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

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.



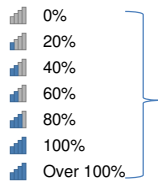
SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

INVESTING ACTIVITIES

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.

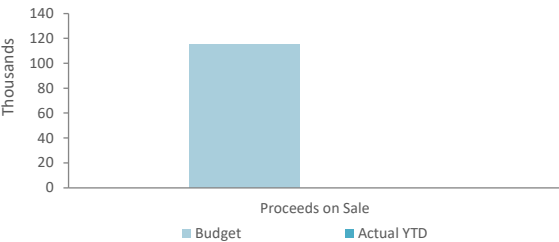
Account Description	Adopted		YTD Actual	Variance (Under)/Over
	Budget	YTD Budget		
	\$	\$	\$	\$
CEO Vehicle	100,000	16,666	0	16,666
Council Chamber Aircon	72,000	6,000	0	6,000
				0
Modula Housing/Rake PI	973,600	81,133	193,571	-112,438
				0
Port Gregory Toilet Block (relocation) slab, plumbing	35,000	0	0	0
				0
Whiting Pool stairs/walkway	55,000	4,583	0	4,583
Kalbarri Oval Fencing	130,445	10,869	0	10,869
				0
Matt Burrell Roof Replacement	45,000	7,500	0	7,500
Horrocks Tank North (50,000lt)	35,000	5,833	0	5,833
				0
Road Construction	5,225,989	435,493	75	435,418
Footpath/Carpark Construction	247,949	20,659	0	20,659
Tip Truck (Kalb Rubbish)	302,500	25,208	0	25,208
				0
4WD Ute MPG	155,000	25,833	0	25,833
				0
Nton Depot Stephen St Fencing	50,000	4,166	0	4,166
Kalbarri Airport Tiedowns	9,000	750	0	750
				0
Port Gregory Tank (Midway)	60,000	5,000	0	5,000
	7,496,483	649,693	193,646	456,047

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

OPERATING ACTIVITIES

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									
41800	CEO Toyota Prado (P314)	50,000	50,000	0	0			0	0
41760	Tip Truck (Kalb Rubbish P273)	20,000	20,000	0	0			0	0
41735	John Deere Mower P253	8,000	8,000	0	0			0	0
41792	Toyota Fortuna P306	30,000	30,000	0	0			0	0
41739	Mazda BT50 P259	5,000	5,000	0	0			0	0
41757	Dmax Space Cab P270	2,500	2,500	0	0			0	0
		115,500	115,500	0	0	0	0	0	0

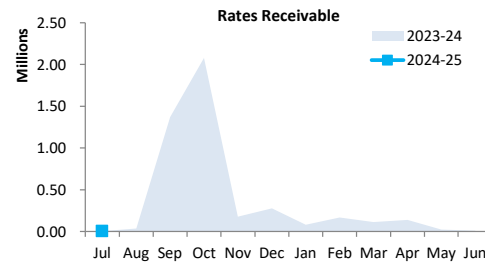


**SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024**

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable	30 Jun 2024	31 Jul 2024
	\$	\$
Opening arrears previous years	170,852	213,740
Levied this year	5,150,141	0
Less - collections to date	(5,107,253)	(11,978)
Gross rates collectable	213,740	201,762
Net rates collectable	213,740	201,762
% Collected	96.0%	5.6%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(11,619)	2,327	11,454	9,636	47,719	59,518
Percentage	(19.5%)	3.9%	19.2%	16.2%	80.2%	
Balance per trial balance						
Trade receivables						59,518
Rubbish receivables						38,437
Emergency Services Levy						61,758
Pensioner rebates						6,566
Total receivables general outstanding						166,279

Amounts shown above include GST (where applicable)

KEY INFORMATION

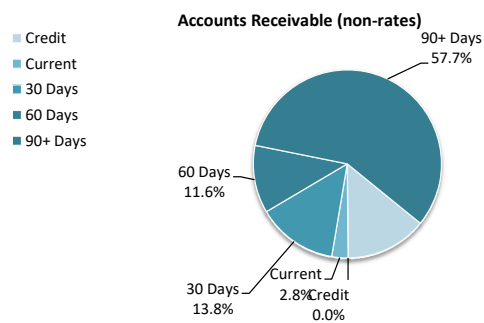
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



**SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 July 2024
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	16,353		0	16,353
Inventory				
Fuel	11,944	0		11,944
Land held for resale				
Cost of acquisition	180,000			180,000
Total other current assets	208,297	0	0	208,297
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

The Shire 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.

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.

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

**SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024**

OPERATING ACTIVITIES

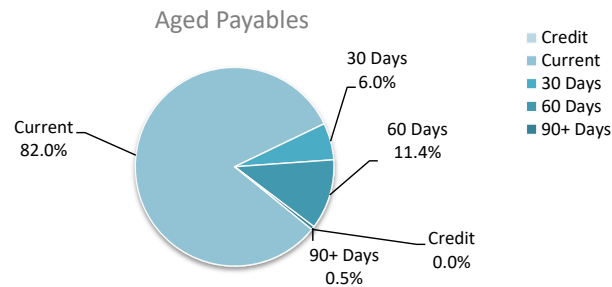
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	383,851	28,163	53,409	2,467	467,891
Percentage	0.0%	82.0%	6.0%	11.4%	0.5%	
Balance per trial balance						
Sundry creditors						467,851
Accrued salaries and wages						9,766
Prepaid Rates						96,286
Bonds and Deposits						462,880
Accrued Expenditure						(18,036)
Total payables general outstanding						1,018,747

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.



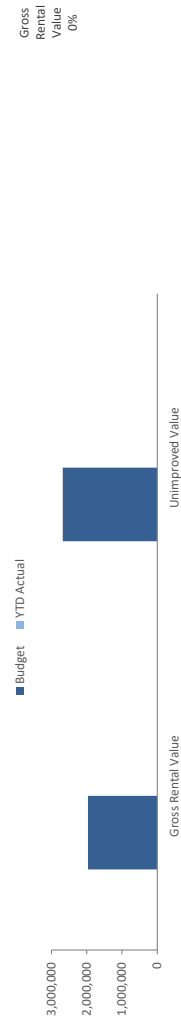
10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Budget		YTD Actual	
					Interim Rate Revenue	Total Revenue	Interim Rate Revenue	Total Revenue
				\$	\$	\$	\$	\$
Gross rental value								
Gross Rental Value	0.075526	1,589	25,978,888	1,962,082		1,962,082	0	0
Unimproved value								
Unimproved Value	0.006980	1,086	375,637,420	2,621,949	53,000	2,674,949	0	0
Sub-Total		2,675	401,616,308	4,584,031	53,000	4,637,031	0	0
Minimum payment								
Gross rental value								
Gross Rental Value	640	1,016	3,980,160	650,240		650,240	0	0
Unimproved value								
Unimproved Value	640	95	2,905,200	60,800		60,800	0	0
Sub-total		1,111	6,885,360	711,040	0	711,040	0	0
Total general rates						5,348,071		
Specified area rates								
Rate in \$ (cents)								
Port Gregory Water Supply	0.038680	55	732,992	29,000		29,000	0	0
Kalbarri Tourism Rate	0.001350	1,778	21,918,752	30,000		30,000	0	0
Total specified area rates			22,651,744	59,000	0	59,000	0	0
Total						5,407,071		0

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.



SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

Information on borrowings

Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2024	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Staff Housing	154	40,325				(40,325)	40,325	0	(118)	(1,328)
RSL Hall Extensions	156	262,798				(50,428)	262,798	212,370	(281)	(6,889)
Plant Purchases	157	210,464				(33,695)	210,464	176,769	(699)	(4,599)
New Housing Loan	159			817,987		(8,331)	0	809,656		(15,322)
		513,587	0	817,987	0	(132,779)	513,587	1,198,795	(1,098)	(28,138)
Self supporting loans										
Pioneer Lodge		293,819	0	0	0	(17,684)	293,819	276,135	(4,368)	(13,413)
		293,819	0	0	0	(17,684)	293,819	276,135	(4,368)	(13,413)
Total		807,406	0	817,987	0	(150,463)	807,406	1,474,930	(5,466)	(41,551)
Current borrowings		150,463					150,463			
Non-current borrowings		656,944					656,944			
		807,407					807,407			

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

New borrowings 2024-25

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Staff Housing		817,987	WATC	Fixed	20					
	0	817,987				0		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.

**SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024**

OPERATING ACTIVITIES

12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 July 2024
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Capital grant/contributions liabilities		1,096,534	0	0	0	1,096,534
Total other liabilities		1,096,534	0	0	0	1,096,534
Employee Related Provisions						
Provision for annual leave		366,322	0			366,322
Provision for long service leave		428,030	0			428,030
Total Provisions		794,352	0	0	0	794,352
Total other current liabilities		1,890,886	0	0	0	1,890,886

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 14

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.

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted Budget	YTD	YTD Revenue
	1 July 2024	Liability	Liability	31 Jul 2024	Liability	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
GRANTS COMMISSION - GENERAL				0		266,918.00	0.00	0.00
GRANTS COMMISSION (LRCl3 22/23)						98,060.00		98,060.00
GRANTS COMMISSION - ROADS				0		150,112.00	0.00	0.00
EMERGENCY SERVICES LEVY - BFB				0		55,730.00	4,604.10	13,932.00
EMERGENCY SERVICES LEVY - SES				0		41,150.00	3,468.90	10,288.00
CONTRIBUTIONS/REIMBURSEMENTS				0		1,484.00	123.00	1,484.00
- MRD MAINTENANCE				0		269,339.00	269,339.00	0.00
	0	0	0	0	0	882,793	277,535	123,764
Contributions								
CONTRIBUTIONS				0		15,000.00	1,250.00	0.00
OTHER SHIRE LSL CONTRIBUTION				0		0.00	0.00	0.00
OTHER SHIRE LSL CONTRIB.				0		0.00	0.00	0.00
REBATES AND COMMISSIONS				0		35,000.00	2,916.00	1,408.00
LEGAL CHARGES RATES (NO GST)				0		10,000.00	833.00	0.00
RATE EQUIVALENT PAYMENTS				0		24,058.00	0.00	0.00
REIMBURSEMENTS				0		7,000.00	583.00	0.00
CONTRIBUTIONS				0		5,000.00	416.00	0.00
REIMBURSEMENTS - OTHER				0		2,000.00	166.00	358.00
SELF SUPPORTING LOAN INTEREST REIMBURSEMENTS - PIONEER LODGE				0		13,413.00	1,117.00	0.00
REIMBURSEMENTS - HOUSING OTHER				0		16,500.00	1,375.00	0.00
CONTRIBUTIONS				0		35,000.00	2,916.00	0.00
REIMBURSEMENTS - DRUMMUSTER				0		4,000.00	333.00	0.00
REIMBURSE (ADVERTISING/PLANNING COMMISSION)				0		5,000.00	416.00	0.00
REIMBURSEMENTS				0		12,500.00	1,041.00	0.00
REIMBURSEMENTS				0		2,000.00	166.00	0.00
REIMBURSEMENTS- REC. CTRE/GOLF CLUB				0		3,300.00	275.00	0.00
REIMBURSEMENTS				0		0.00	0.00	39.00
CONTRIBUTIONS/REIMBURSEMENTS				0		31,883.00	2,656.00	0.00
CONTRIBUTION (INC STREET LIGHTING)				0		3,750.00	312.00	2,599.00
TOURISM AND AREA PROMOTION FUNDING				0		130,000.00	10,833.00	0.00
LEASE FEES - HALF WAY BAY COTTAGES				0		16,000.00	1,333.00	0.00
BUILDING REIMBURSEMENTS				0		1,500.00	125.00	76.00
REIMBURSEMENTS				0		10,000.00	833.00	0.00
LIA (KITSON CIRCUIT) UNITS ANNUAL RENT				0		4,500.00	375.00	0.00
REIMBURSEMENTS				0		0.00	0.00	0.00
INSURANCE CLAIMS - VEHICLES				0		2,000.00	166.00	0.00
DIESEL FUEL REBATE				0		45,000.00	3,750.00	3,789.00
SELF SUPPORTING LOAN INTEREST REIMBURSEMENTS - CEO				0		0.00	0.00	0.00
DFES/DFRAWA INCOME				0		7,597,689.00	633,140.00	0.00
	0	0	0	0	0	8,116,238	674,337	8,269
TOTALS								

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2024	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Jul 2024	Current Liability 31 Jul 2024	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
ROADS TO RECOVERY FUNDING				0		723,500	60,291	0
BLACKSPOT & MASSACTION FUNDING				0		3,260,912	271,742	0
LRCI - LITTLE BAY ROAD & GREY STREET ASPHALT				0		743,100	61,925	0
WA BIKE NETWORK GRANT				0		95,599	7,966	0
REGIONAL ROAD GROUP FUNDING				0		301,692	25,141	0
	0	0	0	0	0	5,124,803	427,065	0

**SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024**

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 2024	Received	Paid	31 Jul 2024
	\$	\$	\$	\$
Transportable House Bonds	17,000	0	0	17,000
Footpath Bonds	23,007	0	(500)	22,507
Building Levies (BCITF & BRB)	346	500	0	847
Community Bus Bond	5,400	0	0	5,400
Unclaimed Monies - Rates	5,179	0	0	5,179
RSL Hall Key Bond	430	0	0	430
Special Series Plates	4,510	0	0	4,510
Northampton Child Care Association	23,739	38	0	23,778
Horrocks Memorial Wall	1,198	250	150	1,598
One Life	940	0	0	940
Rubbish Tip Key Bond	1,800	34	0	1,834
Horrocks - Skate/Pump Park	2,000	0	0	2,000
RSL - Kalbarri Memorial	31,883	0	0	31,883
DOT - Department of Transport	0	23,258	(23,258)	0
Rates - Overpaid	30,761	0	0	30,761
Horrocks Lookout	1,353	0	0	1,353
Miscellaneous Deposits	240	0	0	240
	149,787	24,081	(23,608)	150,259

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT #	Date	Name/Payee	Description	Amount
EFT26665	29/07/2024	AUSTRALIAN TAXATION OFFICE	BAS JUNE 24	26339.00
EFT26666	05/08/2024	RAUBEX CONSTRUCTION PTY LTD	KALB RD WIDENING 6TH PROGRESS CLAIM	519587.29
EFT26667	07/08/2024	AFGRI GERALDTON	SERVICE KITS FOR MOWER	238.49
EFT26668	07/08/2024	MICHELLE HELEN ALLEN	REIMB OFFICE SUPPLIES	91.80
EFT26669	07/08/2024	AUSSIE NATURAL SPRING WATER GERALDTON	NTON OFFICE WATER BOTTLES	14.95
EFT26670	07/08/2024	BENARA NURSERIES	BICENT PARK PLANTS	131.23
EFT26671	07/08/2024	LIBERTY NORTHAMPTON	FUEL HKS GARDENER	443.18
EFT26672	07/08/2024	BUNNINGS (GERALDTON WAREHOUSE)	NTON & KAL ASPHALT, PLANTS	2899.99
EFT26673	07/08/2024	CAT WEST PTY LTD	KALBARRI ROAD PAVEMENT CORRECTION	41657.00
EFT26674	07/08/2024	D A CHRISTIE PTY LTD	KAL FSHRE BBQ HOOD KIT, CLEANER	752.40
EFT26675	07/08/2024	CITY OF GREATER GERALDTON	REFUSE DISPOSAL MERU	15898.40
EFT26676	07/08/2024	COASTAL ELECTRICAL & SOLAR	RCD TESTING	2821.50
EFT26677	07/08/2024	CONNOLLY CREATIVE BUILDING CO	KERB DEPOSIT REFUND	500.00
EFT26678	07/08/2024	WINC AUSTRALIA PTY LTD	P/COPIER MTCE	1460.63
EFT26679	07/08/2024	CORSIGN WA PTY LTD	SIGNS	660.00
EFT26680	07/08/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT SIGNS	1056.22
EFT26681	07/08/2024	SIMON DRAGE	NTON DEPOT DOOR REPAIRS	308.00
EFT26682	07/08/2024	GARY DUNGATE	HAMPTON RD REPAIR SUNKEN PAVERS	1386.00
EFT26683	07/08/2024	ECOFLORE CRANE, TRUCK & EXCAVATOR SERVICES	MURCH STN RD RAIN EVENT REPAIRS	2550.00
EFT26684	07/08/2024	ELGAS	SALAMIT PL ANNUAL GAS SERVICE CHARGE	79.20
EFT26685	07/08/2024	ENVIRONMENTAL HEALTH AUSTRALIA	IM ALERT FOOD SAFETY PROGRAM RENEWAL	330.00
EFT26686	07/08/2024	FENN PLUMBING & GAS	VARIOUS KAL SITES PLUMBING	563.00
EFT26687	07/08/2024	FREEMANS LIQUID WASTE PTY LTD	VARIOUS SITES SEPTIC/LEACH PUMP OUTS	14870.00
EFT26688	07/08/2024	GERALDTON BUILDING SERVICES & CABINETS	ALLEN CENTRE REPAIR ROOF LEAKS	484.00
EFT26689	07/08/2024	ATOM GERALDTON	TRAFFIC CONES	1727.00
EFT26690	07/08/2024	GERALDTON & MIDWEST SECURITY SERVICES	SECURITY SYSTEM QUARTLEY PAYMENTS	1182.84
EFT26691	07/08/2024	JAMES GEOFFREY ALBERT GREEN	RATES REFUND	498.93
EFT26692	07/08/2024	C + J HANSON PLUMBING CONTRACTORS	VARIOUS PLUMBING REPAIRS	3402.47
EFT26693	07/08/2024	HOSEXPRESS	KAL LOADER PARTS HYDRAULIC HOSES	1378.07
EFT26694	07/08/2024	IMPRINT PLASTIC	A FRAME NAME PLATES	102.30
EFT26695	07/08/2024	INFOCOUNCIL PTY LTD	ANNUAL HELP DESK FEE 24/25	6887.10
EFT26696	07/08/2024	JASON SIGNMAKERS	KALBARRI BENS SIGNS	1472.20
EFT26697	07/08/2024	JMH MECHANICAL SERVICES	BACKHOE PARTS HYD HOSE, THROTTLE CABLE	729.53
EFT26698	07/08/2024	SCOTT ALEXANDER JONES	PT GREG MOWING & SPRAYING	1090.00
EFT26699	07/08/2024	KALBARRI AUTO CENTRE	KAL RANGERS UTE TYRES X 4	1122.00

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT26700	07/08/2024	KALBARRI VISITOR CENTRE	KVC ANNUAL OPERATING SUBSIDY 24/25	50000.00
EFT26701	07/08/2024	GRAEME RALPH	KAL/MENARRA HILL DRAIN REPAIRS	495.00
EFT26702	07/08/2024	KEMPTON ELECTRICAL CONTRACTING	NCC AIRCON REPAIRS	1001.00
EFT26703	07/08/2024	LOCAL HEALTH AUTHORITEIS ANALYTICAL COMMITTEE	ANNUAL ANALYTICAL SERVICES	792.31
EFT26704	07/08/2024	MACH ONE AUTO ONE	BRAKE CLEANER, TRAILER LIGHT BOARD	278.00
EFT26705	07/08/2024	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE	2030.60
EFT26706	07/08/2024	LGRCEU	PAYROLL DEDUCTIONS	82.00
EFT26707	07/08/2024	GERALDTON TOYOTA	NR1 70,000KM SERVICE	467.13
EFT26708	07/08/2024	MIDWEST AERO MEDICAL AIR AMBULANCE	MEDICAL	514.87
EFT26709	07/08/2024	DONNA MAY MILLAR	RATES REFUND	1060.00
EFT26710	07/08/2024	NAPA	NTON DEPOT HARDWARE	128.70
EFT26711	07/08/2024	NATURE PLAYGROUNDS	KAL PLAYGROUND FLYING FOX CABLE	643.50
EFT26712	07/08/2024	FLICK ANTICIMEX PTY LTD	VARIOUS SITES SANITARY SERVICES	10461.31
EFT26713	07/08/2024	GERALDTON CLEANPAK TOTAL SOLUTIONS	KAL TOILETS CLEANING SUPPLIES TOILET PAPER	2523.45
EFT26714	07/08/2024	OBRIEN SMASH REPAIRS	NR1 INSUR EXCESS	300.00
EFT26715	07/08/2024	ORIGO PTY LTD	PT GREG WATER SUPPLY COMMS UNIT	347.60
EFT26716	07/08/2024	THINKPROJECT AUSTRALIA PTY LTD	RAMM 24/25 ANNUAL SUPPORT FEE	10276.78
EFT26717	07/08/2024	REECE PTY LTD	VARIOUS SITES TAPS	586.31
EFT26718	07/08/2024	SAFETYCARE AUSTRALIA PTY LTD	24/25 SAFETY HUB SUBSCRIPT RENEWAL	1320.00
EFT26719	07/08/2024	SYNERGY	ELECTRICITY CHARGES	824.56
EFT26720	07/08/2024	SKYTRUST	SKYTRUST SUBSCRIPTION	987.80
EFT26721	07/08/2024	MICHAEL ANTHONY SMITH	RATES REFUND	186.62
EFT26722	07/08/2024	STATEWIDE BEARINGS	PARTS	28.60
EFT26723	07/08/2024	MIDWEST AUTO GROUP	VEHICLE 30,000KM SERVICE	500.01
EFT26724	07/08/2024	TELSTRA	TELEPHONE CHARGES	556.24
EFT26725	07/08/2024	2V NET IT SOLUTIONS	COMPTER MTCE	1148.00
EFT26726	07/08/2024	TOTALLY WORKWEAR GERALDTON	SAFETY BOOTS	158.01
EFT26727	07/08/2024	READYTECH (IT VISION)	24/25 SYNERGYSOFT RENEWAL	48925.38
EFT26728	07/08/2024	WBS MODULAR PTY LTD T/AS EVOKE LIVING HOMES	MODULAR HOMES PROGRESS PAYMENT	159600.00
EFT26729	07/08/2024	WESTRAC EQUIPMENT PTY LTD	GRADER COOLING SYSTEM REPAIRS	6164.11
EFT26730	07/08/2024	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	24/25 WALGA SUBSCRIPTIONS	36198.16
EFT26731	07/08/2024	NORTHAMPTON TYRES	VEHICLE TYRES (16) PUNCTURE REPAIRS	7015.00
EFT26732	07/08/2024	WILSONS SIGN SOLUTIONS	HORROCKS MEMORIAL WALL PLAQUE	330.00
EFT26733	07/08/2024	WURTH AUSTRALIA PTY LTD	NTON DEPOT DRILL BITS	565.27
EFT26734	02/08/2024	KAYLENE ROBERTS	REIMB MOVING COSTS	6000.00
EFT26735	04/07/2024	CHAMPION BAY SETTLEMENTS	SETTLEMENT 15 WOODS ST KALBARRI	1159.93

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT26736	21/08/2024	AW CRAGAN & ALLCAPRI PTY LTD	VARIOUS SITES PLANT HIRE	2663.65
EFT26737	21/08/2024	AUSTRALIA POST	POSTAGE	351.43
EFT26738	21/08/2024	AUSTRALIAN COMMUNICATIONS AUTHORITY	RENEW LICENSES FIRE SERVICE COMMS 24/25	1511.00
EFT26739	21/08/2024	AUSSIE NATURAL SPRING WATER GERALDTON	NTON OFFICE WATER BOTTLES	14.95
EFT26740	21/08/2024	BLACKWOODS	NTON RETIC PARTS	16.48
EFT26741	21/08/2024	BRUCE ROCK ENGINEERING	TIP TRUCK ROLL TARP MOTOR	1510.08
EFT26742	21/08/2024	BUILDING AND CONSTRUCTION INDUST TRAINING FUND	BCITF JULY 2024	494.04
EFT26743	21/08/2024	CITY OF GREATER GERALDTON	REFUSE DISPOSAL MERU	14847.00
EFT26744	21/08/2024	COATES HIRE OPERATIONS PTY LTD	NTON DRAINS CLEARING EXCAVATOR HIRE	1342.39
EFT26745	21/08/2024	BOC GASES AUSTRALIA	INDUSTRY GASES	45.16
EFT26746	21/08/2024	CONCEPT MEDIA PTY LTD	KVC ADVERTISING	800.42
EFT26747	21/08/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	125.93
EFT26748	21/08/2024	GARY DUNGATE	HAMPTON GRDS RELAY PAVERS	495.00
EFT26749	21/08/2024	ELGAS	RAKE PL GAS BOTTLE	260.72
EFT26750	21/08/2024	ENGIN	TELEPHONE CHARGES	358.99
EFT26751	21/08/2024	ENVIRONMENTAL HEALTH AUSTRALIA (WA) INC	EHA MEMBERSHIP RENEWAL 2024/25	425.00
EFT26752	21/08/2024	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BRB JULY 2024	566.32
EFT26753	21/08/2024	FREEMANS LIQUID WASTE PTY LTD	VARIOUS SITES SEPTIC/LEACH PUMP OUTS	8415.00
EFT26754	21/08/2024	AMIR GALILI & AMY COOKE	KERB DEPOSIT REFUND	500.00
EFT26755	21/08/2024	GERALDTON LOCK & KEY SPECIALISTS	NCC STOREROOM LOCK & DOORKNOB	418.00
EFT26756	21/08/2024	GERALDTON AG SERVICES	NTON DEPOT SHACKLES & SNATCH STRAPS	1169.63
EFT26757	21/08/2024	GERALDTON FUEL COMPANY PTY LTD	FUEL CARD PURCHASES	2666.84
EFT26758	21/08/2024	GHD PTY LTD	NTON DISASTER RECOVERY WORKS	41606.68
EFT26759	21/08/2024	GREAT SOUTHERN FUEL SUPPLY	DEPOT FUELS, FUEL CARDS	31554.88
EFT26760	21/08/2024	C + J HANSON PLUMBING CONTRACTORS	HOUSE FITZG ST PLUMBING	704.92
EFT26761	21/08/2024	KALBARRI AUTO CENTRE	KAL BUS 20L OIL, DRIVE BELT REPAIR	572.00
EFT26762	21/08/2024	KALBARRI REFRIGERATION AND AIRCONDITIONING SERVICE	KAL REFUSE SITE DECOMMISSION FRDGE, A/C	547.25
EFT26763	21/08/2024	GRAEME RALPH	KALB OVAL EXCAVATOR HIRE	1100.00
EFT26764	21/08/2024	KALBARRI PEST CONTROL	HOUSE CALLION WAY PEST CONTROL	220.00
EFT26765	21/08/2024	READYTECH USER GROUP WA INC	USER GROUP SUBSCRIPTION 24/25	847.00
EFT26766	21/08/2024	MACH ONE AUTO ONE	SOLAR PANEL GRDS TRAILER BATTERY	102.10
EFT26767	21/08/2024	MARK ARMSTRONG ELECTRICAL	KAL AIRPORT LIGHTING ELECTRICAL WORKS	1963.50
EFT26768	21/08/2024	MCLEODS BARRISTERS & SOLICITORS	LEGAL FEES	355.08
EFT26769	21/08/2024	LGRCEU	PAYROLL DEDUCTIONS	41.00
EFT26770	21/08/2024	MIDWEST GARAGE DOORS (GERALDTON)	KAL MENS SHED GARAGE DOORS	4884.00

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT26771	21/08/2024	MID WEST CHAMBER OF COMMERCE AND INDUSTRY	24/25 SUBSCRIPTION	852.50
EFT26772	21/08/2024	MIDWEST MULCHING MOWING	WHITECLIFFS RD VERGE MOWING	30877.00
EFT26773	21/08/2024	NAPA	SUNDRY VEHICLES HARDWARE	363.00
EFT26774	21/08/2024	NORTHAMPTON NEWSAGENCY	STATIONERY, NEWSPAPERS	722.22
EFT26775	21/08/2024	NORTHAMPTON PHARMACY	IMMUNISATIONS	30.00
EFT26776	21/08/2024	PESTAKILL WA	PEST CONTROL	154.00
EFT26777	21/08/2024	GRAEME REYNOLDS	REIMB BATTERY	360.00
EFT26778	21/08/2024	ROAD RUNNER MECHANICAL SERVICES	TIP TRUCK REPAIRS	6670.35
EFT26779	21/08/2024	KAYLENE ROBERTS	REIMB MEDICAL	250.00
EFT26780	21/08/2024	SUN CITY PRINT & DESIGN	STATIONERY	2358.40
EFT26781	21/08/2024	SYNERGY	ELECTRICITY CHARGES	24777.29
EFT26782	21/08/2024	THE SHEARING SHED CAFE	REFRESHMENTS	257.50
EFT26783	21/08/2024	PAUL SHERIFF	SYNERGYSOFT ASSISTANCE	275.00
EFT26784	21/08/2024	SKYTRUST	SKYTRUST SUBSCRIPTION	493.90
EFT26785	21/08/2024	TINA SOURLOUP	REIMB SAFETY BOOTS	217.00
EFT26786	21/08/2024	TELSTRA	TELEPHONE CHARGES	5851.64
EFT26787	21/08/2024	2V NET IT SOLUTIONS	NTON OFFICE COMPUTER EQUIPMENT	5097.50
EFT26788	21/08/2024	TOTALLY WORKWEAR GERALDTON	ADMIN UNIFORM	112.25
EFT26789	21/08/2024	TRISSET BOSS PTY LTD	STATIONERY	3630.40
EFT26790	21/08/2024	LANDGATE	VALUATION EXPENSES	483.60
EFT26791	21/08/2024	READYTECH (IT VISION)	SYNERGYSOFT ASSISTANCE	277.20
EFT26792	21/08/2024	WESTRAC EQUIPMENT PTY LTD	BACKHOE REPAIRS, PARTS	2083.64
EFT26793	21/08/2024	WESTERN POWER	REPEATER TOWER LICENSE FEE 24/25	353.93
EFT26794	21/08/2024	WEST AUSTRALIAN NEWSPAPERS LTD	ADVERTISING	1373.68
EFT26795	21/08/2024	WORK HEALTH PROFESSIONALS	HEARING TESTS	2244.00
EFT26796	21/08/2024	AUSTRALIAN TAXATION OFFICE	BAS JULY 2024	31988.00
EFT26797	21/08/2024	NEO CIVIL ENGINEERING CONTRACTORS	KAL F/SH REDEVELOPMENT 1ST PROGRESS CLAIM	529746.36
EFT26798	21/08/2024	MI GLOBAL CONSTRUCTIONS	RAKE PL GARAGE DEPOSIT	1952.26
EFT26799	26/08/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 155	14558.26
EFT26800	07/08/2024	LGISWA	LGIS 24/25 INSURANCES/ 1ST INSTALLMENT	235406.60
EFT26801	07/08/2024	LGIS INSURANCE BROKING	LGIS 24/25 MARINE CARGO INSURANCE	1095.73
EFT26802	27/08/2024	NORTHAMPTON IGA	REFRESHMENTS, GOODS	587.68
EFT26803	29/08/2024	WBS MODULAR PTY LTD T/AS EVOKE LIVING HOMES	MODULAR HOMES PROGRESS PAYMENT	83600.00
				<u>\$2,120,968.30</u>

MUNICIPAL FUND CHEQUES

Chq #	Date	Name/Payee	Description	Amount
22500	07/08/2024	ROBERT JOHN MCLEOD	RATE REFUND	1261.99
22501	07/08/2024	WATER CORPORATION	WATER USE & SERVICE CHARGES	6758.38
22502	08/08/2024	PETTY CASH NORTHAMPTON	PETTY CASH RECOUP	149.35
22503	21/08/2024	GERALDTON MOWER & REPAIR SPECIALISTS	WHIPPER PARTS & MATERIALS	481.60
22504	21/08/2024	SHIRE OF NORTHAMPTON	BRB COMMISSION JULY 2024	46.50
22505	21/08/2024	WATER CORPORATION	WATER USE & SERVICE CHARGES	6544.29
22506	22/08/2024	PETTY CASH NORTHAMPTON	PETTY CASH RECOUP	115.50
22507	27/08/2024	DEPARTMENT OF TRANSPORT	SPECIAL SERIES NUMBER PLATES	200.00
22508	27/08/2024	DEPARTMENT OF TRANSPORT	SPECIAL SERIES NUMBER PLATES	200.00
				<u>\$ 15,757.61</u>

DIRECT DEBIT FROM MUNICIPAL ACCOUNT

Jnl #	Jnl Date	Name/Payee	Transaction Date	Description	Transaction Amount	Total
		PAYROLL	04/07/2024	FN/E 03/07/2024		119,034.00
		SUPERCHOICE	08/07/2024	SUPERANNUATION PAY FN/E 03/07/2024		26,157.95
		PAYROLL	18/07/2024	FN/E 17/07/2024		114,541.00
		SUPERCHOICE	19/07/2024	SUPERANNUATION PAY FN/E 17/07/2024		26,137.42
GJ0101	31/07/2024	NATIONAL AUSTRALIA BANK		BANK FEES		65.15
	31/07/2024	COMMONWEALTH BANK		BANK MERCHANT FEES		228.41
	31/07/2024	NATIONAL AUSTRALIA BANK		BPOINT FEES		40.61
	31/07/2024	NATIONAL AUSTRALIA BANK		BPAY		52.80
GJ0107	31/07/2024	NAB CEO CORPORATE CARD	3/06/2024	2VNET COMPUTER MTCE	14.30	
			5/06/2024	2VNET COMPUTER MTCE	470.25	
			13/06/2024	2VNET COMPUTER MTCE	75.34	
			13/06/2024	2VNET COMPUTER MTCE	331.98	
			17/06/2024	2VNET COMPUTER MTCE	50.00	
			18/06/2024	2VNET COMPUTER MTCE	486.20	
			24/06/2024	ADOBE	244.94	
			28/06/2024	2VNET COMPUTER MTCE	149.99	
			28/06/2024	CARD FEE	9.00	1,832.00
	31/07/2024	NAB EMWTS CORPORATE CARD	29/05/2024	MACH 1 AUTO PARTS 131NR DASHMAT	99.00	
			31/05/2024	OUTDOOR 4WD GTON P322 STORAGE BOX	298.00	
			3/06/2024	BCF AUST P322 LIGHTS	569.00	
GJ0109	31/07/2024	NAB EMCDR CORPORATE CARD	25/06/2024	IINET LTD N KAL DEPOT	79.99	
			28/06/2024	CARD FEE	9.00	1,054.99
			30/05/2024	KALB PIZZA O'NIGHT MEETING REFRESHMENT	25.00	
			30/05/2024	KALBARRI EDGE O'NIGHT MEETING ACCOMM	171.01	
				AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS		
			3/06/2024	MEMBER RENEWAL	880.00	
GJ0110			26/06/2024	BUNNINGS OVAL HOUSE CUPBOARDS	555.00	
			28/06/2024	CARD FEE	9.00	1,640.01
		NAB EMCS CORPORATE CARD	28/06/2024	CARD FEE	9.00	9.00
		PAYROLL	01/08/2024	FN/E 31/07/2024		116,724.00
		SUPERCHOICE	05/08/2024	SUPERANNUATION PAY FN/E 31/07/2024		25,936.34
		PAYROLL	15/08/2024	FN/E 14/08/2024		124,026.00
		SUPERCHOICE	19/08/2024	SUPERANNUATION PAY FN/E 14/08/2024		27,625.16
		SUPERCHOICE	29/08/2024	FN/E 28/08/2024		127,584.00
			29/08/2024	SUPERANNUATION PAY FN/E 28/08/2024		27,747.54

DIRECT DEBIT FROM MUNICIPAL ACCOUNT

GJ0201	31/08/2024	NATIONAL AUSTRALIA BANK	BANK FEES		64.45
GJ0203	31/08/2024	NATIONAL AUSTRALIA BANK	BANK MERCHANT FEES		414.76
GJ0204	31/08/2024	COMMONWEALTH BANK	BPOINT FEES		32.41
GJ0205	31/08/2024	NATIONAL AUSTRALIA BANK			198.00
GJ0207	31/08/2024	NAB CEO CORPORATE CARD			
	2/07/2024		BPAY	14.30	
	5/07/2024		2VNET COMPUTER MTCE	470.25	
	15/07/2024		2VNET COMPUTER MTCE	75.34	
	15/07/2024		2VNET COMPUTER MTCE	50.00	
	15/07/2024		2VNET COMPUTER MTCE	331.98	
	18/07/2024		2VNET COMPUTER MTCE	486.20	
	19/07/2024		LOCAL GOVERNMENT PROFESSIONALS 24/25 M/SHIP	560.00	
	22/07/2024		2VNET COMPUTER MTCE	38.67	
	23/07/2024		ADOBE	244.94	
	29/07/2024		2VNET COMPUTER MTCE	149.99	
	29/07/2024		CARD FEE	9.00	2,430.67
GJ0208	4/07/2024	NAB EMWTS CORPORATE CARD	MEDCART AUST COVID TESTS	177.80	
	15/07/2024		BUNNINGS GENERAL MTCE PREMIX	417.60	
	24/07/2024		IINET LTD KALBARRI DEPOT	79.99	
	29/07/2024		CARD FEE	9.00	684.39
GJ0209	8/07/2024	NAB EMCDR CORPORATE CARD	BUNNINGS OVAL HOUSE CUPBOARDS	501.90	
	10/07/2024		BUNNINGS OVAL HOUSE CUPBOARDS	312.45	
	24/07/2024		BUNNINGS OVAL HOUSE CUPBOARDS	996.68	
	26/07/2024		KICK SOLUTIONS TP SIGN	238.00	
	29/07/2024		BUNNINGS OVAL HOUSE CUPBOARDS	27.00	
	29/07/2024		CARD FEE	9.00	2,085.03
GJ0210	29/07/2024	NAB EMCS CORPORATE CARD	CARD FEE	9.00	9.00
					<u>\$ 746,355.09</u>

FUEL CARD PURCHASES

Payment #	Payment Date	Name/Payee	Transaction Date	Description	Transaction Amount	Total
EFT26757	21/08/2024	GERALDTON FUEL COMPANY PTY LTD	1/07/2024	CEO TOYOTA PRADO	204.78	
			6/07/2024	CEO TOYOTA PRADO	200.21	
			12/07/2024	CEO TOYOTA PRADO	133.39	
			13/07/2024	CEO TOYOTA PRADO	156.70	
			19/07/2024	CEO TOYOTA PRADO	238.28	
			25/07/2024	CEO TOYOTA PRADO	133.26	
			23/07/2024	BS ISUZU MUX	114.39	
			13/07/2024	MWTS FORD RANGER	113.73	
			13/07/2024	MWTS FORD RANGER	110.79	
			22/07/2024	MWTS FORD RANGER	160.70	
			8/07/2024	EHO CAMRY	70.93	
			15/07/2024	EHO CAMRY	82.51	
			24/07/2024	EHO CAMRY	85.03	
			9/07/2024	BS FORTUNA	59.85	
			27/07/2024	BS FORTUNA	86.72	
			8/07/2024	EMCDR FORD RANGER	133.37	
			12/07/2024	EMCDR FORD RANGER	134.10	
			21/07/2024	EMCDR FORD RANGER	146.67	
			26/07/2024	EMCDR FORD RANGER	127.47	
				SUNDRY PLANT	173.96	\$ 2,666.84
EFT26759	21/08/2024	GREAT SOUTHERN FUEL SUPPLY		DEPOT BOWSERS	31,088.32	
			1/07/2024	EMCDR FORD RANGER	138.71	
			14/07/2024	EMCDR FORD RANGER	138.34	
			20/07/2024	EMCDR FORD RANGER	139.44	
			30/07/2024	EMCDR FORD RANGER	50.07	\$ 31,554.88

Schedule of Submissions - Proposed New Pelican Feeding Area				
No.	Author	Comments	Shire Comment	Officer Recommendation
1.	Kirsty & Troy Duffy The Pelican Café Kalbarri	<p>1. Support an upgrade of facilities in principle, but wish to express following concerns:</p> <p>a) The unique and interrupted view is one of our main draw cards and any permanent obstruction could reduce turnover.</p> <p>b) Concerned about the logistics of construction, where trades will park as there is very limited parking in front of our business and we will lose trade.</p> <p>2. Our objection is to potential loss of view and logistics of construction.</p>	<p>The comment is Noted.</p> <p>Refer to Amenity Section of Agenda Item.</p> <p>Refer to Potential Construction Issues in Agenda Item.</p> <p>Noted.</p>	<p>The comment be noted.</p> <p>Noted.</p> <p>The comment not be supported as impact will not differ substantially.</p> <p>The comment not be supported on grounds that parking is not for exclusive use.</p> <p>Noted.</p>
2.	Jude Anderson Current Volunteer Pelican Feeder	<p>1. Currently a volunteer feeder for 3 years and happy with the design with a few minor changes.</p> <p>2. We need more seating. Up to 100 people on weekdays, more on weekends and public holidays. Holidays can see more than 200.</p> <p>3. We still need a fence to keep people back from the Pelicans unless they are invited into the feeding area.</p>	<p>The opinion is noted.</p> <p>The number of attendees can vary greatly.</p> <p>A fence is not currently part of the design.</p>	The comment be noted.
3.	Matt Denko Sutherland Street, Kalbarri	New structure would be great.	The comment is noted.	The comment be noted.
4.	Jocelin Murphy Kalbarri Resident	About time!	The comment is noted.	The comment be noted.
5.	Kat Deadman Kalbarri Resident	Terrific plan. The shade from the shelter will be most appreciative during summer and protective in winter.	The comments are noted.	The comment be noted.
6.	Colin Ellis Kalbarri Resident	I'm Ok if the community thinks is a good idea.	The comment is noted.	The comment be noted.
7.	Rex and Lynn Peters Kalbarri Residents	Pelicans are a huge drawcard for tourism..	The comment is noted.	The comment be noted.
8.	Darryl Ravkin Kalbarri Resident	Marked Indifferent (no other comment offered)	The comment is noted.	The comment be noted.
9.	Kate Ralph Kalbarri Resident	Will be a fabulous new addition to the foreshore and pelicans will love it.	The comment is noted.	The comment be noted.
10.	David Graziadelli Kalbarri Resident	Marked as support (No other comment offered)	The submission is noted.	The comment be noted.

11.	Dale and Lisa West (Unit Owner corner of Grey and Woods Streets)	<p>Objects to proposal on following grounds:</p> <ol style="list-style-type: none"> 1. We are Directly affected by the proposal to build on the Foreshore. 2. First was the electric recharge station, which with the objections of the local people a more common sense location was taken. Now we have a short lasting tourist attraction that usually takes up to 30 minutes, if the pelicans show up, to have small fish thrown to the attending birds, usually by tourist children. 3. The current shelter is a low impact shelter that has lasted for 14 yrs and the sail is now in need of repair. The sail can be taken down in event of low tourist activity and/or cyclonic events as has previously occurred. 4. To replace the sail would be a low cost improvement and is a common sense approach given the local ratepayers will not benefit greatly from the spend. 5. Chinamans Point is still showing major negative appeal to the locals and tourists, with funds attributed to this area being far more beneficial to locals. 6. Two photos are attached, being: <ol style="list-style-type: none"> a) A beautiful view of the Kalbarri Foreshore towards the river mouth with a minimal invasion of nature which people come to Kalbarri to see; and b) City of Perth – Langley Park and Riverside Drive. This is the oldest settlement in WA and over 1 million people, with no structures on the foreshore! 7. Kalbarri is a relatively young settlement so please view previous history and leave the foreshore alone. If it aint broke don't fix it. 8. There is small print on the plans as to relocate approximately 10 metres to the south why? The birds are only having fish thrown to them and will come to the fish bucket during the proposed redevelopment. 9. C'Mon leave things as they are. 10. The locals don't want buildings on the foreshore and the birds do not need a shed to rust and potentially blow down should another storm appear. 11. We don't oppose the pelican feeding, just the need for a rigid steel permanent structure on the foreshore. <p>Concerned on the following grounds:</p> <ol style="list-style-type: none"> 1. Owner of two units on Grey Street for nearly 30 years and the Pelican shelter will impact directly on the view that tourist will have staying at apartments. 2. Concern is the integrity of the waterfront of the whole town and any structures that detract from this will be 	<p>Refer to Amenity Section of Agenda Item.</p> <p>Proposals are not related. Current proposal needs to be considered on its merits.</p> <p>Refer to Comment section of Agenda Item.</p> <p>Refer to Comment Section. The comment is not supported.</p> <p>Comment reflects author is not aware of the substantial works currently being undertaken at the point. Shire advised no photos were attached, but still have not been provided. Notwithstanding this the comments have been assessed. Refer to Comment section of Agenda Item.</p> <p>The comment is noted.</p> <p>Refer to Proposed Location Section of Agenda Item.</p> <p>The comment is noted.</p> <p>Author is not able to speak on behalf of Kalbarri Community. Refer to other submissions.</p> <p>The comment is noted.</p>	<p>The comment be noted.</p> <p>The comment be noted.</p> <p>The comment not be supported.</p> <p>The comment not be supported.</p> <p>The comment be noted.</p> <p>The comment be noted.</p> <p>Comment is supported and due car must taken with the</p>
12.	Ian Johnston (Unit owner corner of Grey and Woods Streets)			

		<p>detrimental to the town and the tourist industry, in particular.</p> <p>3. Supports the feeding of the pelicans and supportive of the volunteers who devote their time.</p> <p>4. Would appreciate guarantees that this will not be an eyesore or an ongoing expense in maintenance that would impose on the people of Kalbarri. If this did eventuate then it would be a poor reflection on Government funds and the Shire's management of the same.</p>	<p>The comment is noted.</p> <p>Refer to Comment section of agenda item.</p>	<p>location, height and design of any structures.</p> <p>The comment be noted.</p> <p>The comment be noted.</p>
13.	Debra Best PO Box 903 SUBIACO WA 6008	<p>1. Owner of #1 Waterfront Apartments.</p> <p>2. We object because it greatly impacts the view from all apartments.</p> <p>3. We are also very unhappy that they weren't notified at all. Had to find out via text from another owner and this was disgraceful.</p> <p>4. Whilst we agree to improvements to Kalbarri and to encourage tourism, do not believe building structures like this on the foreshore is going to bring more tourism.</p> <p>5. Strongly object to this planning application.</p> <p>Points I think should be re-investigated:</p> <p>1. Surely the roof could be more aesthetically pleasing. What about having it like the roofs of the shelters at the gorges? As the first structure people see when driving through town looking towards the river, it doesn't need to look like a shed. Wasn't there supposed to be a uniform building code for structures along the foreshore.</p> <p>2. A proposed height of 2.4 is much too low. It would be preferable to have the area we are using for feeding to be at least 1m lower than the ground where people site. That was the original concept an amphitheatre type of arrangement.</p> <p>3. Poles holding the roof. To have poles in the way when feeding will be a nuisance.</p> <p>4. Seating – Its looks as though there are just bits of wood placed in random positions for people to perch upon! The six benches we have at present accommodate 5-6 people each and unless they are wet they are used all the time. They have backs and could be re-used. A good percentage of the visitors require good seating – a block of wood is not good seating.</p>	<p>The comment is noted.</p> <p>Refer to Amenity Section of Agenda Item.</p> <p>All owners were written to via addresses held in Shire records.</p> <p>The authors opinion is noted.</p> <p>The comment is noted.</p> <p>Refer to Amenity and Roof Structure headings in Comment Section of Agenda Item.</p> <p>The height has been kept low to minimise the visual impact of the structure. Refer to Amenity heading in Agenda Item.</p> <p>The design can be reviewed in terms of the support poles on riverside of structure. Author has been advised.</p> <p>Refer to Seating in Comment Section of Agenda Item.</p>	<p>The comment be noted.</p> <p>The author be advised accordingly.</p> <p>The comment be noted.</p> <p>The comment be noted.</p> <p>The use of National Park design shelters not be supported for reasons detailed in Comment Section.</p> <p>An increase in height not be supported for those reasons identified in the Comment Section of the Agenda Item.</p> <p>That the design be reviewed to remove support poles other than at ends of the structure.</p> <p>The current seating be re-used, with any new seating to match.</p>
14.	Felicity Graham			

		<p>5. The area is also used for people to watch the view, the sunset, for small gatherings, for weddings, wood blocks are not suitable.</p> <p>6. The seats we have at present have plaques on each one which illustrate where excess money has been spent. This is an informal way of getting that message across.</p> <p>7. Approach – Will you be clearing away the tussocks between the beach and the structure. The pelican traffic has worn a pathway from the beach to the feeding area. If you would like the new pathway to be defined and made nice rather than a rough path, perhaps some thought should go into how to do this. I was told some time ago that we were not allowed to touch the tussocks because it would disturb the environment.</p> <p>8. The Southern Wall looks pretty, but not for this area, and while I can see it would be handy to put some information on, it will effectively block any sea breeze. Perhaps a timber wall with gaps would be between. I see this is not part of the current plan – so why draw it in at all? Bit like the glorious but imaginary gum tree.</p> <p>9. Size – In the peak season we have 200-300 people crowding around this area. On an average day we have upwards to 50 each day.</p> <p>10. Viewing – We would like the people to be able to see us and the birds easily. We do not want them close enough to touch the birds unless we invite them to. We need a rough fence to keep little kids away. Perhaps a limestone wall positioned the same as the pine pole fence we have at present.</p>	<p>The potential for multiple uses of the area is noted.</p> <p>Refer to heading of Seating in Comment Section of agenda item.</p> <p>Refer to Proposed Location Heading in Comment Section of Agenda Item.</p> <p>The wall was shown in plans submitted by KDA, but was not supported by Council. Plans have been notated to reflect this aspect does not form part of the proposal. The author has been advised.</p> <p>The potential size of gatherings is noted.</p> <p>Refer to Fencing heading in Comment Section of Agenda Item.</p>	<p>The comment be noted.</p> <p>The comment be noted.</p> <p>The new facility be located in the current position.</p> <p>The comment be noted.</p> <p>An increase in the size of the roof structure not be supported.</p> <p>The Pelican Feeders be encouraged to consider the use of temporary fencing.</p>
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**Kaylene Roberts**

From: The Pelican Cafe Kalbarri <[redacted]>
Sent: Thursday, 15 August 2024 8:41 AM
To: Andrew Campbell
Cc: Helen Young; Kaylene Roberts
Subject: Proposed New Pelican Feeding Area - Grey Street

Hi Andrew,

In regards to the proposed New Pelican Feeding Area on Grey Street:

Although in principle we support an upgrade for the Pelican Feeding Area, we would like to voice concern.

1. Regarding the obstruction of view, for our cafe. The unique and uninterrupted view is one of our main draw cards and any permanent obstruction could reduce our business turnover.
2. We are also concerned about the logistics of construction; where will the trade vehicles park whilst construction takes place? There is very limited parking in front of our business and trade vehicles will reduce our custom.

Our objection is to potential loss of view and the logistics of construction affecting our business negatively.

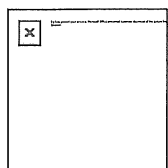
We thank you for your time & look forward to hearing from you on this important matter.

Troy & Kirsty

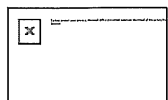
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With Kindness

Kirsty Duffy



Ph: Kirsty
Ph: Troy
96 Grey Street
Kalbarri WA 6536



2

10.6.7/R25307/A3731
Attention: Planning Department

SHIRE OF NORTHAMPTON
RECEIVED
Kalbarri SF
Date 15/08/2024



SUBMISSION FORM

PROPOSED NEW PELICAN FEEDING AREA
RESERVE 25307 GREY STREET, KALBARRI

Name: Jude Anderson

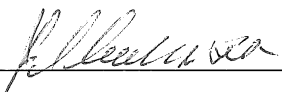
Postal Address: Box Kalbarri WA 6536

Phone Number: _____

SUBMISSION: ☒ Support ☐ Object ☐ Indifferent

Give in full your comments and any arguments supporting your comments (if insufficient space, please attach additional sheets) -

As attached

Signature:  Date: 15.8.24

Please return to: Chief Executive Officer
Shire of Northampton
PO Box 61
NORTHAMPTON WA 6535
planning@northampton.wa.gov.au

NOTE: The local government in determining the application will take into account the submissions received but is not obliged to support those views.

Submissions Close: 4:00pm Friday 16 August 2024

8/14/24, 9:20 AM

Untitled document - Google Docs

Proposed new Pelican Feeding Area Local planning scheme # 11

I am one of the current volunteer Pelican feeders, 3 years. I am happy with the design of the current Pelican feeding area with a few minor changes.

We need more seating as we are getting around 70-100 people on weekdays and in excess of those numbers on weekends and public holidays. School holidays can see over 200 people daily. The current seats are good, just more of them. Therefore, the area should be larger than we currently have. And access for wheelchairs is essential.

We still need a fence between the seats and the feeding area as we currently have, to keep people back from the Pelicans, unless they are invited into the feeding area.

I notice on the concept design that there is a wall on the south side of the feeding area. This is not a good idea as it stops any breeze from the south west. It gets very hot in this area in the summer.

Which is why we desperately need a roof, more so for the sun but also on the occasions that we get rained on. Lots this year. I think the roof design should be something that adds ambience to the feeding area and I don't think a flat roof is desirable. A wave roof has been suggested by some. No support poles should be on the river side to hinder the birds' access and to impede the river view. Poles to the north and south only please.

Whatever the final design is, I think some lighter panels in the roof would allow some light into the area.

Good luck with your design and proposal and we look forward to an upgraded Pelican feeding area in the new location opposite Woods Street.

Regards
Jude Anderson

Kalbarri WA 6536

10.6.7/R25307/A3731
Attention: Planning Department



SUBMISSION FORM

PROPOSED NEW PELICAN FEEDING AREA
RESERVE 25307 GREY STREET, KALBARRI

Name: MATT DENKO

Postal Address: 15 SUTHERLAND ST, KALBARRI

Phone Number: _____

SUBMISSION: ☒ Support ☐ Object ☐ Indifferent

Give in full your comments and any arguments supporting your comments (if insufficient space, please attach additional sheets) -

NEW STRUCTURE WILL BE GREAT.

Signature: [Signature] Date: 15/08/24

Please return to: Chief Executive Officer
Shire of Northampton
PO Box 61
NORTHAMPTON WA 6535
planning@northampton.wa.gov.au

SHIRE OF NORTHAMPTON
RECEIVED

16/8/24 Kalbarri
Date SF

NOTE: The local government in determining the application will take into account the submissions received but is not obliged to support those views.

Submissions Close: 4:00pm Friday 16 August 2024

10.6.7/R25307/A3731
Attention: Planning Department



SUBMISSION FORM

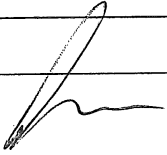
**PROPOSED NEW PELICAN FEEDING AREA
RESERVE 25307 GREY STREET, KALBARRI**

Name: Jocelin Murphy
Postal Address: P.O. Box 60 Kalbarri
Phone Number:

SUBMISSION: ☒ Support ☐ Object ☐ Indifferent

Give in full your comments and any arguments supporting your comments (if insufficient space, please attach additional sheets) -

Abat Time !! xxx

Signature:  Date: 13/8/24

Please return to: Chief Executive Officer
Shire of Northampton
PO Box 61
NORTHAMPTON WA 6535
planning@northampton.wa.gov.au

**SHIRE OF NORTHAMPTON
RECEIVED**

Kalbarri 16/08/24
Date SF

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Attention: Planning Department



SUBMISSION FORM

PROPOSED NEW PELICAN FEEDING AREA
RESERVE 25307 GREY STREET, KALBARRI

Name: KAT DEADMAN

Postal Address: PO BOX 487 KALBARRI

Phone Number: ---

SUBMISSION: ☒ Support ☐ Object ☐ Indifferent

Give in full your comments and any arguments supporting your comments (if insufficient space, please attach additional sheets) -

TERRIFIC PLAN !!

THE SHADE FROM THE SHELTER WILL BE MOST APPRECIATIVE DURING SUMMER, AND PROTECTIVE IN WINTER.

CANT WAIT---

Signature: [Signature] Date: 12/8/24

Please return to: Chief Executive Officer
Shire of Northampton
PO Box 61
NORTHAMPTON WA 6535
planning@northampton.wa.gov.au

SHIRE OF NORTHAMPTON
RECEIVED

Kalbarn 16/8/24
Date

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Submissions Close: 4:00pm Friday 16 August 2024

10.6.7/R25307/A3731
Attention: Planning Department



SUBMISSION FORM

**PROPOSED NEW PELICAN FEEDING AREA
RESERVE 25307 GREY STREET, KALBARRI**

Name: COLIN ELLIS

Postal Address: PO BOX 482.

Phone Number: _____

SUBMISSION: ☒ Support ☐ Object ☐ Indifferent

Give in full your comments and any arguments supporting your comments (if insufficient space, please attach additional sheets) -

IM OK IF THE COMMUNITY THINKS
ITS A GOOD IDEA

Signature: [Signature] Date: 13/8/2024

Please return to: Chief Executive Officer
Shire of Northampton
PO Box 61
NORTHAMPTON WA 6535
planning@northampton.wa.gov.au

SHIRE OF NORTHAMPTON
RECEIVED

Kalbarr 16/8/24
Date

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Submissions Close: 4:00pm Friday 16 August 2024

10.6.7/R25307/A3731
Attention: Planning Department



SUBMISSION FORM

PROPOSED NEW PELICAN FEEDING AREA
RESERVE 25307 GREY STREET, KALBARRI

Name: Rex & Lynn Peters

Postal Address: PO Box 76

Phone Number: _____

SUBMISSION: ☒ Support ☐ Object ☐ Indifferent

Give in full your comments and any arguments supporting your comments (if insufficient space, please attach additional sheets) -

PELICANS ARE A HUGE DRAW CARD
FOR TOURISM ✓

Signature: [Signature] Date: 13-8-24

Please return to: Chief Executive Officer
Shire of Northampton
PO Box 61
NORTHAMPTON WA 6535
planning@northampton.wa.gov.au

SHIRE OF NORTHAMPTON
RECEIVED

Kalbarr 16/8/24
Date SF

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Submissions Close: 4:00pm Friday 16 August 2024

10.6.7/R25307/A3731
Attention: Planning Department



SUBMISSION FORM

PROPOSED NEW PELICAN FEEDING AREA
RESERVE 25307 GREY STREET, KALBARRI

Name: DARRELL LANKIN

Postal Address: 524 KALBARRI

Phone Number:

SUBMISSION: ☐ Support ☐ Object ☒ Indifferent

Give in full your comments and any arguments supporting your comments (if insufficient space, please attach additional sheets) -

Signature: [Signature] Date: 10/08/2024

Please return to: Chief Executive Officer
Shire of Northampton
PO Box 61
NORTHAMPTON WA 6535
planning@northampton.wa.gov.au

SHIRE OF NORTHAMPTON
RECEIVED

16/8/24 Kalbarri
Date SF

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Submissions Close: 4:00pm Friday 16 August 2024

10.6.7/R25307/A3731
Attention: Planning Department



SUBMISSION FORM

PROPOSED NEW PELICAN FEEDING AREA
RESERVE 25307 GREY STREET, KALBARRI

Name: Kate Ralph

Postal Address: PO Box 359

Phone Number: ---

SUBMISSION: ☒ Support ☐ Object ☐ Indifferent

Give in full your comments and any arguments supporting your comments (if insufficient space, please attach additional sheets) -

will be a fabulous new addition to
the foreshore and pelicans will love it.

Signature: [Signature] Date: 15/8/24

Please return to: Chief Executive Officer
Shire of Northampton
PO Box 61
NORTHAMPTON WA 6535
planning@northampton.wa.gov.au

SHIRE OF NORTHAMPTON
RECEIVED

Kalbarn 16/8/24
Date SF

NOTE: The local government in determining the application will take into account the submissions received but is not obliged to support those views.

Submissions Close: 4:00pm Friday 16 August 2024

10.6.7/R25307/A3731
Attention: Planning Department



SUBMISSION FORM

PROPOSED NEW PELICAN FEEDING AREA
RESERVE 25307 GREY STREET, KALBARRI

Name: DAVID GRAZZIADDELLI

Postal Address: PO Box 299

Phone Number: _____

SUBMISSION: ☒ Support ☐ Object ☐ Indifferent

Give in full your comments and any arguments supporting your comments (if insufficient space, please attach additional sheets) -

Signature: D. Grazziadelli Date: 16-8-24

Please return to: Chief Executive Officer
Shire of Northampton
PO Box 61
NORTHAMPTON WA 6535
planning@northampton.wa.gov.au

SHIRE OF NORTHAMPTON
RECEIVED

Kalbarr 16/08/24
Date SF

NOTE: The local government in determining the application will take into account the submissions received but is not obliged to support those views.

Submissions Close: 4:00pm Friday 16 August 2024

Kaylene Roberts

From: Lisa West < >
Sent: Friday, 16 August 2024 12:18 AM
To: Kaylene Roberts
Subject: Proposed New Pelican Feeding Area Reserve 25307 Grey Street Kalbarri
Attachments: Northampton.pdf

Please find Submission Form for the above proposal

We are directly affected by the proposed submission from the Shire of Northampton to build on the foreshore of Kalbarri.

First it was the electric vehicle recharge station which with the objections of the local people a more common sense suitable location was taken. Now we have a short lasting tourist attraction that dates back to 1975 and operated by local volunteers. This usually takes up to 30 minutes, if the pelicans turn up, to have small fish thrown to the attending birds, usually by the tourist children.

The current shelter is a low impact structure that has lasted for fourteen years and the sail is now in need of repair. The sail can be taken down in the event of low tourist activity and or cyclonic events (as per photo) as has previously occurred.

To replace this sail would be a low cost improvement and if fourteen years are gained is a common sense approach given the local ratepayers will not benefit greatly from the proposed spend. Whereas Chinamans Point is still showing major negative appeal to the locals and tourists, with funds attributed to this area being far more beneficial to locals.

I have attached two photos for your perusal.

The first, a beautiful view of the Kalbarri foreshore towards the river mouth with a minimal invasion of nature of which people come to Kalbarri to see.

The second is a current view of the city of Perth (Langley Park and Riverside Drive). This is the oldest settlement in WA and over 1 million people.

Notice that no erections have been built on the foreshore!!

Kalbarri is a relatively young settlement so please view previous history and leave the foreshore alone.

'If it ain't broke, don't fix it'

Then there is the small print on the plans as to relocate approximately 10 metres to the south. Why?

The birds are only having fish thrown to them and will come to the fish bucket during the proposed redevelopment

C'mon, Leave things as they are.

The locals don't want buildings on the foreshore and the birds don't need a shed to rust and potentially blow down should another storm appear.

We don't oppose the pelican feeding, just the need for a rigid steel permanent structure on the foreshore.

Regards

10.6.7/R25307/A3731
Attention: Planning Department



SUBMISSION FORM

PROPOSED NEW PELICAN FEEDING AREA
RESERVE 25307 GREY STREET, KALBARRI

Name: Dele + Lisa West

Postal Address: _____

Phone Number: _____

SUBMISSION: ☐ Support ☒ Object ☐ Indifferent

Give in full your comments and any arguments supporting your comments (if insufficient space, please attach additional sheets) -

Signature: Dele West Date: 16/8/24

Please return to: Chief Executive Officer
Shire of Northampton
PO Box 61
NORTHAMPTON WA 6535
planning@northampton.wa.gov.au

NOTE: The local government in determining the application will take into account the submissions received but is not obliged to support those views.

Submissions Close: 4:00pm Friday 16 August 2024

10.6.7/R25307/A3731
Attention: Planning Department



SUBMISSION FORM

**PROPOSED NEW PELICAN FEEDING AREA
STREET, KALBARRI**

RESERVE 25307 GREY

Name: Ian Johnston

Postal Address: PO Box 730 Denmark WA

Phone Number: 0800 000 000

SUBMISSION: ☐ Support ☒ Concerned ☐ Indifferent

Give in full your comments and any arguments supporting your comments (if insufficient space, please attach additional sheets) -

I am the owner of two of the units of Waterfront Apartments in Grey Street. I have been a frequent visitor to Kalbarri and the owner of the said apartments for nearly 30 years. The Pelican shelter will impact directly on the view that tourists will have staying in my apartments.

My concern is the integrity of the waterfront of the whole town and any structures that detract from this will be detrimental to the town and the tourist industry, in particular. I do support the feeding of the Pelicans and am supportive of the volunteers who devote their own time to this service.

However, I would appreciate guarantees that this will not be an eye sore or an ongoing expense in maintenance that would be an impose on the people of Kalbarri. If tis did eventuate then it would be a poor reflection on Government funds and the Shire's management of the same.

Signature: Ian Johnston (unable to sign and fax back at short notice) Date: 16th August 2024

Please return to: Chief Executive Officer Shire
of Northampton
PO Box 61
NORTHAMPTON WA 6535
planning@northampton.wa.gov.au

NOTE: The local government in determining the application will take into account the submissions received but is not obliged to support those views.

Submissions Close: 4:00pm Friday 16 August 2024

10.6.7/R25307/A3731
Attention: Planning Department



SUBMISSION FORM

**PROPOSED NEW PELICAN FEEDING AREA
RESERVE 25307 GREY STREET, KALBARRI**

Name: DEBRA BEST

Postal Address: PO BOX 903 SUBIACO

Phone Number: _____

SUBMISSION: ☐ Support ☒ Object ☐ Indifferent

Give in full your comments and any arguments supporting your comments (if insufficient space, please attach additional sheets) -


I am an owner of #1 Waterfront Apartments, Kalbarri. We object because it greatly impacts the view

from all of our apartments. We are also very unhappy we were not notified at all. Currently I am overseas

and had to find out via txt from another property owner. This is disgraceful.

Whilst we agree to improvements to Kalabari and to encourage tourism, we do not believe building
structures like this on the foreshore is going to bring more tourism.

We strongly object to this planning application.

Signature:  Date: 16.8.2024

Please return to: Chief Executive Officer
Shire of Northampton
PO Box 61
NORTHAMPTON WA 6535
planning@northampton.wa.gov.au

NOTE: The local government in determining the application will take into account the submissions received but is not obliged to support those views.

Submissions Close: 4:00pm Friday 16 August 2024

PELICAN FEEDING AREA - 2024

Points which I think should be re-investigated

:

1. Roof – this surely could be more aesthetically pleasing? Why is it flat? Is it cyclone-rated? **What about having it like the roofs of the shelters at the gorges?** As this structure is probably the first that people see when drive through town and looking towards the river, it doesn't need to look like a shed! Wasn't there supposed to be a uniform building code for structures along the foreshore?

I would like to know how high from the ground it is. Says 2.4 on the plan, but surely that can't be right – MUCH too low. It will be preferable to have the area we are using for the feeding to be at least 1m lower than the ground where the people sit. That was the original concept – an amphitheatre type of arrangement.

2. Poles holding roof. Did you investigate the idea I sent you re cantilevered roofs? To have poles in the way when feeding will be a nuisance.

3. Seating. It looks as though there are just bits of wood placed in random positions for people to perch upon! The six benches we have at present accommodate 5-6 people each and unless they're wet, are used ALL THE TIME. They have backs. A good percentage of the visitors require good seating – a block of wood is not good seating. There is nothing wrong with these seats – they could be re-used.

This area is also used for people to watch the view, the sunset, for small gatherings, for weddings. Wood blocks are not suitable.

The seats we have at present have plaques on each one which illustrate where the excess money has been spent. This is an informal way of getting that message across.

4. Approach. Will you be clearing away the tussocks between the beach and the structure? The pelican traffic has worn a pathway from beach to feeding area. If you would like the new pathway to be defined and made nice rather than a rough path, perhaps some thought should go into how to do this. I was told some time ago that we were not allowed to touch the tussocks because it would disturb the environment.

5. The southern block wall. It looks pretty, but not for this area, and while I can see it would be handy to put information on, it will effectively block any sea breeze. Perhaps a timber wall with gaps would be better. I see this is 'not part of the present plan' – so why draw it in at all? Bit like the glorious but imaginary gumtree.

6. Size. In the peak season we have 200-300 people crowding around this area. On an average day we have upwards to 50 each day.

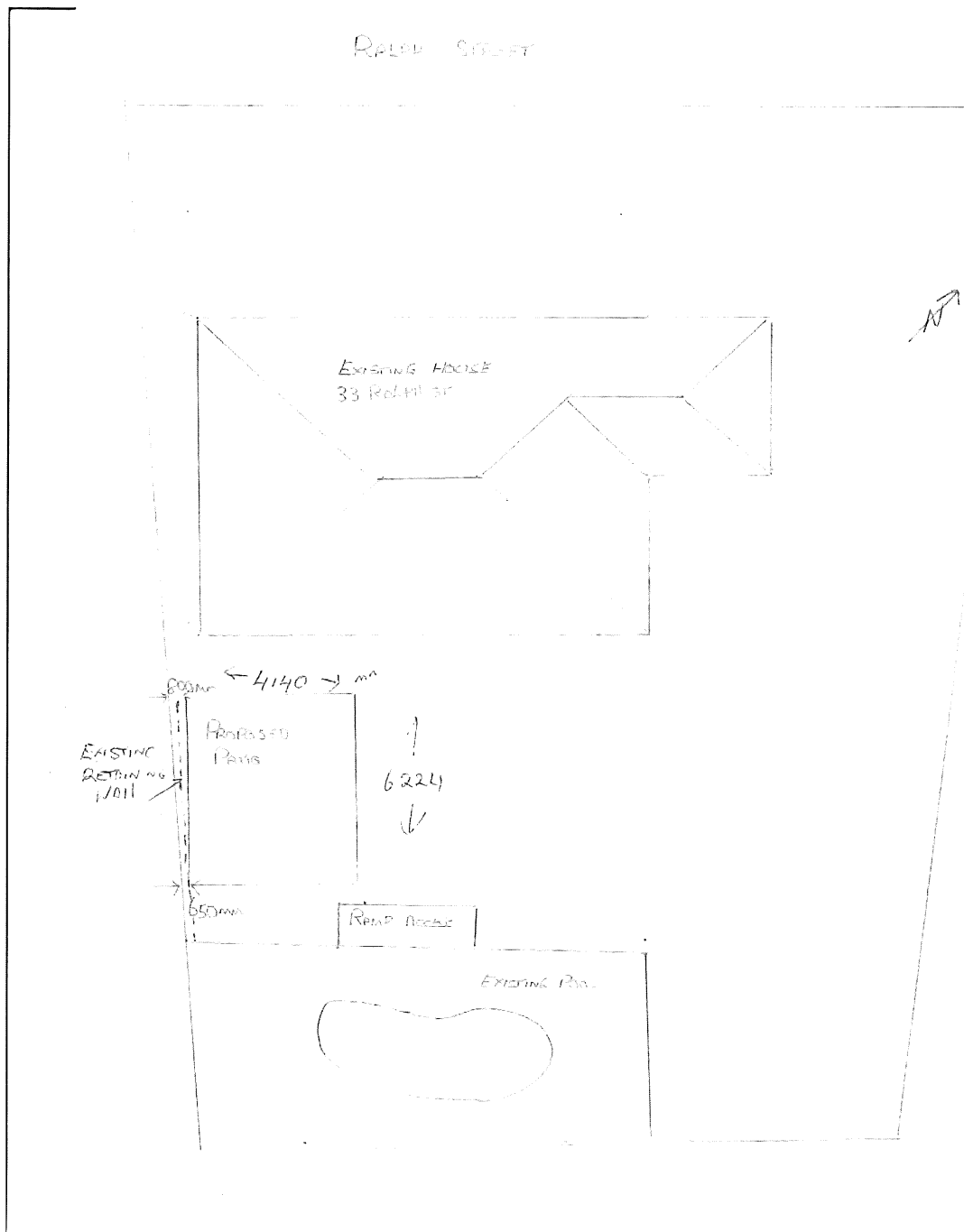
7. Viewing. We would like the people to be able to see us and the birds easily. We do not want them close enough to touch the birds unless we invite them to. We need a rough fence to keep little kids away. Perhaps a limestone wall positioned the same as the pine-pole fence we have at present?

~ ~ ~ ~ ~

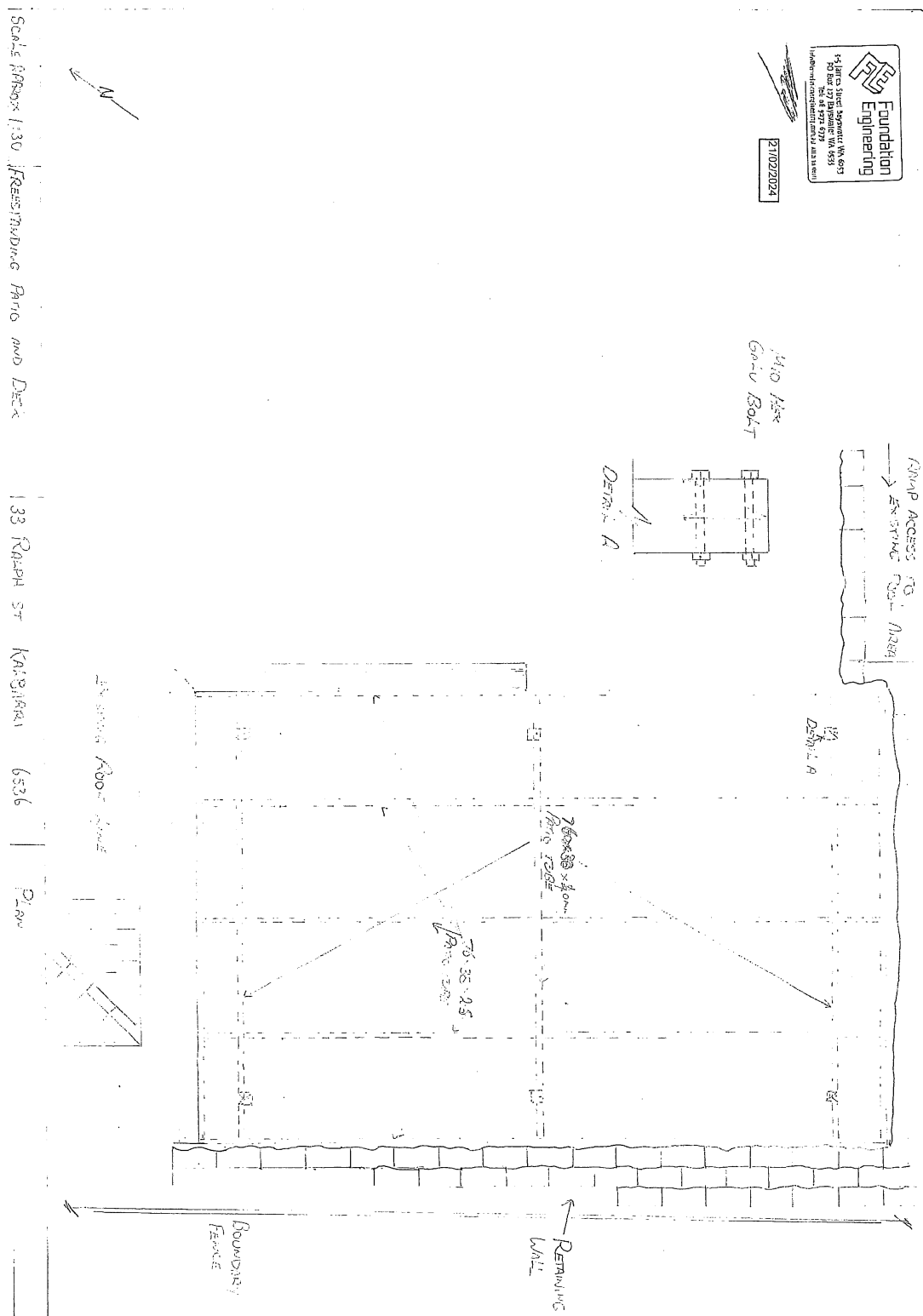
Submitted by Felicity Graham

2024-047	RUSSELL SMITH	LOT 755 (NO. 26) BATAVIA CIRCLE, KALBARRI	COMMERCIAL VEHICLE PARKING 'JETTY FISH TRUCK'	6 August 2024	**
2024-048	TREVOR MOOCHER	LOT 188 (NO. 93) JOHN STREET, NORTHAMPTON	COMMERCIAL VEHICLE PARKING TWO TRUCKS AND TWO TRAILERS	6 August 2024	**
2024-049	ANDREW DOTT	LOT 446 (NO. 14) RALPH STREET, KALBARRI	COMMERCIAL VEHICLE PARKING TAXI (13CAB) VEHICLE	6 August 2024	**
2024-050	SEAN GORMAN	LOT 911 (NO. 13) MAINWARING DRIVE, KALBARRI	GARAGE (R-CODE VARIATION)	6 August 2024	\$45,000
2024-051	AUSSIE SHEDS GROUP	LOT 64 (NO. 14) BROOKS STREET, NORTHAMPTON	OUTBUILDING (R-CODE VARIATION)	6 August 2024	\$6,500
2024-052	PR & LM CRAIG	LOT 75 (NO. 29) CHARTON LOOP, KALBARRI	ANCILLARY ACCOMMODATION	8 August 2024	\$100,000
2024-053	WILD OCEAN INDONESIAN CUISINE	LOT 103 (NO. 7) DARWINIA DRIVE, KALBARRI	COMMERCIAL VEHICLE PARKING AND STORAGE OF FOOD VAN	8 August 2024	**
2024-054	SHIRE OF NORTHAMPTON	LOT 7 (NO. 134) STEPHEN STREET, NORTHAMPTON	SINGLE DWELLING	12 August 2024	\$380,000
2024-055	MSA GROVE	LOT 103 (NO. 7) DARWINIA DRIVE, KALBARRI	COMMERCIAL VEHICLE PARKING OF FOOD VAN (WILD OCEAN INDONESIAN CUISINE)	12 August 2024	**
2024-056	GA BEVERIDGE	LOT 65 (NO. 21) FIFTH AVENUE, NORTHAMPTON	OUTBUILDING – HERITAGE LISTED BUILDING MI PLACE NO 121 (RESIDENCE)	16 August 2024	\$90,000
2024-057	ORIENTAL PROPERTIES HOLDINGS PTY LTD	LOT 204 WHITE CLIFFS ROAD, SANDY GULLY	ANNUAL RENEWAL – EXTRACTIVE INDUSTRY - SAND	20 August 2024	\$5,000
2024-058	GA BEVERIDGE	LOT 65 (NO. 21) FIFTH AVENUE, NORTHAMPTON	TEMPORARY PLACEMENT OF SHIPPING CONTAINER	20 August 2024	**
2024-061	SHIRE OF NORTHAMPTON	LOTS 23 & 24 (NO. 3 & 5) RAKE PLACE NORTHAMPTON	FENCE	30 August 2024	\$2,000
2024-062	K BAILEY & J GLASS	1482 SWAMP ROAD, YALLABATHARRA	ANNUAL RENEWAL – EXTRACTIVE INDUSTRY – SAND / GRAVEL	30 August 2024	

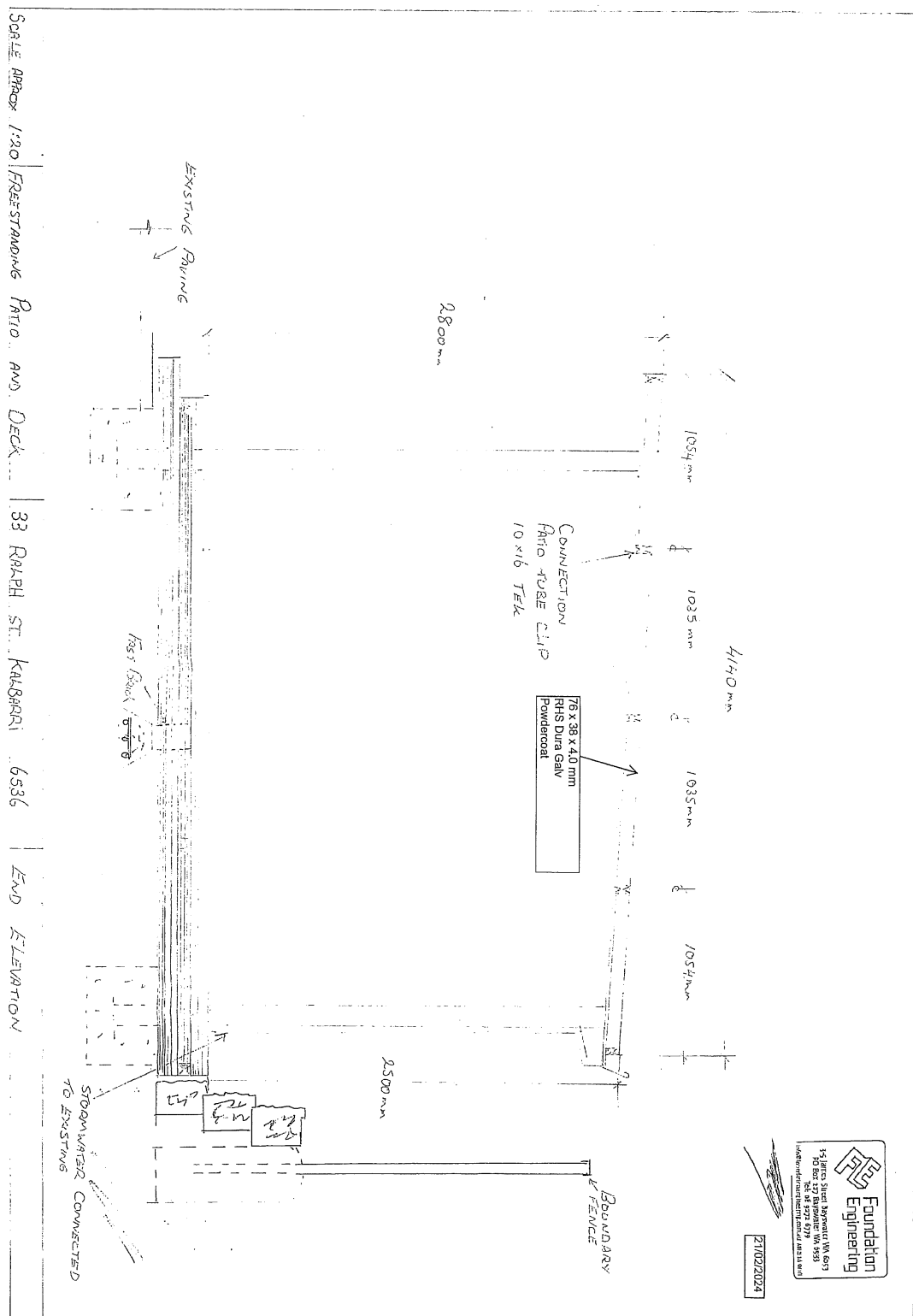
11 JUN 2024



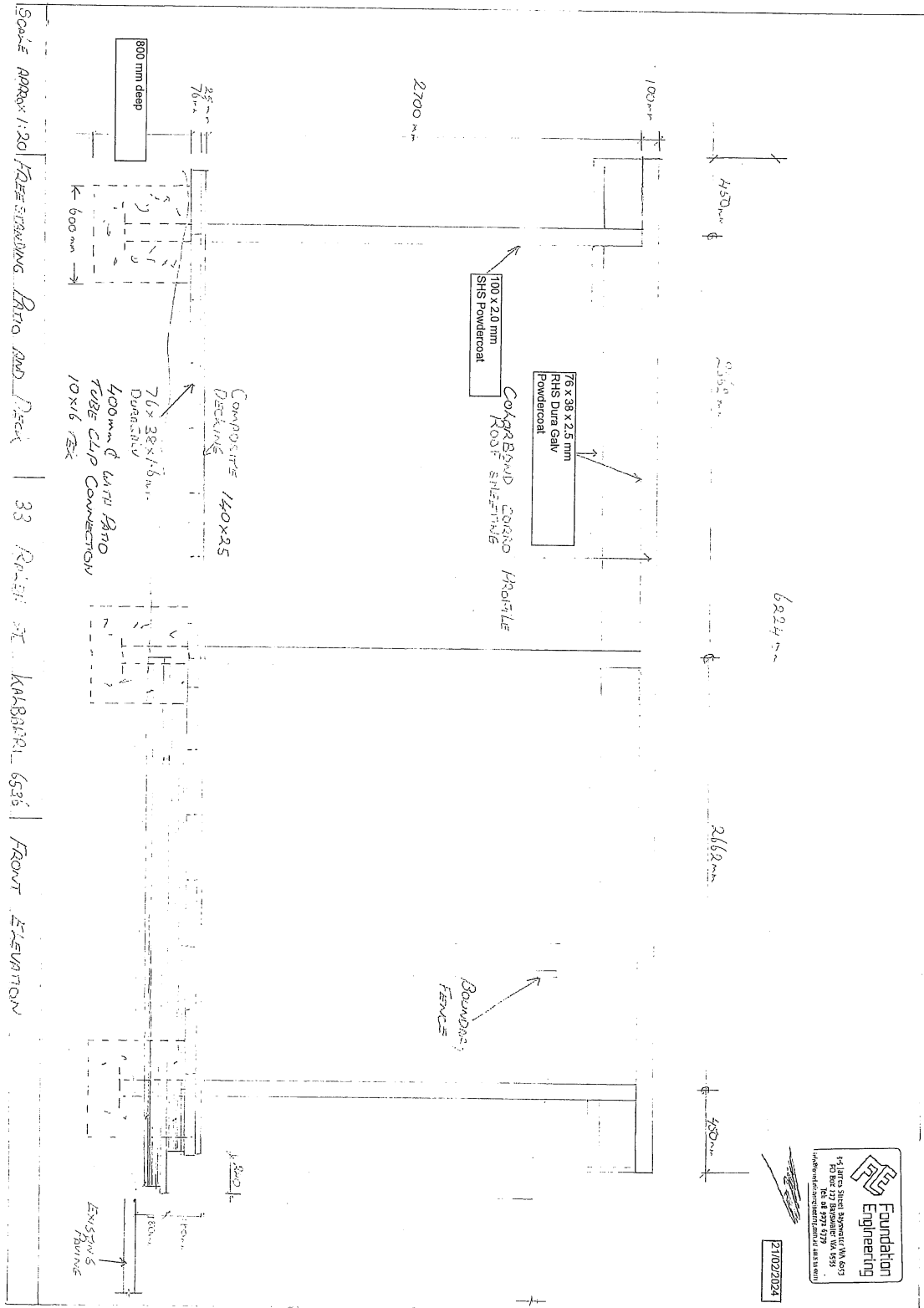
11 JUN 2024



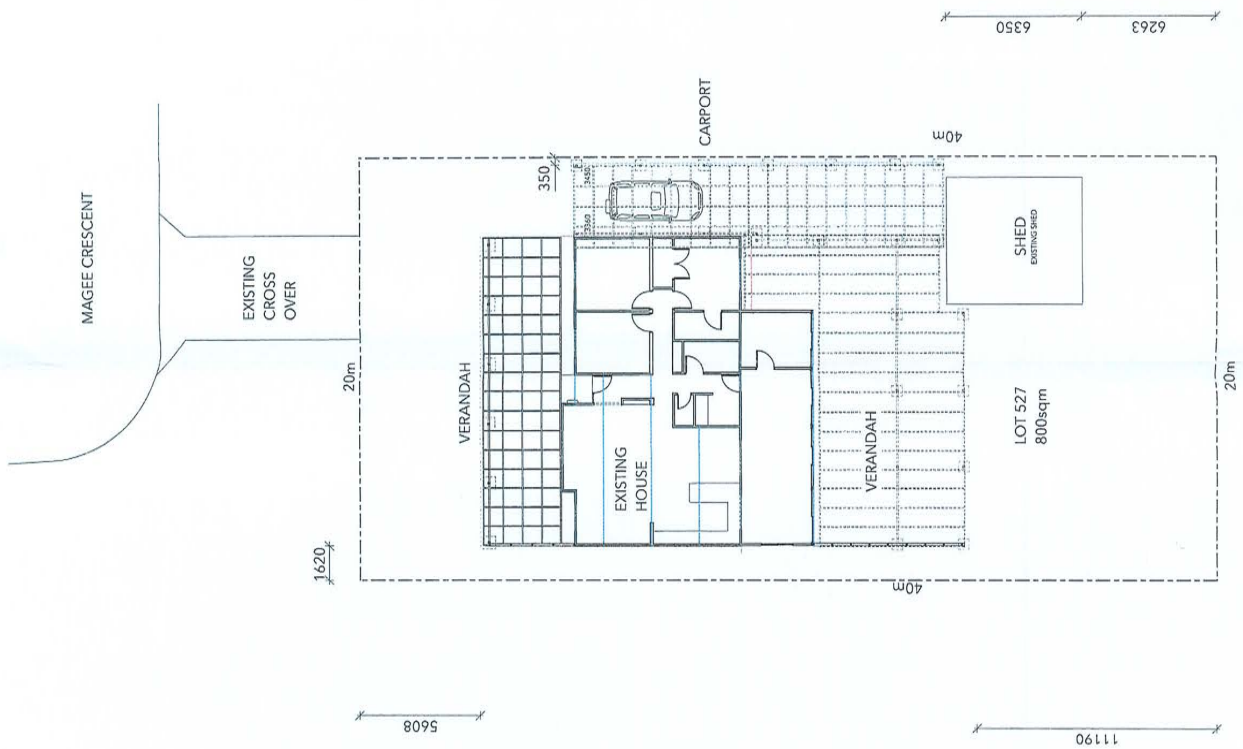
11 JUN 2024



11 JUN 2024



07 JUN 2024



NORTH POINT

NOTE DATE ISSUE
BP 28/5/24 4NOTE DATE REV
GENERAL 28/5/24 BDRAWING STATUS
BUILDING PERMITPROJECT NAME
38 MAGEE CRESCENT, KALBARRIPROJECT NUMBER
221105DRAWING NUMBER
A101CONTENT
PROPOSED SITE PLANSCALE
1:200 @ A3BY
S.G.SEAN GORMAN
0405 686 665

sg@magarchitects.com.au

07 JUN 2024

MAGEE CRESCENT

EXISTING
CROSS
OVER

1620

20m

5608

REPLACE / REPAIR / MAKE GOOD EXISTING
VERANDAH TO SE SPECIFICATIONREPLACE / REPAIR /
MAKE GOOD EXISTING
CARPORT TO SE
SPECIFICATIONEXISTING
HOUSE

40m

40m

LOT 527
800sqmEXISTING
SHED

6263 6350

20m



NORTH POINT

NOTE DATE ISSUE
BP 28/5/24 4NOTE DATE REV
GENERAL 28/5/24 BDRAWING STATUS
BUILDING PERMITPROJECT NAME
38 MAGEE CRESCENT, KALBARRIPROJECT NUMBER
221105DRAWING NUMBER
A100CONTENT
EXISTING / DEMOLITION SITE PLANSCALE
1:200 @ A3BY
[Signature]SEAN GORMAN
0408 486 465

sg@mogarchitects.com.au

07 JUN 2024

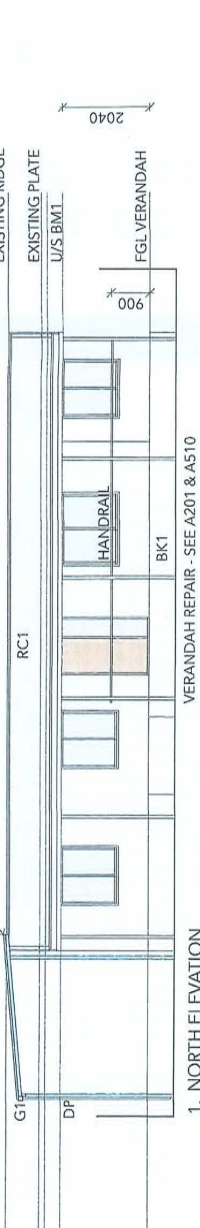
VERANDAH / CARPORT STRUCTURE LEGEND

C1	75 SHS COLUMN
C2	100 SHS COLUMN
BM1	100 PFC BEAM
BM2	75 EA BEAM
BM3	120x50 JARRAH BEAM
P1	75x50 RHS PURLIN
PF1	450x450x500 CONCRETE FOOTING
R1	75x50 RHS RAFTER
R2	120x50 JARRAH RAFTER
ST1	PRYDA STEEL COLUMN STIRRUP

FIXING: HEX SELF DRILLING "ROOF ZIPS" M5.5 - 11x50

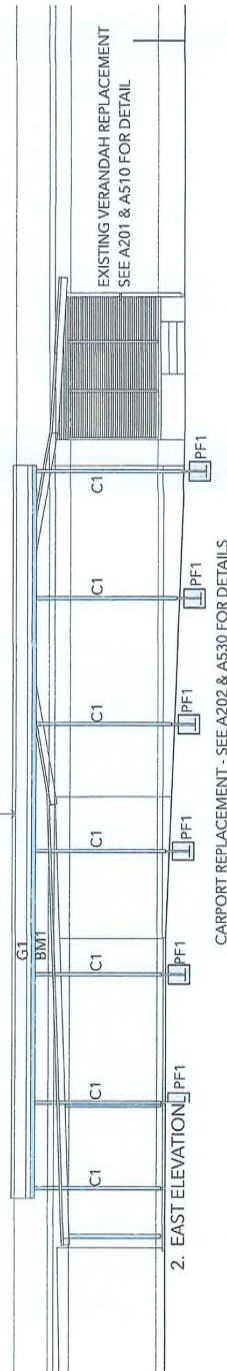
CARPORT REPLACEMENT - SEE A202 & A530

ZINCALUM FLASHING TO AS



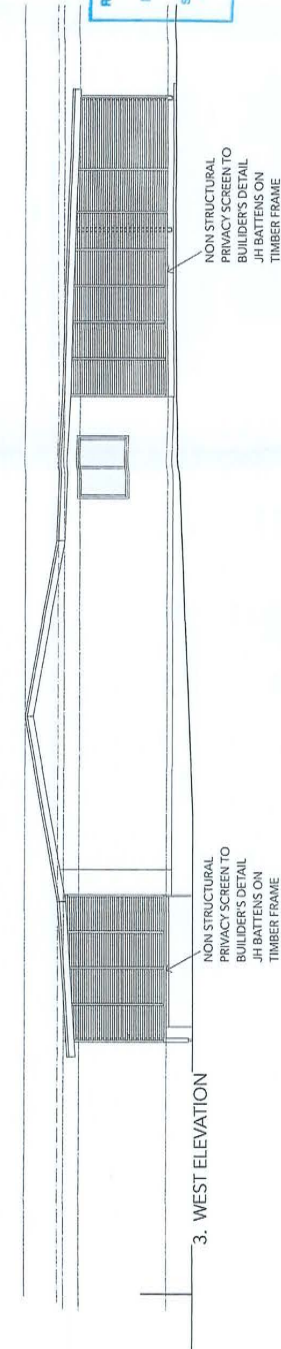
1. NORTH ELEVATION

RC1 on STEEL FRAME



2. EAST ELEVATION

CARPORT REPLACEMENT - SEE A202 & A530 FOR DETAILS



3. WEST ELEVATION

NON STRUCTURAL
PRIVACY SCREEN TO
BUILDER'S DETAIL
JH BATTENS ON
TIMBER FRAMENON STRUCTURAL
PRIVACY SCREEN TO
BUILDER'S DETAIL
JH BATTENS ON
TIMBER FRAMENOTES:

1. MAKE GOOD TO EXISTING ELECTRICAL, WIRING, FITTINGS AND FIXTURES - FULL CIRCUIT REWIRE.
2. INSPECT ALL ELECTRICAL SERVICES AND REPAIR AND UPGRADE TO BCA AND AUSTRALIAN STANDARDS.
3. REFER TO SPECIFICATION, BCA AND AUSTRALIAN STANDARDS IF ANY ASBESTOS IS DISCOVERED AND REQUIRES REMOVAL.
4. REFER TO STRUCTURAL ENGINEER'S DETAILS, SPECIFICATION AND DIRECTION FOR NEW ROOF, NEW CEILING, ROOF TIE DOWNS, FIXINGS, BRACINGS, STRUCTURAL MEMBER SIZES AND MAKING GOOD OF ALL EXISTING STRUCTURE.
5. REFER TO DRAWING A5 FOR STRUCTURAL ENGINEER'S DETAIL AND NOTES.
6. MAKE GOOD EXISTING STRUCTURE, FINISHES, SERVICES, FITTINGS, MATERIALS, EQUIPMENT, TRIMS AND ETC.
7. REPLACE TERMITE DAMAGED TIMBER AS DIRECTED BY THE STRUCTURAL ENGINEER.

SOIL CLASS A
WIND REGION CSTRUCTURAL ENGINEER SIGN
OFF FOR BUILDING PERMIT
CERTIFICATION OF DESIGN
COMPLIANCE.

NORTH POINT

NOTE DATE ISSUE
BP 28/5/24 4NOTE DATE REV
GENERAL 28/5/24 BDRAWING STATUS
BUILDING PERMITPROJECT NAME
38 MAGEE CRESCENT, KALBARRIPROJECT NUMBER
221105DRAWING NUMBER
A300CONTENT
ELEVATIONSSCALE
1:100 @ A3BY
S6SEAN GORMAN
DMS 486.645

sg@mag-architecture.com.au



07 JUN 2024
YDAH/CARPOT STRUCTURE LEGEND
C1 75 SHS COLUMN
C2 100 SHS COLUMN
BM1 100 PFC BEAM
BM2 75 EA BEAM
BM3 120x50 JARRAH BEAM
P1 75x50 RHS PURLIN
PF1 450x450x500 CONCRETE FOOTING
R1 75x50 RHS RAFTER
R2 120x50 JARRAH RAFTER
ST1 PRYDA STEEL COLUMN STIRRUP

SOIL CLASS A
WIND REGION C
STRUCTURAL ENGINEER SIGN
OFF FOR BUILDING PERMIT
CERTIFICATION OF DESIGN
COMPLIANCE



NOT FOR CONSTRUCTION

NORTH POINT



NOTE DATE ISSUE
BP 28/5/24 4

NOTE DATE REV
GENERAL 28/5/24 B

DRAWING STATUS
BUILDING PERMIT

PROJECT NAME
38 MAGEE CRESCENT, KALBARRI

PROJECT NUMBER
221105

DRAWING NUMBER
A202

CONTENT
CARPORT & VERANDAH REPAIR PLAN

SCALE
1:100 @ A3

BY
S

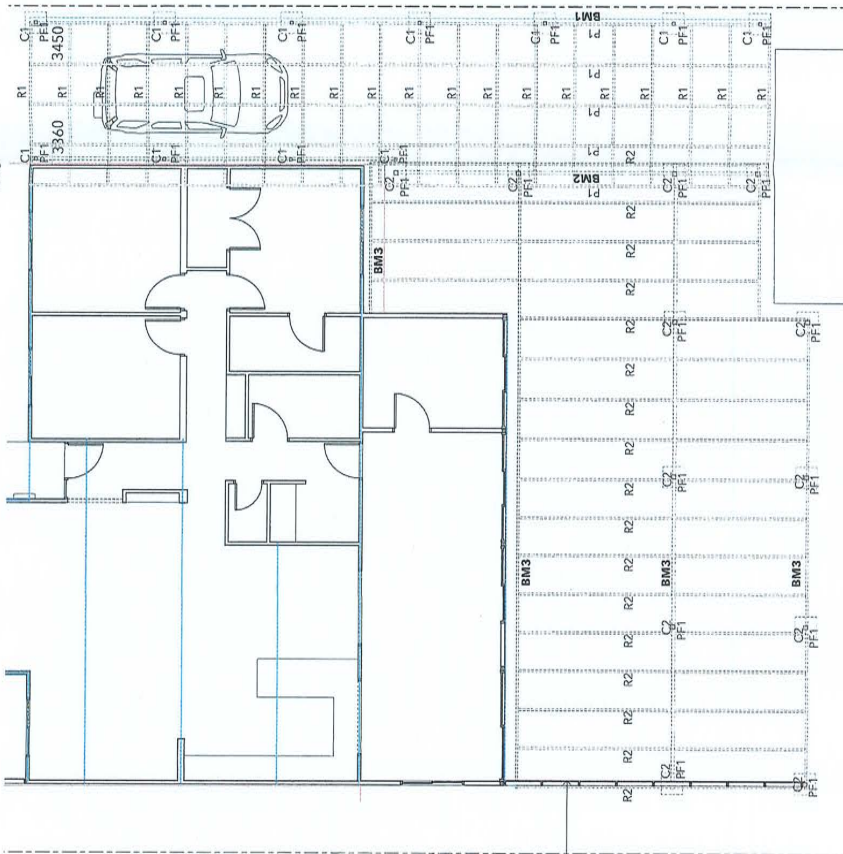
SEAN COOMAN
BMS 468 665

sg@mgarchitecture.com.au



3320 350
CHECK INSITU

3170 75
610



NON STRUCTURAL
PRIVACY SCREEN TO
BUILDER'S DETAIL
JH BATTENS ON
TIMBER FRAME

100 3590 100 3450 100 3550 100 3386 100
14476



Site coverage post Cyclone Seroja (2021)



Current site coverage (2024)

SHIRE OF NORTHAMPTON - BUILDING APPROVALS - AUGUST 2024						
Approval Date	App. No.	Owner	Builder	Property Address	Type of Building	Value
21/08/2024	24044	Raymond Casey	Owner Builder	60 (Lot 55) Mitchell Street, Herrocks	Replace ACM wall sheeting with fibre cement, extend eaves and roof, construct stud wall with window on verandah	\$ 5,500.00
15/08/2024	24048	Peter and Linda Craig	Next Revolution Building	75 (Lot 29) Charlton Loop, Kalbarri	Renovations to garage to extend garage and add verandah	\$ 150,000.00
21/08/2024	24049	Robin Simkin, Michael Drage, Simon Drage	Simon Drage	14 (Lot 64) Brook Street, Northampton	Construct steel-framed carport	\$ 6,500.00
21/08/2024	24050	Gavin Beveridge	Starstate Investments Pty Ltd	21 (Lot 65) Fifth Avenue, Northampton	Construct steel-framed shed	\$ 35,356.00
21/08/2024	24055	Charles Brown	Newwest Building Group	69 (Lot 20) Fifth Avenue, Northampton	Construct steel-framed shed	\$ 27,200.00
21/08/2024	24057	Emily and Chae Abbott	Frank Ryttenberg	4 (Lot 709) Adair Close, Kalbarri	Construct timber-framed ensuite for shed	\$ 18,000.00
7/08/2024	24058	IC and HM Ralph Holdings	Capricorn Blue Enterprises Pty Ltd T/A Wideglide Construction	17 (Lot 64) Daglish Crescent, Kalbarri	Construct steel-framed warehouse	\$ 190,000.00
21/08/2024	24060	Shire of Northampton	WBS Modular Pty Ltd T/A Booke Living Homes	134 (Lot 7) Stephen Street, Northampton	Construct three bedroom, steel-framed modular dwelling with porch and alfresco	\$ 380,000.00
28/08/2024	24063	Glenn and Joy Harger	Owner Builder	3318 (Lot 62) North West Coastal Highway, Kalbarri	Construct steel-framed shed	\$ 100,000.00

SHIRE OF NORTHAMPTON

ATTACHMENT 9.8.1 (1)

WORKS CREW BUDGET - PROGRAM AND PROGRESS REPORT (2024/2025)
(September 2024)

2024/2025 Budget Works	Job No	Status	Comments
<u>REGIONAL ROAD GROUP PROJECTS - 150300</u>			
Binnu East Road Floodways SLK 1	RR??		plus RRG Funding \$301,692 for both floodways
Binnu East Road Floodways SLK 3	RR??		plus RRG Funding \$301,692 for both floodways
<u>ROADS TO RECOVERY - 152100</u>			
Balla Whellarra Road			
Northampton - Fifth Street Install Stormwater	R345		Survey and Design with Consultants
<u>LR GRANT - 152140</u>			
Little Bay Road Construct Road to Little Bay	R440		c/f \$743,100 LCRI funded reduced due to shortening project Clearing Permit request submitted Land Tenure, cadastral survey and native title study included as part of clearing permit application.
Binnu East Road reseal	R442		LCRI funded - funding source change to offset deficit in front of new Elders Building
Northampton- Hampton Road			
<u>MUNICIPAL FUND CONSTRUCTION - 150600</u>			
Carried Over from 2023/2024			
<u>Kalbarri</u>			
Karina Mews Reseal and replace concrete kerbing	R982		Reseal and replace kerbing
<u>Northampton</u>			
Gwalla & Brooks Street Install of drainage c/f 21/22	R326		c/f \$63,995 install drainage, works not completed 21/22 22/23
Cont.			

2024/2025 Budget Works	Job No	Status	Comments
<u>MUNICIPAL FUND CONSTRUCTION - 150600</u> New Projects <u>Northampton</u> Robinson Street Surface Correction - 2 sections and kerbing Fifth Street (Council Contribution) Install Stormwater Northampton Uplighting of flag poles <u>Kalbarri</u> Anchorage Lane Engineering Works - Investigate and Design Maver Street Glass Street <u>Rural</u> Coolacalaya Road Survey Road Reserve Binnu East Road Floodways SLK 1 Binnu East Road Floodways SLK 3	R338		c/f \$10,880 Surface correction & kerb replacement
	R345		Survey and Design with Consultants c/f \$187,191. Plus R2R funding \$133,983 So flags can be flown 24 hours per day.
	R348		Engineering Works - investigate and design (drainage) Install Kerb CBP Full Service 2200m2
	R335		c/f \$35,000 Shire Contribution Shire Contribution
Cont.			

2024/2025 Budget Works	Job No	Status	Comments
<u>MUNICIPAL FOOTPATHS - 150900</u>			
Carried Over from 2023/2024			
Northampton - Stephen Street Replace DUP from NWCH to West Street	F702		
Kalbarri - Grey Street Replace DUP at front of Allen Centre	F707		Works Commenced
Kalbarri - Red Bluff entrance to ECO Flora	F716		c/f \$127,810 (MRD funding \$95,599 Sire \$95,599) Additional funding required \$31,694 Shire and MRD each.
<u>MUNICIPAL FOOTPATHS - 150900</u>			
New Projects			
Kalbarri - Malaluca Pathway Maintenance of existing	08 T379		
OTHER WORKS - MISC.			
Establish Drainage easements Essex to John Street Northampton			
Line Marking			
Porter St South maintain vegetation			
Stephan Street Depot Tree and Plant Nursery			Strategic Asset Reserve as per Council decision
Kalbarri Airport Tidedowns			Current \$7,500
Kalbarri Airport Extra Runways Sweeping/ Slashing			Review is suggested, instead of fire hydrants - utilise c/f
Port Gregory Water Supply Review			
Cont.			

2024/2025 Budget Works		Job No	Status	Comments
<u>OTHER WORKS - Depots/Foreshores/Ovals/Parks/Gardens/Cemeteries etc</u>				
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 commentary box south to prevent moisture				
Northampton - Cemetery Install new niche wall under existing shelter		H001		Works Commenced
Northampton - Lions Park Install 3 x stone wall seating		F012		Works Commenced
Northampton - Main Street Heritage bin surrounds Supply heritage style bin surrounds				
Northampton Entry Statement Plants				
Northampton Entry Statement Solar Lighting				
Northampton Entry Signage Replacement				
Poppet Head re-oil, bolt tighten				New request (CEO) - Existing signage in very poor condition on NWCH/ Hampton Road (Shire Boundries)
Bore 83 Pipeline redirect from private property				Caravan park verge
New Plants				Behind John Street Northampton (Casley property)
				Northampton Office, Lions, Hampton gardens, NCC, Gen Gardens, Northampton Cemetery, Edna Bandy Centre
Cont.				

2024/2025 Budget Works	Job No	Status	Comments
Kalbarri - Foreshore grass removal Cut down grass height along DUP area/s			
Kalbarri - Foreshore shelter Install Foreshore shelter.			
Kalbarri Oval Vermin Fencing			
Kalbarri/ Verticut/topdress/fertiliser			
Horrocks - Foreshore grass removal Cut down grass height along DUP area/s			LCCI funded - Funding Source change to offset deficit
Horrocks - Foreshore water supply holding tank Remove existing and place new			LCCI funded - Funding Source change to offset deficit
Horrocks water tank monitoring system Water system upgrade	3664		
Horrocks - Install shower Install shower at top of Jetty boardwalk			
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	99 5414		
Port Gregory Water Monitoring System			Water System upgrade
Cont.			

2024/2025 Budget Works		Job No	Status	Comments
Port Gregory Tip Site Install cover over 'Oil Reciprical'				
<u>PLANT ITEMS - Major</u>				
Northampton - New Truck (Construction)		4214/99		Pending Plant Review
Purchase new - trade/sell existing P217 Mitsi				
Northampton - New Truck Trailer (Construction)		4214/99		Pending Plant Review
Purchase new - trade/sell existing P218 Trailer				
Tip Truck (Rubbish Truck Kalb)				New \$130,000 less sell P273 \$20,000 (net figure)
Mower Front Deck (ride on mower Kalb)				Net Figure
Ute (Manager Parks & Gardens) (Ex EMCS)				New \$55,000 less sell P306 \$30,000
2wd Ute Northampton				New \$45,000 less sell P294 \$5,000
4WD Ute (Northampton Ranger) replacement				Existing vehicle repurposed to Horrocks
Cont.				
2024/2025 Budget Works		Job No	Status	Comments
<u>PLANT ITEMS - Minor/Other/Sundry tools</u>				
Northampton Depot 30 KVA Genset/ electrical Fit out				Portable generator to service multiple locations if required.
Multi-use Trailer				Multi-use Trailer - Generator mobility and other uses
CAT Backhoe mesh guards (front & rear)				Safety measure
Confined Space Equipment Blackwoods Quote				c/f \$9,200
Northampton Maint Truck - Small fridge		7362/02		
Trailer 8x5 Northampton Depot				New Trailer - name change
Alcohol and Drug Test Equipment				New request (CEO)
131NR - EMWTS Ranger - Dual Battery Installation				
131NR - EMWTS Ranger Dashcam				
Whipsnips (Nton & Hks)				Supported for storm water damage events
Cont.				

2024/2025 Budget Works	Job No	Status	Comments
Stihl Mower (elect) (Nton Garden) Small Plate Compactor (depot) Extendable Chainsaw (depot) Post hole Auger bit Receiptrical Saw Milwalki combo (Mtce truck) Laser Level (depot) Back Pack Sprayer Portable Toilet and Transport Trailer for Portable Toilet GPS Terra Trip LH Mtce Vehicle P322 <u>Kalbarri</u> Whip snip Chain Saw Hedger Backpack Sprayer Milwalki Combo Depot 2bundd Pallet/ Cupboard High Pressure Cleaner Bin Truck			

No	Name	Summary of Background Provided
1.	Cheryl Eley Kalbarri Resident	<ul style="list-style-type: none"> • Long Term Resident and Ratepayer (30 years). • Has a history of community involvement as President of Offshore and Angling Club for 25 years and have Kalbarri's Interests at heart. • Is a real estate agent in Kalbarri (25 years as deals with a lot of the community. • Does not put hand up lightly and believes they can bring knowledge & experience to the table.
2.	Glen Bangay Kalbarri Resident	<ul style="list-style-type: none"> • Significant (30 yrs) local government knowledge as a Building Surveyor and Environmental Health Officer. • 20 years of in private enterprise in earthmoving, civil construction. • Started first limestone manufacturing plant in Mandurah and construction of many limestone block retaining walls on the Port Mandurah and Busselton Canals. • Owned and operated a charter fishing venture in Broome offering fishing and holiday charters. • Lived and worked in Kalbarri for 15yrs, well known and can relate to all sections of the community and in previous role with the Shire was accessible to everyone. • Lived in many tourist orientated areas and am aware of the needs of tourism are, but respectful of that the locals also need and expect. • They are confident can add constructive, open minded input into the Redevelopment Committee.
3.	Phil Crogan Kalbarri Resident and Small Business Owner	<ul style="list-style-type: none"> • Has owned property in Kalbarri since 2006. • Was a prior regular visitor with family to Kalbarri every year every since they can remember. • Passionate about Kalbarri and its unique environment. • Would love to help in the provision of appropriate facilities along the foreshore to provide safe and positive experiences for visitors and local alike. • Believes their experience as a local builder for the last 10 years and involvement in several community groups and will provide a valuable perspective to the committee.



KALBARRI FORESHORE REDEVELOPMENT ADVISORY COMMITTEE TERMS OF REFERENCE

Status:	<u>Advisory Committee</u>
Members:	<u>Voting</u> Shire President 3 Councillors Nanda Peoples Kalbarri Development Association. Kalbarri Visitors Centre 3 Community Representatives (Total 10)
Quorum:	At least 6
Term of Appointment:	Until 18 October 2025
Officer Responsible:	Executive Manager Community, Development & Regulation
Meetings:	As Required
Reporting:	Direct to Council
Meeting Requirements:	Nil
Delegated Powers:	Nil

FUNCTIONS OF COMMITTEE

1. To assist Shire Officers in the refinement and detailed designs for conceptual elements contained within the Kalbarri Foreshore Masterplan as prepared by the Mid-West Development Commission and Tourism Western Australia;
2. To assist in the identification of priorities in respect of the Foreshore Redevelopment;
3. Make recommendations to Council on potential developments and commercial opportunities not identified within the Kalbarri Foreshore Masterplan;
4. Assist co-ordination of community participation in public consultation processes; and
5. Communicate and inform the member organisations and local community about the proposed project, its elements and timeframes for work.

MEMBERS 20 June 2024

Cr Liz Sudlow	Councillor (Chair)
Cr R Horstman	Councillor
Cr Richard Burges	Councillor
Cr Trevor Gibb	Councillor
CR Des Pike	Councillor (Proxy)
TBC	Nanda Representative
TBC	Nanda Representative (Proxy)
Lauren Sweetman	Kalbarri Development Association
Merrilyn Eastland	Kalbarri Development Association (Proxy)
TBC	Kalbarri Visitors Centre
TBC	Kalbarri Visitors Centre (Proxy)
Cheryl Eley	Community Representative
Glen Bangay	Community Representative
Phil Crogan	Community Representative
Brian Robinson	Executive Manager of Community, Development & Regulation (Non-Voting)
As available	Other Shire Officers as required (Non-Voting)
Adam Murszewski	Mid West Development Commission (Non-Voting)
Nicole Nelson	Tourism Western Australia (Non-Voting)

Register of Delegations, Authorisations and Appointments



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

Shire of Northampton Register of Delegations, Authorisations and Appointments

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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

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	<i>Local Government Act 1995</i> <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:	<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
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	<i>Local Government Act 1995</i> <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	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

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 Treasury 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	<i>Local Government Act 1995</i> <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:	<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 & 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	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • Part 3, Division 3, Subdivision 3 • Section 3.58- Disposing of property <i>Local Government (Functions and General) Regulation 1996</i> <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 2017 • 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	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> <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:	<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 Works and Services
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Part 9 , Division 2 – Enforcement and Legal Proceedings <i>Local Government (Uniform Local Provisions) Regulations 1996</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

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:	<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:	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	<i>Local Government (Functions and General) Regulations 1996:</i> Shire of Northampton Policies: <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	<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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. <i>Caravan Parks and Camping Grounds Act 1995</i>; <i>Cat Act 2011</i>; <i>Cemeteries Act 1986</i>; <i>Control of Vehicles (Off-road Areas) Act 1978</i>; <i>Dog Act 1976</i>; Graffiti Vandalism Act 2016 – refer s.15; and any other legislation prescribed for the purposes of s.9.10 of the <i>Local Government Act 1995</i>. 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].
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>Prohibitions 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	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 3.34(2)- Entry in an Emergency
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.
Delegated to:	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
Conditions on Delegation	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: <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	<i>Local Government Act 1995</i> <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	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 [s5.94(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 [s5.95(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.5.94(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.5.96)</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	<i>Building Act 2011</i> <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:	<i>Building Act 2011</i> <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:	<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 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 noncompliance 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	<i>Building Act 2011</i> <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	<i>Building Regulations 2012</i> <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:	<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

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	<i>Graffiti Vandalism Act 2016</i> <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:	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • Section 16- Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • Section 17- Delegation by CEO of local government
Sub Delegated to:	Executive Manager Community, Development and Regulation Executive Manager Works and Services Northampton Leading Hand Construction Northampton Leading Hand Maintenance Kalbarri Leading Hand Rangers
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • Part 9, Section 9.6 – dealing with an objection <i>Local Government (Functions & General) Regulations 1996</i> Shire of Northampton Local Laws
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 – *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
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	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:	<i>Bush Fires Act 1954</i>
Delegated to:	<ul style="list-style-type: none"> • Section 48- Delegation by local governments <p>Shire President Chief Executive Officer Chief Bush Fire Control Officer</p>
Statutory Power to Sub-Delegate:	<i>Bush Fires Act 1954</i>
Sub Delegated to:	<ul style="list-style-type: none"> • Section 48(3) -Delegation by local governments does not include the power to sub delegate. <p>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.</p>
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: <ul style="list-style-type: none"> clearing of firebreaks as determined necessary and specified in the notice; and 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 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
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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 person operating a bee smoker device during a prescribed period [r.39CA(5)]. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. a person using explosives [r.39D(2)]. 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:	<i>Bush Fires Act 1954</i>
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> <i>Bush Fires 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

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	<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

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"> Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and 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"> 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	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 38 - Local Government may appoint bush fire control officer
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

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:	<p>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:</p> <p>Executive Manager Community, Development & Regulation Rangers</p>
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	<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 – *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	<i>Planning and Development Act 2005</i> <ul style="list-style-type: none"> Section 214(2), (3) and (5) - Illegal development, responsible authority's powers as to
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 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	<i>Planning and Development Act 2005</i> <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"> 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"> Uses other than 'P' or 'D'; More than \$2 million dollars in value; More than 5 dwellings; Lot boundary adjustments where minimum lot sizes are not met; Development on reserves if inconsistent with the purpose of that reserve; Variations of Council planning policy where NOT permitted by that planning policy. Applications not to be determined under delegated authority: <ol style="list-style-type: none"> Refusal where discretionary; Land use or development proposed, classed as "A" on zoning tables unless: <ol style="list-style-type: none"> Only a minor expansion; or Holiday/low-impact tourist accommodation where no objection has been received and is consistent with the Scheme and any applicable Policy. 'Use Not Listed' in the Scheme Zoning Tables; Approval period greater than 2 years; Retrospective approval of an existing unauthorised development; Extension or change to a non-conforming use; or Where "cash in lieu of car parking" is sought under the Scheme. 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"> Where a material objection to the proposal has been received. Variations to car parking requirements are required for the development to proceed. Refusals for non-permitted use other than where listed as an 'X' land use in the Scheme zoning tables. Discretionary decisions under the Residential Design Codes of WA can be determined where:
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	<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>
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	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 46A), 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 Chittering 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 Dunderdin Shire of Dalwallinu Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/Weir Kimberley Shire of Donnybrook-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 Kalbarrie-Boulder Shire of Kalbarrie 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 Rockbourne
 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 Wickiepin
 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 TERENCE REDMAN MLA
 MINISTER FOR LANDS

2nd day of June 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> • Section 26 - powers of local government
Statutory Power to Authorise	<i>Health (Miscellaneous Provisions) Act 1911</i> • 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: • 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	<i>Food Act 2008</i> <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	<i>Food Act 2008</i> <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	<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

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	<p>The appointment for the issuing of Infringement Notices is granted to:</p> <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

This appendix reflects those changes made to this register during the course of the year and at the time of the annual review of the register.

Shire of Northampton Register of Delegations, Authorisations and Appointments

5.3 CAMPING FOR ABORIGINAL CULTURAL PURPOSES
Policy reviewed by Council 17 June 2022

It is the policy of Council that where the use of a reserve/land that is under the control/management and or ownership of the Shire of Northampton, by Aboriginal people for customary/cultural purposes, being: “preparing or consuming food customarily eaten by Aboriginal people, preparing or using medicine customarily used by Aboriginal people, engaging in artistic ceremonial or other cultural activities undertaken by Aboriginal people or other activities incidental to those purposes” and that use requires overnight camping then that use is approved subject to:

1. 24 hours notice of that activity being provided to the CEO and/or the Lucky Bay Camping area caretaker.
2. All rules and regulations relating to the area are adhered to.
3. Use is to be in accordance with all current Council Local Laws; and
4. That the payment of the current camping fee applying to such areas is exempt.
5. That the policy shall apply for up to 30 persons, with any event that shall have a number greater than 30 persons requiring Council approval.

10.2 COMMUNITY BUS
Policy reviewed by Council 17 June 2022

Council adopts the following policy in relation to the use of the Community Bus:

(a) A \$200 bond is to be charged to every hirer of the Community Bus unless this policy states otherwise:

(i) All groups who regularly hire the bus can pay a bond of \$200 at the beginning of their season to be reimbursed at the end of their season.

(b) A formal list of dishonored debtors is to be formulated with Council to refuse hire to those individual organisations.

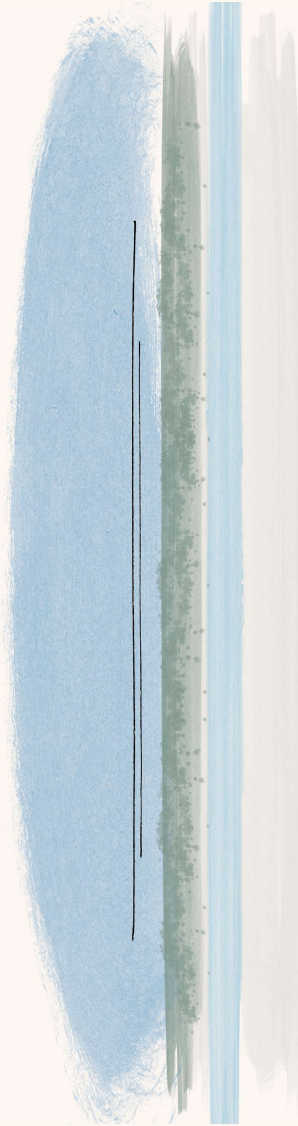
(c) If the hire occurs concurrently on a weekend and the bus is not provided to the second hirer in a suitable condition, then the Shire is to be notified immediately.

(d) Council's decision on cleanliness of the bus upon return is final.

Further to the above policy, Council adopted a set of rules for the operation of the bus which are given to all users prior to hire.

Where both community buses are to be hired by seniors or school/youth groups based in either towns of the Shire, then the cost to transport a community bus to and from that town from its normal base to allow commencement of the bus use, to be at the cost of the Council.

murchison river front shade structures
marina playground and pelican feeding areas



concept design

sean gorman anna harford
sg@msgarchitecture.com.au ah@love-shack.com.au
0405 486 665 0488 125 113

issue 30/01/2024

shade structures reference projects



shack in the rocks | sean godsell architects
a low profile, thin and minimal structure lessens the visual impact on the horizon, maintaining views of the landscape



leighton beach facilities | bernard seeber architects
timber battens on steel structure provides a robust materiality for coastal conditions



shark bay shade structures
timber batten shade structures in shark bay protect from the sun whilst allowing air flow and rising hot air to escape

sg & ah





NORTH POINT



NOTE DATE 30/1/24
CLIENT 30/1/24

NOTE DATE 30/1/24
GENERAL 30/1/24

DRAWING STATUS
PRELIMINARY

PROJECT NAME
PELICAN FEEDING AREA

PROJECT NUMBER
230426

DRAWING NUMBER
A100

CONTENT
SITE PLAN

SCALE
1:500 @ A3

BY
SEAN GORMAN

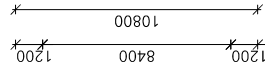
0405 486 665
sg@magarchitecture.com.au

9.4.2(A)



Legend

- c chs steel column
- f timber bollard pelican fence
- fn bench seat and table outdoor furniture
- pv1 insitu concrete paving - broom finish
- pv2 selected paving / decking
- s steel ring skylight
- t timber clad steel truss
- ts timber stump seats
- w rammed earth wall



NORTH POINT



NOTE DATE ISSUE
CLIENT 30/1/24 3

NOTE DATE REV
GENERAL 30/1/24 A

DRAWING STATUS
PRELIMINARY

PROJECT NAME
PELICAN FEEDING AREA

PROJECT NUMBER
230426

DRAWING NUMBER
A200

CONTENT
GROUND FLOOR PLAN

SCALE
1:200 @ A3

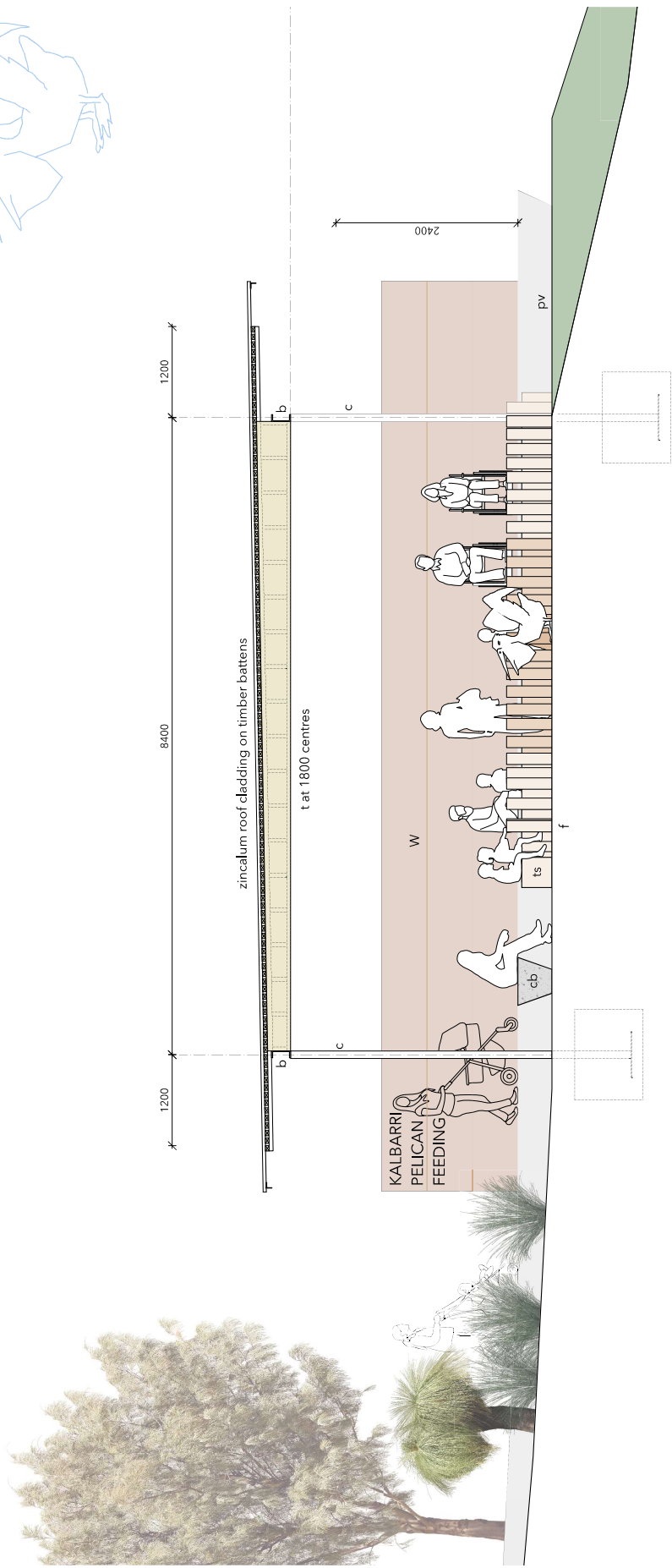
BY
S G

SEAN GORMAN
0405 486 665
sg@mgarchitect.com.au

NOTES:

1. rammed earth provides shelter from the strong prevailing winds and displays history, sponsors, information, Nanda heritage, etc.
2. DDA compliant footpath access from DDA parking space
3. timber stump pelican barrier / seating
4. timber battens / draped light to roof over pelican feeding area
5. bench seat
6. raised concrete plinth to allow wheelchair viewing and clear views over people on seating below





- Legend**
- b p/c steel beam
 - c chs steel column
 - cb concrete bench seat
 - f steel chainmesh low fence with planting
 - fn bench seat and table outdoor furniture
 - pv insitu concrete paving - broom finish
 - t timber clad steel truss
 - ts timber stump seats
 - w rammed earth wall

CLIENT 30/1/24 3
NOTE DATE REV
GENERAL 30/1/24 A
DRAWING STATUS
PRELIMINARY
PROJECT NAME
PELICAN FEEDING AREA
PROJECT NUMBER
230426
DRAWING NUMBER
A400
CONTENT
SECTION S5
SCALE
1:50 @ A3
BY
S G
SEAN GORMAN
0405 486 665
sg@mgarchitecture.com.au



pelican feeding south arrival view

rammed earth wall provides wind shelter

new endemic species planting softens the new structure, provides additional shade and attracts birds and bugs

sg & ah

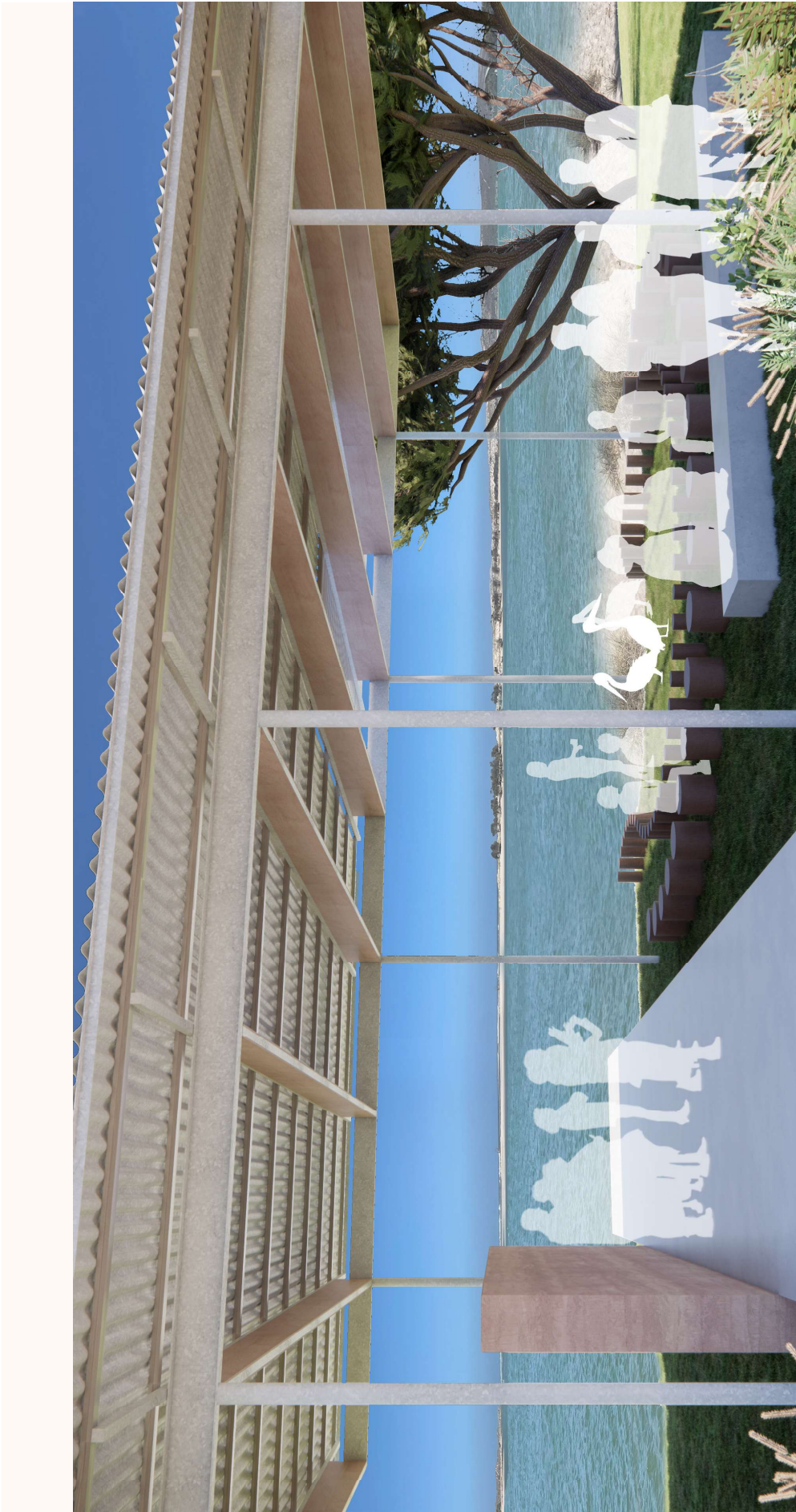




pelican feeding view from pellys cafe

thin, elegant roof and column spacing reduces obstruction of view and frames the landscape and ocean beyond

sg & ah



pelican feeding internal view

- rammed earth provides shelter from the strong prevailing winds and displays history, sponsors, information, Nanda heritage, etc.
- raised concrete plinth and tiered seating to improve viewing
- timber stumps define the pelican feeding area, soften the materiality and provides a visually pleasing counterpoint to the rectilinear shade structure
- timber cladding to steel trusses softens the steel structure and provides warmth, colour and texture

sg & ah



Kalbarri. 6536

9th March 2024

Shire of Northampton,
PO Box 61,
Northampton. 6532

Dear Sirs,

Pelican Shade Sail – Kalbarri

We are in agreement with the concept design for the permanent shade sail to be placed over the Pelican Feeding area on Grey Street.

There may be some alterations with the seating arrangement which I am sure can be discussed when there is a final drawing, but just to get things going – it's a YES.

Yours sincerely,

Felicity Graham
for and on behalf of Kalbarri Pelican Feeders



KALBARRI FORESHORE REDEVELOPMENT ADVISORY COMMITTEE TERMS OF REFERENCE

Status:	<u>Advisory Committee</u>
Members:	<u>Voting</u> Shire President 3 Councillors Nanda Peoples Kalbarri Development Association. Kalbarri Visitors Centre 2 Community Representatives (Total 9)
Quorum:	At least 5
Term of Appointment:	Until 18 October 2025
Officer Responsible:	Executive Manager Community, Development & Regulation
Meetings:	As Required
Reporting:	Direct to Council
Meeting Requirements:	Nil
Delegated Powers:	Nil

FUNCTIONS OF COMMITTEE

1. To assist Shire Officers in the refinement and detailed designs for conceptual elements contained within the Kalbarri Foreshore Masterplan as prepared by the Mid-West Development Commission and Tourism Western Australia;
2. To assist in the identification of priorities in respect of the Foreshore Redevelopment;
3. Make recommendations to Council on potential developments and commercial opportunities not identified within the Kalbarri Foreshore Masterplan;
4. Assist co-ordination of community participation in public consultation processes; and
5. Communicate and inform the member organisations and local community about the proposed project, its elements and timeframes for work.

MEMBERS 20 June 2024

Cr Liz Sudlow	Councillor (Chair)
Cr R Horstman	Councillor
Cr Richard Burges	Councillor
Cr Trevor Gibb	Councillor
CR Des Pike	Councillor (Proxy)
TBC	Nanda Representative
TBC	Nanda Representative (Proxy)
TBC	Kalbarri Development Association
TBC	Kalbarri Development Association (Proxy)
TBC	Kalbarri Visitors Centre
TBC	Kalbarri Visitors Centre (Proxy)
TBC	Community Representative
TBC	Community Representative
Brian Robinson	Executive Manager of Community, Development & Regulation (Non-Voting)
TBC	Other Shire Officers as required (Non-Voting)
TBC	Mid West Development Commission (Non-Voting)
TBC	Tourism Western Australia (Non-Voting)