



# **Instrument of Delegation Register**

## **Powers and Duties of the Council Delegated to the Chief Executive Officer**

**2010/2011**

**Presentation to Council at the Ordinary Council Meeting  
18 March 2010**

**Notice to Officers**

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**TABLE OF CONTENTS**

Activities Requiring Approval .....	5
Bank Guarantees and Performance Bonds .....	7
Breach of the Food Act 2008, Issuing an Infringement Notice .....	9
Breach of the Food Act 2008, Prosecution for .....	11
Breach of the Food Act 2008, Withdrawal of Infringement Notice.....	13
Broome Recreation and Aquatic Centre – Trading hours, Extension of.....	15
Broome Recreation and Aquatic Centre Kiosk/Bar – Special Event access ...	17
Broome Street Number Markers .....	19
Building Licences, Refund of Building Licence Fees.....	21
Buildings, Dangerous.....	23
Buildings, Licences .....	25
Camping, Approval for up to 12 months During the Construction of a Dwelling .....	27
Cape Leveque Road, Wet Season Closure and Load Limits .....	29
Caravan Parks, Registration .....	31
Certificates of Classification .....	33
Condom Trees .....	35
Council Chambers .....	37
Demolition Licenses .....	39
Development Applications, Approval .....	41
Development Applications, Exercise of Discretion over Site and Development Controls .....	43
Development Applications, Extension of Non-Conforming Use .....	45
Development Applications, Refusal .....	47
Development Applications, Residential Design Codes and Performance Criteria .....	49
Development in Accordance with Approved Development Plans .....	51
Disposal and Acquisition of Assets (Other than Land) .....	53
DELETE Eating House/Meat Premises.....	55
Events in Public Places other than Roads and Hired Venues.....	57
Events on Roads.....	59
Extended Trading Permits .....	61
Gaming and Wagering, Applications & Renewals.....	63
Impounded Vehicles .....	65
Insurance .....	67
Insurance, Public Liability Claims.....	69
Issue of Prohibition Order .....	71
Issue of Section 401 Notices .....	73
Investment of Surplus Funds .....	75
Licence to Deposit Materials on or Excavate Adjacent to a Street.....	77
Licences, Signs and Hoardings.....	79
Liquor, Sale and Consumption – Council Property .....	81
Lodging House, Registration of.....	83
Management Orders, Acceptance of .....	85
Municipal / Trust Fund, Authorisation of Payments, including creditors .....	87
Operational – Authorised Officers, Appointment of .....	89
Operational – Authorised Officers, Appointment of for the purposes of administering the Food Act 2008 .....	91

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

Operational – Community Sponsorship Program.....	93
Operational – Contract Price Variations .....	95
Operational – Legal Representation, Costs Indemnification .....	97
Operational – Prosecution of Offences .....	99
Outdoor Dining Licenses.....	101
Permits, Road Trains and Extra Mass .....	103
Private Works.....	105
Purchase Orders, Issue of .....	107
Rates and Service Charges .....	109
Rates, Unpaid – Power for Sale.....	111
Rates and Service Charges, Agreements.....	113
Rating and Service Charges, Caveat.....	115
Rating and Service Charges, Recovery .....	117
Records Destruction Approval Lists .....	119
Recovery of Rates and Service Charges .....	121
Road Closures, General and Temporary .....	123
Roads, Sand, Silt and Other Soil Material - Removal from Shire Roads.....	125
Signs, Installation of Stop, Give-way and Roundabout Signs .....	127
Stop Work Notice Section 401A, Issuing of .....	129
Strata Titles, Building sufficient standard .....	131
Strata Titles, Consistent with approved plans .....	133
Strata Titles, Issue Built Strata Certificate.....	135
Subdivision and Amalgamation Applications .....	137
Subdivision Clearance .....	139
DELETE Tenders, Award of – Supply and install Fencing at the Broome Recreation and Aquatic Centre Sports Fields and Associated Facilities .....	141
Tenders, Decision to Invite .....	143
Town Planning, Directions to comply with Scheme.....	145
Trade in Public .....	147
Trading Licence, Suspension of.....	149
Venue Hire - Amphitheatre, Town Beach, Concourse, Male and Haynes Ovals, Father McMahon Field and BRAC Field .....	151
Venue and Facility Hire – Broome Recreation and Aquatic Centre.....	153

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

Intentionally blank

**INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO**

**Activities Requiring Approval**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	5
<b>Division</b>	4 Local Government Employees
<b>Section</b>	5.42 Delegation of some powers to CEO
<b>Sub section</b>	Shire of Broome Local Government Property and Public Places Local Law 2003  Part 4. Activities Which Are Restricted Or Prohibited On Local Government Property And Public Places Division 1. <i>Activities Only Permitted Under An Approval Or By A Sign</i>

**Detail of delegation**

The Chief Executive Officer is delegated authority to approve activities on any local government property or public place within the Broome town site area in accordance with the local law.

**Conditions Imposed**

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Community Services  
   Manager Emergency/Ranger and Beach Services

**Record requirements**

**Reporting requirements**

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Bank Guarantees and Performance Bonds**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	5
<b>Division</b>	4
<b>Section</b>	5.42 Delegation of some powers and duties to CEO
<b>Sub section</b>	Financial Mgmt Regs 3 to 10

**Detail of delegation**

The Chief Executive Officer delegates authority to determine and negotiate bank guarantees or bonds relating to subdivisions or development conditions.

**Conditions Imposed**

The Chief Executive Officer is to have regard to Local Planning Policy 4.1.14 Planning Conditions – Bonds and/or Bank Guarantees.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Development Services  
Director Engineering Services  
[Manager Asset and Design](#)  
Manager Planning Services

**Record requirements**                      Documentation to be placed on the property file and in the Information Bulletin Report

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.



INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Breach of the Food Act 2008, Issuing an Infringement Notice**

**Head of Power**                      **Food Act 2008**

**Power/Duty Delegated**

<b>Part</b>	11
<b>Division</b>	4
<b>Section</b>	126
<b>Sub section</b>	1

**Detail of delegation**

The Manager Health Services is delegated authority as a 'Designated Officer' to issue an Infringement Notice for a breach of the Food Act 2008.

**Conditions Imposed**

This person is prohibited by the Food Act 2008 from withdrawing an Infringement Notice.

**Sub-delegation Permitted**                      No

**Sub-delegated to**

**Record requirements**                      Documentation to be placed on the property file and in the Information Bulletin Report

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>18 January 2010</b>	<b>FILE ARE 02</b>
--------------------------	------------------------	--------------------

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Breach of the Food Act 2008, Prosecution for**

**Head of Power**                      **Food Act 2008**

**Power/Duty Delegated**

<b>Part</b>	10
<b>Division</b>	2
<b>Section</b>	118
<b>Sub section</b>	

**Detail of delegation**

The Chief Executive Officer is delegated authority to prosecute for the breach of the Food Act 2008.

**Conditions Imposed**

**Sub-delegation Permitted**                      No

**Sub-delegated to**

**Record requirements**                      Documentation to be placed on the property file and in the Information Bulletin Report

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>18 January 2010</b>	<b>FILE ARE 02</b>
--------------------------	------------------------	--------------------

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Breach of the Food Act 2008, Withdrawal of Infringement Notice**

**Head of Power**                      **Food Act 2008**

**Power/Duty Delegated**

<b>Part</b>	11
<b>Division</b>	4
<b>Section</b>	126
<b>Sub section</b>	13

**Detail of delegation**

The Chief Executive Officer is delegated authority to withdraw an Infringement Notice issued for a breach of the Food Act 2008

**Conditions Imposed**

To carry out the provisions of Section 126 (6) and (7) of the Food Act 2008.

These persons are prohibited by the Food Act 2008 from serving an Infringement Notice.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Development Services

**Record requirements**                      Documentation to be placed on the property file and in the Information Bulletin Report

**Reporting requirements** To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>18 January 2010</b>	<b>FILE ARE 02</b>
--------------------------	------------------------	--------------------

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Broome Recreation and Aquatic Centre – Trading hours, Extension of**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	5
<b>Division</b>	4 Local Government Employees
<b>Section</b>	5.42 Delegation of some powers and duties to the CEO
<b>Sub section</b>	

**Detail of delegation**

The Chief Executive Officer is delegated authority to approve extension of these trading hours for special and/or extraordinary events subject to all costs for extra staff, security, waste removal, cleaning and any other costs being covered by the users/customers..

**Conditions Imposed**

The Chief Executive Officer is to have regard to both the wet season and dry season trading hours for the Broome Recreation and Aquatic Centre.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Community Services

**Record requirements**                      Documentation to be placed on file and in the delegated authority register

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>4 November 2009</b>	<b>File ARE 02</b>
--------------------------	------------------------	--------------------

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.



INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Broome Recreation and Aquatic Centre Kiosk/Bar – Special Event access**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	5
<b>Division</b>	4 Local Government Employees
<b>Section</b>	5.42 Delegation of some powers and duties to the CEO
<b>Sub section</b>	

**Detail of delegation**

The Chief Executive Officer is delegated authority to approve access to the Broome Recreation and Aquatic Centre kiosk/bar for special events that are in the public interest, within liquor licence specifications, and financially viable.

**Conditions Imposed**

The Chief Executive Officer is to have regard to the Liquor Licensing Act, 1988 and the Shire of Broome Policies 4.2.5 - Alcohol Management and 5.2.3 - Safe Alcohol Policy – Liquor License Trading at the Broome Recreation and Aquatics Centre.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Community Services

**Record requirements**                      Documentation to be placed on file and in the delegated authority register

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>4 November 2009</b>	<b>File ARE 02</b>
--------------------------	------------------------	--------------------

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Broome Street Number Markers**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	3
<b>Division</b>	3
<b>Section</b>	3.54 Reserves under control of a local government
<b>Sub section</b>	

**Detail of delegation**

The Chief Executive Officer is delegated authority to have installed new street house-numbers, remarks or changes to existing numbers to be painted on existing on-street kerbing, utilizing Council staff, contract or other organisation (such as the Department of Corrective Services).

**Conditions Imposed**

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Engineering Services  
[Construction Project Engineer](#)

**Record requirements**                      Documentation to be placed on the property file and in the Information Bulletin Report

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.



INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Buildings, Dangerous**

**Head of Power**                      **Local Government (Miscellaneous Provisions)  
Act 1960**

**Power/Duty Delegated**

<b>Part</b>	15
<b>Division</b>	11
<b>Section</b>	403
<b>Sub section</b>	(1), (4) and (5)

**Detail of delegation**

The Chief Executive Officer is delegated authority to direct a survey of a building suspected to be in a dangerous state and if a report is received to the effect that the building is dangerous shall cause notice to be given to the owner and may exercise all of the powers in s403(4)

**Conditions Imposed**

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Development Services  
Manager Building Services

**Record requirements**                      Documentation to be placed on the property file and  
in the Information Bulletin Report

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.





INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Camping, Approval for up to 12 months During the Construction of a Dwelling**

**Head of Power** Caravan Parks and Camping Grounds Regulations 1997

**Power/Duty Delegated** Appointment of authorised person

<b>Part</b>	Part 3 – Powers of entry & inspection
<b>Division</b>	17 Appointment of authorised person
<b>Section</b>	17 (1)
<b>Sub section</b>	11 (2) (c)

**Detail of delegation**

The Chief Executive Officer is delegated authority and may appoint such persons to be authorised persons for the purpose of this Act as the Chief Executive Officer of Local Government considers necessary to approve camping for up to 12 months during the construction of a dwelling.

**Conditions Imposed**

Authority to approve applications in accordance with Policy 4.2.10 Approval to Camp in Residential, Rural Industrial, Light Industrial and Recreational Areas.

There must be a current building licence for the dwelling.

**Sub-delegation Permitted** Yes

**Sub-delegated to** Director Development Services  
Manager Health Services

**Record requirements** Documentation to be placed on file and in the delegated authority register

**Reporting requirements** To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Cape Leveque Road, Wet Season Closure and Load Limits**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	Part 3
<b>Division</b>	2
<b>Section</b>	Subdivision 5
<b>Sub section</b>	3.50

**Detail of delegation**

The Chief Executive Officer is delegated authority to grant permits for the section of the Broome – Cape Leveque Road from the end of the bitumen south of the Manari Road turn off to the start of the northern most sealed section near Beagle Bay to all classes of vehicles of gross mass (GVM) 11 tonnes or more, the 2008/09 wet season, for the period from 1st Dec 08 to 31st March 09;

That permits only be issued for heavy vehicles in excess of 11 tonne GVM and assessed as providing “essential” transport under the conditions outlined below.

The permit can be cancelled at any time at the discretion of the Chief Executive Officer, if circumstances warrant.

**Conditions Imposed**

Authority to grant permits is subject to the following conditions:

- Bogie Drive vehicles allowed only, rigid truck, B - Double or rigid truck and single trailer combination;
- Road Train trip requests to be considered on their merits and be subject to appropriate conditions;
- One trip per week only;
- Each trip cannot commence before confirmation by the Shire that substantial rain has not occurred on the road within the 48 hours preceding the trip and that clear weather is forecast;
- If substantial rain has occurred or is occurring, the vehicle will have to wait until cleared by the Shire;
- No responsibility will be taken by the Shire to recover bogged or disabled vehicles and any damages caused by any ‘permit’ vehicles may be chargeable to the permit holders, depending on circumstances at the time;
- The permit can be cancelled at any time at the discretion of the Chief Executive Officer, if circumstances warrant;

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Engineering Services

**Record requirements**                      Register of all actions is maintained on the appropriate road file

**Reporting requirements**                      Schedule of approvals granted shall be provided to Council through the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Caravan Parks, Registration**

**Head of Power**                      **Caravan Parks and Camping Regulations 1997**

**Power/Duty Delegated**

<b>Part</b>	Part 3
<b>Division</b>	17
<b>Section</b>	17.1
<b>Sub section</b>	42

**Detail of delegation**

The Chief Executive Officer is delegated authority to register or licence Caravan Parks.

**Conditions Imposed**

Authority to register or licence a caravan park in accordance with Caravan Parks and Camping Grounds Regulations 1997.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Manager Health Services

**Record requirements**                      Documentation to be placed on the property file and in the Information Bulletin Report

**Reporting requirements**                      To be reported monthly in Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.



INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Certificates of Classification**

**Head of Power**                      **Local Government (Miscellaneous Provisions)  
Act 1960**

**Power/Duty Delegated**

<b>Part</b>	XV
<b>Division</b>	1
<b>Section</b>	374C
<b>Sub section</b>	

**Detail of delegation**

The Chief Executive Officer is delegated authority to issue a Certificate of Classification as set out in Part 5 of the Building Regulations 1989.

**Conditions Imposed**

The delegation may only be exercising after a suitably qualified person has certified in writing the building complied with relevant requirements.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Development Services  
Manager Building Services

**Record requirements**                      Documentation to be placed on the property file and  
in the Information Bulletin Report

**Reporting requirements** To be reported monthly in Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Condom Trees**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	3
<b>Division</b>	3
<b>Section</b>	3.54 Reserves under control of a local government
<b>Sub section</b>	

**Detail of delegation**

The Chief Executive Officer is delegated authority to approve other applications for condom trees.

**Conditions Imposed**

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Manager Health Services

**Record requirements**                      Documentation to be placed on the property file and in the Information Bulletin Report

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Council Chambers**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	5
<b>Division</b>	4
<b>Section</b>	5.42 Delegation of some powers and duties to CEO
<b>Sub section</b>	

**Detail of delegation**

The Chief Executive Officer is delegated authority to the use of the Council Chambers for functions and meetings, other than Council related functions and meetings, when special circumstances exist.

**Conditions Imposed**

The Chief Executive Officer is to liaise with the Shire President in regard to these bookings.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Corporate Services

**Record requirements**                      To be recorded in the Information Bulletin Report

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Demolition Licenses**

**Head of Power**                      **Local Government (Miscellaneous Provisions)  
Act 1960**

**Power/Duty Delegated**

<b>Part</b>	XV
<b>Division</b>	2
<b>Section</b>	374A
<b>Sub section</b>	Part 8 Building Regulations 1989

**Detail of delegation**

The Chief Executive Officer is delegated authority to approve or **refuse** the issue of a demolition licence (Section 374A) to take down a building or a part of a building.

**Conditions Imposed**

The Chief Executive Officer shall only act based on advice from a qualified building surveyor.

Refusal is only permitted where the building is classified under the Heritage of WA Act 1990. This delegation excludes those included in the Shire of Broome Municipal Heritage Inventory

Any such licence may be subject to such conditions as the Chief Executive Officer considers necessary for the safe and proper execution of the work.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Manager Building Services

**Record requirements**                      Documentation to be placed on the property file and in the Information Bulletin Report

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.



INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Development Applications, Approval**

**Head of Power**                      **Town Planning Scheme No 4**

**Power/Duty Delegated**

<b>Part</b>	10
<b>Division</b>	
<b>Section</b>	
<b>Sub section</b>	
<b>Clause</b>	10.3 Town Planning Scheme No 4

**Detail of delegation**

The Chief Executive Officer, The Director Development Services, the Manager Planning Services are delegated authority to approve certain development applications.

**Conditions Imposed**

The development proposed complies with the site and development controls set out in Town Planning Scheme No.4, the Shire's Local Planning Policies, and the acceptable development provisions of the Residential Design Codes, except when:

- An advertised development application has received a submission by way of objection which can not be satisfied by conditions of consent.
- The proposed development although not advertised is considered to be of a contentious nature.

**Sub-delegation Permitted**                      No

**Sub-delegated to**

**Record requirements**                      Documentation to be placed on the property file and in the Information Bulletin Report

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Development Applications, Exercise of Discretion over Site and Development Controls**

**Head of Power**                      **Town Planning Scheme No. 4**

**Power/Duty Delegated**

<b>Part</b>	5, 10
<b>Division</b>	
<b>Section</b>	
<b>Sub section</b>	
<b>Clause</b>	5.4, 10.3

**Detail of delegation**

The Chief Executive Officer and Director Development Services are delegated authority to exercise discretion and approve development applications, that do not satisfy all site and development requirements contained in Council's Scheme or Policies

**Conditions Imposed**

Authority to be exercised only in accordance with the provisions of Clause 5.4 where applications are not considered to be contentious.

**Sub-delegation Permitted**                      No

**Sub-delegated to**

**Record requirements**                      Documentation to be placed on file and in the delegated authority register

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Development Applications, Extension of Non-Conforming Use**

**Head of Power**                      **Town Planning Scheme No. 4**

**Power/Duty Delegated**

<b>Part</b>	10
<b>Division</b>	
<b>Section</b>	
<b>Sub section</b>	
<b>Clause</b>	10.3

**Detail of delegation**

The Chief Executive Officer and Director Development Services are delegated authority to approve development applications for the extension of a non-conforming use.

**Conditions Imposed**

Authority to be exercised only in accordance with Clause 4.7 following appropriate referral and where the extension is considered non contentious and no adverse comments have been received.

**Sub-delegation Permitted**                      No

**Sub-delegated to**

**Record requirements**                      Documentation to be placed on file and in the delegated authority register

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Development Applications, Refusal**

**Head of Power**                      **Town Planning Scheme No.4**

**Power/Duty Delegated**

<b>Part</b>	10
<b>Division</b>	
<b>Section</b>	
<b>Sub section</b>	
<b>Clause</b>	Clause 10.3

**Detail of delegation**

The Chief Executive Officer, Director Development Services, Manager Planning Services are delegated authority to refuse development applications which are prohibited under Council's Town Planning Scheme

**Conditions Imposed**

The use proposed in the development application is prohibited under Town Planning Scheme No.4

**Sub-delegation Permitted**                      No

**Sub-delegated to**

**Record requirements**                      Documentation to be placed on file and in the delegated authority register

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.



INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Development Applications, Residential Design Codes and Performance Criteria**

**Head of Power**                      **Town Planning Scheme No 4**

**Power/Duty Delegated**

<b>Part</b>	
<b>Division</b>	
<b>Section</b>	
<b>Sub section</b>	
<b>Clause</b>	10.3

**Detail of delegation**

The Chief Executive Officer and the Director Development Services are delegated authority, to approve development applications under the performance criteria of the Residential Design Codes.

**Conditions Imposed**

Authority only to be exercised following appropriate consideration of the matters listed in Clause 10.2 of the scheme and appropriate consultation has been conducted with no concerns being raised.

**Sub-delegation Permitted**                      No

**Sub-delegated to**

**Record requirements**                      Documentation to be placed on file and in the delegated authority register

**Reporting requirements**                      To be reported monthly in Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Development in Accordance with Approved Development Plans**

**Head of Power**                      **Town Planning Scheme No 4**

**Power/Duty Delegated**

<b>Part</b>	4, 10
<b>Division</b>	
<b>Section</b>	
<b>Sub section</b>	
<b>Clause</b>	4.25, 3.9, 10.3

**Detail of delegation**

The Chief Executive Officer, the Director Development Services and the Manager Planning Services are delegated authority to determine applications for planning approval and support subdivision referrals that are consistent with adopted Development Plans.

**Conditions Imposed**

Authority to be exercised only following appropriate referral.

**Sub-delegation Permitted**                      No

**Sub-delegated to**

**Record requirements**                      Documentation to be placed on property file and in the Information Bulletin Report

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Disposal and Acquisition of Assets (Other than Land)**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	5
<b>Division</b>	4
<b>Section</b>	5.42 Delegation of some powers and duties to CEO
<b>Sub section</b>	

**Detail of delegation**

The Chief Executive Officer is delegated authority to acquire or dispose of Shire assets (other than land) by public tender, expressions of interest or public auction valued at an amount not exceeding \$100,000

**Conditions Imposed**

The delegation shall be exercised provided that appropriate provision is made in Council's Budget.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Engineering Services  
Director Corporate Services  
Director Development Services  
Director Community Services

In accordance with values endorsed by the Chief Executive Officer

**Record requirements**                      The Chief Executive Officer is to ensure that an appropriate record is kept of all proposals to dispose of property in a register of property disposal.

**Reporting requirements**                      The Chief Executive Officer is to inform the Council of the detail of all acquisitions or disposals under this delegation.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**DELETE** Eating House/Meat Premises

**Head of Power**                      **Food Act 2008**

**Power/Duty Delegated**

<b>Part</b>	9
<b>Division</b>	
<b>Section</b>	110
<b>Sub section</b>	

**Detail of delegation**

The Manager Health Services is delegated authority to approve licenses and registrations to operate an eating house/meat premises

**Conditions Imposed**

**Sub-delegation Permitted**                      No

**Sub-delegated to**

**Record requirements**                      Documentation to be placed on the property file and in the Information Bulletin Report.

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.



INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Events in Public Places other than Roads and Hired Venues**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	3
<b>Division</b>	3
<b>Section</b>	3.54 Reserves under control of a local government
<b>Local Law</b>	Local Government Property and Public Places Local Law Clause 4.1

**Detail of delegation**

The Chief Executive Officer is delegated authority to authorise events in public places subject to Local Law and Policy 4.2.4 5.1.7 Events held on Local Government Property and Public Places

Where appropriate and where the event will impact upon a public road the requirements of the Traffic Management for Events Code of Practice shall be adhered to.

**Conditions Imposed**

The Chief Executive Officer shall have regard to Policy 4.2.4 5.1.7 Events held on Local Government Property and Public Places-and the Local Government Property and Public Places Local Law.

~~Director Community Services and Manager Emergency/Ranger and Beach Services shall liaise with Manager Health Services, Manager Planning Services, and Manager Assets and Design.~~

**Detail of delegation**

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Community Services  
Manager Emergency/Ranger and Beach Services

**Record requirements**

**Reporting requirements** To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Events on Roads**

**Delegation**

**Head of Power**

**Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	3
<b>Division</b>	3
<b>Section</b>	3.50 Closing certain thoroughfares to vehicles
<b>Sub section</b>	

**Detail of delegation**

The Chief Executive Officer is delegated authority to determine applications for the temporary closure of roads for the purpose of conducting events in accordance with the Traffic Management for Events Code of Practice and the Road Traffic (Events on Roads) Regulations 1991.

**Conditions Imposed**

The Chief Executive Officer shall have regard to Section 3.50 of the Local Government Act 1995 and Policy 3.1.14 Events on Roads.

**Sub-delegation Permitted**

Yes

**Sub-delegated to**

Director Engineering Services  
[Construction Project Engineer](#)

**Record requirements**

Documentation to be placed on road file and in the Information Bulletin Report

**Reporting requirements** To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.



INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Gaming and Wagering, Applications & Renewals**

**Head of Power**                      **Gaming and Wagering Commission Act 1987**

**Power/Duty Delegated**

<b>Part</b>	5
<b>Division</b>	4 Local Government Employees
<b>Section</b>	5.42 Delegation of some powers to CEO
<b>Sub section</b>	

**Detail of delegation**

The Chief Executive Officer is delegated authority to deal with applications and renewals under the Gaming and Wagering [Commission Act 1987](#) and issue the Section 55 – Certification of local Government Authority

**Conditions Imposed**

Any applications are to be in accordance with Town Planning Scheme No 4 and Health Act 1911.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Development Services  
Manager Health Services  
[Manager Planning Services](#)

**Record requirements**                      Documentation to be placed on the property file and in the Information Bulletin Report

**Reporting requirements** To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.



INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Impounded Vehicles**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	3
<b>Division</b>	3
<b>Section</b>	3.37 Contraventions that can lead to impounding 3.47 Disposing of confiscated or uncollected goods
<b>Sub section</b>	

**Detail of delegation**

The Chief Executive Officer is delegated authority to sell impounded vehicles upon receipt of an offer.

**Conditions Imposed**

This delegation is exercised provided that the estimated resale value of that particular vehicle is estimated at less than \$5,000 and the statutory two month waiting period is completed.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Community Services  
Manager Emergency/Ranger and Beach Services

**Record requirements**                      Documentation to be placed on the register of impounded vehicles and in Information Bulletin Report

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Insurance**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	5
<b>Division</b>	4 Local Government Employees
<b>Section</b>	5.42 Delegation of some powers to CEO
<b>Sub section</b>	Regulation 5 Financial Management Duties of the CEO

**Detail of delegation**

The Chief Executive Officer is delegated authority to enter into appropriate contracts of insurance on behalf of Council, whilst Council's insurance portfolio is managed by Local Government Insurance Service.

**Conditions Imposed**

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Corporate Services

**Record requirements**                      Documentation to be placed on the Insurance File and recorded in the Annual Insurance Register.

**Reporting requirements**                      Record in the annual insurance register

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Insurance, Public Liability Claims**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	5
<b>Division</b>	4 Local Government Employees
<b>Section</b>	5.42 Delegation of some powers to CEO
<b>Sub section</b>	Regulation 5 Financial Management Duties of the CEO

**Detail of delegation**

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

**Conditions Imposed**

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

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Corporate Services

**Record requirements**                      Documentation to be placed on the Insurance File and recorded in the Annual Insurance Register.

**Reporting requirements**                      Record in the annual insurance register

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Issue of Prohibition Order**

**Head of Power**                      **Food Act 2008**

**Power/Duty Delegated**

<b>Part</b>	8
<b>Division</b>	2
<b>Section</b>	65
<b>Sub section</b>	1

**Detail of Delegation**

The Chief Executive Officer is delegated authority to issue a Prohibition Order where a food proprietor has not complied with an improvement notice of the order is required to mitigate a serious danger to Public Health.

**Conditions imposed**

**Sub-delegation Permitted**                      No

**Sub-delegated to**

**Record requirements**                      Documentation to be placed on the property file and in the Information Bulletin Report

**Reporting requirements** To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>18 January 2010</b>	<b>FILE ARE 02</b>
--------------------------	------------------------	--------------------

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.



INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Issue of Section 401 Notices**

**Head of Power**                      **Local Government (Miscellaneous Provisions)  
Act) 1960**

**Power/Duty Delegated**

<b>Part</b>	15
<b>Division</b>	9
<b>Section</b>	401
<b>Sub section</b>	(1)

**Detail of Delegation**

The Chief Executive Officer is delegated authority to issue a notice to an owner or builder of anything in the construction of a building.

- (a) which tends to render the building unsafe or prejudicial to the public interest;
- (b) which is not in compliance with, or is a departure from, the plans and specifications for the building, of which plans and specifications the approval of the Shire has been obtained as required by the Act;
- (c) which is a contravention of the Act; or
- (d) which, where permission of the Shire is required for carrying it out, has been carried out with that permission;

**Conditions imposed**

The delegation may only be exercised after advice has been taken from an appropriately qualified Shire Officer or consultant.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Development Services  
Manager Building Services

**Record requirements**                      Documentation to be placed on the property file and  
in the Information Bulletin Report

**Reporting requirements** To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Investment of Surplus Funds**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	6. Financial Management
<b>Division</b>	6.4 General Financial Management
<b>Section</b>	
<b>Sub section</b>	Regulation 19

**Detail of delegation**

The Chief Executive Officer is delegated authority to invest surplus funds from the Municipal fund in asset classes as set out in Policy 2.1.2 Investment of Surplus Funds

**Conditions Imposed**

The Chief Executive Officer shall have regard to Policy 2.1.2 Investment of Surplus Funds.

**Sub-delegation Permitted**    Yes

**Sub-delegated to**                      Director Corporate Services

**Record requirements**                      Documentation to be placed on the Funds Investment Register

**Reporting requirements**                      To be reported monthly to Council in the Financial Activity Report

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature****Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.



INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Licences, Signs and Hoardings**

**Head of Power**                      **Local Law relating to Signs, Hoardings and Bill Posting**

**Power/Duty Delegated**

<b>Part</b>	
<b>Division</b>	
<b>Section</b>	
<b>Sub section</b>	
<b>Clause</b>	3.4.6

**Detail of delegation**

The Chief Executive Officer is delegated authority to issue licences for signs, hoardings and bill posting.

**Conditions Imposed**

Authority is to be exercised only where applications comply with the Local Law relating to Signs, Hoardings and Bill Postings and any necessary planning approval has been issued.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Development Services  
Manager Planning Services

**Record requirements**                      Documentation to be placed on file and in the delegated authority register

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.



INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Liquor, Sale and Consumption – Council Property**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	5
<b>Division</b>	4 Local Government Employees
<b>Section</b>	5.42 Delegation of some powers to CEO
<b>Local Law</b>	Local Government Property and Public Places Local Law Clause 4.1

**Detail of delegation**

The Chief Executive Officer is delegated authority to approve applications for the sale of liquor from property under the care, control and management of the Council and to approve applications to consume liquor on property under the care, control and management of Council

**Conditions Imposed**

The Chief Executive Officer is to have regard to the Alcohol Management Plan and the Litter Management Plan.

The approval is subject to the subsequent issue of an approved liquor licence issued by the appropriate authority for the sale of liquor on council property.

Director Community Services and Manager Emergency/Ranger and Beach Services shall liaise with Manager Health Services, Manager Planning Services, and Manager Assets and Design.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Community Services  
Manager Emergency/Ranger and Beach Services

**Record requirements**                      Documentation to be held on property file and in the Information Bulletin Report

**Reporting requirements** To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Lodging House, Registration of**

**Head of Power**                      **Health Act 1911**

**Power/Duty Delegated**

<b>Part</b>	2
<b>Division</b>	2
<b>Section</b>	26
<b>Sub section</b>	

**Detail of delegation**

The Chief Executive Officer is delegated authority to approve licences and registrations of lodging houses.

**Conditions Imposed**

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Manager Health Services

**Record requirements**                      Documentation to be placed on the property file and in the Information Bulletin Report

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Management Orders, Acceptance of**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	5
<b>Division</b>	4 Local Government Employees
<b>Section</b>	5.42 Delegation of some powers to CEO
<b>Sub section</b>	

**Detail of delegation**

The Chief Executive Officer is delegated authority to advise the [Department of Regional Development and Lands](#) that the Shire of Broome is willing to accept Management Orders for land.

**Conditions Imposed**

The Chief Executive Officer is to take into consideration the provisions of Section 3.59 of the Local Government Act and Local Government (Functions and General) Regulations 7, 8, 9 and 10.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Development Services

**Record requirements**                      Documentation to be placed on file and in the delegated authority register

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Municipal / Trust Fund, Authorisation of Payments, including creditors**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	5
<b>Division</b>	4 Local Government Employees
<b>Section</b>	5.42 Delegation of some powers to CEO
<b>Sub section</b>	Finance Management Regulation 12

**Detail of delegation**

The Chief Executive Officer is delegated authority to authorize payments from the municipal and trust funds with the information required under Regulation 12 of the Local Government (Financial Management) Regulations.

**Conditions Imposed**

Authority is to be exercised in accordance with Regulation 12 of the Local Government (Financial Management) Regulations.

Each payment from the Municipal Fund of the Trust Fund is to be noted on a list compiled for each month showing:

- The payee's name,
- The amount of the payment,
- The date of the payment, and
- Sufficient information to identify the transaction

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

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Corporate Services  
Manager Finance Services  
Accountant

**Record requirements**                      Authorisation of expenditure schedules

**Reporting requirements**                      Presented to Council via the Ordinary Council Meetings.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.





INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Sub-delegated to**

**Record requirements**

**Reporting requirements**

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Operational – Authorised Officers, Appointment of for the purposes of administering the Food Act 2008**

**Head of Power**                      **Food Act 2008**

**Power/Duty Delegated**      As listed below

<b>Part</b>	11
<b>Division</b>	4
<b>Section</b>	122
<b>Sub section</b>	

**Detail of delegation**

The Manager Health Services and Environmental Health Officers are delegated authority as 'Authorised Officers' for the purpose of administering the Food Act 2008

**Conditions Imposed**

**Sub-delegation Permitted**                      No

**Sub-delegated to**

**Record requirements**      Documentation to be placed on the property file and in the Information Bulletin Report

**Reporting requirements**      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>18 January 2010</b>	<b>FILE ARE 02</b>
--------------------------	------------------------	--------------------

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Operational – Community Sponsorship Program**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	5 Administration
<b>Division</b>	4 Local government employees
<b>Section</b>	5.42 Delegation of some powers to the CEO
<b>Sub section</b>	6.2 Local government to prepare annual budget

**Detail of delegation**

The Chief Executive Officer is delegated authority to approve ad hoc sponsorship to a maximum of \$1,000 after reference to the Sponsorship Assessment Panel

**Conditions Imposed**

The Chief Executive Officer shall have regard to Policy 5.1.5 Community Sponsorship Program

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Community Services

**Record requirements**                      Documentation kept on sponsorship file

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Operational – Contract Price Variations**

**Head of Power**                      **Local Government Act 1995**  
**Local Government (Functions and General)**  
**Regulations 1996**

**Power/Duty Delegated**

<b>Part</b>	3
<b>Division</b>	3
<b>Section</b>	3.57 Local Government (Functions and General)
<b>Sub section</b>	Regulation 20

**Detail of delegation**

The Chief Executive Officer is delegated authority to approve minor variations to a contract subject to sufficient funds being available within the approved expenditure budget and that the price variation is necessary.

**Conditions Imposed**

Any contract variation is to be recorded in a register of contracts and is to be reported to the Council.

**Sub-delegation Permitted**                      No

**Sub-delegated to**

**Record requirements**                      Documentation to be placed in the register of contracts.

**Reporting requirements** To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.



INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Operational – Legal Representation, Costs Indemnification**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	5
<b>Division</b>	4
<b>Section</b>	5.42 Delegation of some powers and duties to CEO
<b>Sub section</b>	(1)

**Detail of delegation**

The Chief Executive Officer is delegated authority to approve applications from elected members or staff for urgent legal services where there is a need for the services, before an application can be considered by Council.

**Conditions Imposed**

The Chief Executive Officer should reference legal advice on any application if he/she deems necessary and can exercise this authority up to the value of \$10,000.

**Sub-delegation Permitted**                      No

**Sub-delegated to**

**Record requirements**                      The advice is recorded in a register of legal advice.

**Reporting requirements**                      The Council is to be informed of all legal advice obtained and the advice is to be made available for inspection upon request.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Operational – Prosecution of Offences**

**NEW**

**Head of Power**                      **Bush Fires Act 1954**

**Power/Duty Delegated**

<b>Part</b>	5 - Miscellaneous
<b>Division</b>	
<b>Section</b>	59 – Prosecution of Offences
<b>Sub section</b>	

**Detail of delegation**

The Chief Executive Officer is authorised to commence legal proceedings pursuant to offences against the Bush Fires Act 1954.

**Conditions Imposed**

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Manager Emergency/Ranger and Beach Services  
Chief Bush Fire Control Officer

**Record requirements**                      Documentation to be held on prosecution file

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Outdoor Dining Licenses**

**Head of Power**                      **Local Government Act 1995**  
**Trading Outdoor Dining and Street**  
**Entertainment Local Law**

**Power/Duty Delegated**

<b>Part</b>	
<b>Division</b>	
<b>Section</b>	
<b>Clause 2.3</b>	

**Detail of delegation**

The Chief Executive Officer is delegated authority to approve applications for Outdoor Dining Licenses

**Conditions Imposed**

Authority to be exercised in accordance with Outdoor Dining Policy and Trading Outdoor Dining and Street Entertainment Local Law following appropriate referral.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Development Services  
Manager Planning Services

**Record requirements**                      Documentation to be placed on file and in the delegated authority register

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Permits, Road Trains and Extra Mass**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	3
<b>Division</b>	3
<b>Section</b>	3.50 Local Government Act
<b>Sub section</b>	

**Detail of delegation**

The Chief Executive Officer is delegated authority to determine any application recommending approval or refusal, with conditions, to Main Roads WA to use road trains and applications for extra mass permits and/or over-dimensional vehicle permits on any local road within the district.

**Conditions Imposed**

The Chief Executive Officer is to have regard to

- 1) All roads are subject to the appropriate approval by Main Roads WA and subsequent issue of relevant permits
- 2) Applicants to supply Council with a copy of Main Roads WA permit before operations commence
- 3) That the speeds of the vehicles do not exceed 90km/h on gravel roads
- 4) Applicants are requested to utilise sealed routes, where possible, particularly during periods of wet weather
- 5) Council reserves the right to withdraw the approval with twenty four (24) hours notice.
- 6) Any policy of Council in place from time to time.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Engineering Services

**Record requirements**                      Documentation to be placed on the road files and in the Information Bulletin Report

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.



INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Private Works**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	
<b>Division</b>	
<b>Section</b>	
<b>Sub section</b>	

**Detail of delegation**

The Chief Executive Officer is delegated authority to undertake private works within the Shire of Broome when determined to be in the interests of Council and when written authorisation is provided by the client to proceed.

**Conditions Imposed**

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Engineering Services

**Record requirements**                      Documentation to be placed on the property file and in the Information Bulletin Report

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Purchase Orders, Issue of**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	5
<b>Division</b>	4
<b>Section</b>	5.42 Delegation of some powers and duties to CEO
<b>Sub section</b>	

**Detail of delegation**

The Chief Executive Officer is delegated authority to issue Purchase Orders for those goods and services provided for in Council's adopted budget.

**Conditions Imposed**

The Chief Executive Officer is to refer to Policy 2.3.7 Purchasing Policy

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Corporate Services  
Director Community Services  
Director Engineering Services  
Director Development Services

and others in line with Management Directive as endorsed by Chief Executive Officer.

**Record requirements**                      Monthly financial statements

**Reporting requirements**                      Provide to Council as part of the monthly financial statements.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

**INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO**

**Rates and Service Charges**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	6 Financial Management
<b>Division</b>	6
<b>Section</b>	6.39, 6.40, 6.41. 6.45
<b>Sub section</b>	

**Detail of delegation**

The Chief Executive Officer is delegated authority of the following;

1. The duty to compile a record, as soon as practicable after Council resolves to impose rates in a financial year, in the form and manner prescribed, for that financial year, of all ratable land in the district, and all land on which a service charge is imposed.
2. The power to amend the rate record for the 5 years preceding the current financial year.
3. The duty to amend, from time to time, a rate record for the current financial year to ensure that the information contained in the record is current and correct and that the record is in accordance with this Act.
4. The duty to reassess, where the rate record in relation to land, is amended under 6.39(2) as a result of change in ratable value, ratability or rate imposed on that land, and to give notice to the owner of any change in the amount of rates payable.
5. The duty to reassess the service charge in relation to any land amended under 6.39 (2) and give notice to the owner or occupier as the case requires, of any change in the amount thereof.
6. The power to make a refund, if as a result of reassessment of rates, a rate on land is reduced, the amount overpaid.
7. The power to make a refund, if a reassessment results in a reduction in a service charge, of that amount.
8. The duty to refund, if requested by the current owner in accordance with various statutes.
9. The duty to give to the owner of ratable land, and the owner or occupier, as the case may be a notice of rate imposed.
10. The power to accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with that person.

**Conditions Imposed**

To observe all relevant provisions of the Local Government Act 1995, all other written law and regulations, Council policies, directions and guidelines.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Corporate Services

**Record requirements**

**Reporting requirements** To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Rates, Unpaid – Power for Sale**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	6. Financial Management
<b>Division</b>	6.4 Rates and service charges
<b>Section</b>	6.56
<b>Sub section</b>	

**Detail of delegation**

The Chief Executive Officer is delegated the authority to commence proceedings under Section 6.64 of the Local Government Act 1995 to recover rates owing to the Council where rates payable to the Council have been unpaid for not less than a period of three years.

**Conditions Imposed**

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Corporate Services

**Record requirements**                      Documentation to be placed on the property file and in the Information Bulletin Report

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.





INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Rating and Service Charges, Caveat**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	6. Financial Management
<b>Division</b>	6 Rates and service charges
<b>Section</b>	6.64 Actions to be taken
<b>Sub section</b>	

**Detail of delegation**

The Chief Executive Officer is delegated the power to lodge a caveat to preclude dealings in land where rates or services charges are in arrear and the CEO is of the opinion that it is in the interests of the Shire to lodge the caveat.

**Conditions Imposed**

1. The Chief Executive Officer is required to observe any relevant policy.
2. The action to lodge a caveat is only to be taken, where in the opinion of the Chief Executive Officer, that action is necessary.
3. The action is only to be taken by persons with the specific written authority to lodge the caveat.

**Sub-delegation Permitted**                      No

**Sub-delegated to**

**Record requirements**                      A written, signed agreement is to be entered into and recorded into a register of debt repayment agreements.

**Reporting requirements**                      The Chief Executive Officer is required to report to the Council any material matters associated with the exercising of this delegation.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Rating and Service Charges, Recovery**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	6. Financial Management
<b>Division</b>	6 Rates and Service Charges
<b>Section</b>	6.56 Rates and Service Charges Recoverable in Court
<b>Sub section</b>	

**Detail of delegation**

The Chief Executive Officer is delegated the power to instigate action through a court to recover a debt, including recovery costs, associated with a rate or service charge, if it remains unpaid after the time for payment under the Act, and after the procedures under the Shire debt collection policy has been unsuccessful.

**Conditions Imposed**

1. The Chief Executive Officer is required to observe any relevant policy.
2. The legal action is only to be taken, where in the opinion of the Chief Executive Officer, that action is a last resort to obtain payment.
3. The legal action is only to be taken by persons with the specific written authority to commence the action.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Corporate Services

**Record requirements**                      A written, signed agreement is to be entered into and recorded into a register of debt repayment agreements.

**Reporting requirements**                      The Chief Executive Officer is required to report to the Council any material matters associated with the exercising of this delegation.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Records Destruction Approval Lists**

**Head of Power**                      **State Records Act 2000**

**Power/Duty Delegated**

<b>Part</b>	
<b>Division</b>	
<b>Section</b>	
<b>Sub section</b>	

**Detail of delegation**

The Chief Executive Officer is delegated authority to approve, in accordance with the General Disposal Authority for Local Government Records, disposal lists for records identified for destruction in the destruction processes

**Conditions Imposed**

To observe all relevant provisions of the Local Government Act 1995, the State Records Act 2000 and all other written law and regulations, Council policies, directions and guidelines.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Manager Information Technology

**Record requirements**                      As required to the State Records Act 2000

**Reporting requirements**                      As required to the State Records Act 2000

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.



INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Recovery of Rates and Service Charges**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	6 Financial Management
<b>Division</b>	6 Rates and Service Charges
<b>Subdivision</b>	
<b>Section</b>	6.52, 6.56. 6.60
<b>Sub-Section</b>	

**Detail of delegation**

The CEO is delegated the power:

1. To recover rates and service charges which are apportioned between successive owners in respect of time as if they accrue.
2. The power to recover a rate or service charge, if it remains unpaid after it becomes due and payable, as well as costs of proceedings, if any, for that recovery, in a court of law.
3. The duty to recover rates and charges outstanding.
4. To give notice to the lessee of land if payment of a rate or service charge imposed is due and payable requiring the lessee to pay any rent as it falls due in satisfaction of the debt.
5. The duty to give the lessor a copy of the notice with an endorsement that the original of it has been given to the lessee.
6. The power to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with the notice.
7. The duty to recover unpaid rates or service charges. Refer 6.60 (5) and (6).
8. The power to request the occupier of property, or an agent of the owner of property to disclose the name and address of the owner or of the person receiving or authorised to receive the rate or service charge.
9. The duty to apply the money for or towards rates or service charges where money is paid on rates and charges due on the land in the order in which they become due.
10. The power to lodge a caveat to preclude dealings in respect of land where payment of rates or service charges imposed in respect of the land is in arrears.

**Conditions Imposed**

To observe all relevant provisions of the Local Government Act 1995, all other written law and regulations, Council policies, directions and guidelines.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Corporate Services

**Record requirements**                      Register of Rate Book Changes

**Reporting requirements**                      Report to Council

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Road Closures, General and Temporary**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	
<b>Division</b>	
<b>Section</b>	3.50 A and 5.42
<b>Sub section</b>	

**Detail of delegation**

The Chief Executive Officer is delegated the authority to temporarily close a street or a portion of a street and/or any local road under Council's control to all traffic for any period not exceeding 28 days if it is of the opinion that by reason of heavy rain, a street is likely to be damaged by the passage of traffic generally and/or if it is considered the road is unsafe for public traffic.

**Conditions Imposed**

In accordance with Local Laws.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Engineering Services  
[Construction Project Engineer](#)

**Record requirements**                      Documentation to be placed on the road file and in the Information Bulletin Report

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Roads, Sand, Silt and Other Soil Material - Removal from Shire Roads**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	3
<b>Division</b>	3
<b>Section</b>	3.54 Reserves under control of a local government
<b>Sub section</b>	
<b>Schedule</b>	3.1 Powers under notices to owners or occupiers of land

**Detail of delegation**

The Chief Executive Officer is delegated the authority to impose a charge for all removal of sand, silt and other soil materials originating from adjoining private land.

**Conditions Imposed**

The Chief Executive Officer is to exercise this delegation where soil and sand becomes a risk to vehicular and pedestrian traffic utilising the road reserve.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Engineering Services  
[Construction Project Engineer](#)

**Record requirements**                      Documentation to be placed on the road and property file and in Information Bulletin Report

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Signs, Installation of Stop, Give-way and Roundabout Signs**

**Head of Power**                      **Main Roads Act 1930**

**Power/Duty Delegated**

<b>Part</b>	
<b>Division</b>	
<b>Section</b>	
<b>Sub section</b>	

**Detail of delegation**

The Chief Executive Officer is delegated authority to make application to Main Roads Western Australia for the installation of stop, give-way, roundabout signs and all 'regulatory' signs at such places as the CEO considers warranted.

**Conditions Imposed**

The Chief Executive Officer is to take into consideration the road safety aspects, plans and AS/NZ 1742.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Engineering Services  
[Manager Asset and Design](#)

**Record requirements**                      Documentation to be placed on the road file and in the Information Bulletin Report

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.



INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Stop Work Notice Section 401A, Issuing of**

**Head of Power**      **Local Government (Miscellaneous Provisions) Act  
1960**

**Power/Duty Delegated**

<b>Part</b>	15
<b>Division</b>	9A
<b>Section</b>	401A
<b>Sub section</b>	(1)

**Detail of delegation**

The Chief Executive Officer is authorised to issue a notice to a builder ordering that work as specified in the notice be stopped.

**Conditions Imposed**

The Chief Executive Officer must be satisfied that the work is being carried out in contravention of the Act.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Development Services  
Manager Building Services

**Record requirements**                      Documentation to be placed on the property file and  
in the Information Bulletin Report

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>FILE ARE 02</b>
--------------------------	-------------	--------------------

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Strata Titles, Building sufficient standard**

**Head of Power**                      **Strata Titles Act 1985**

**Power/Duty Delegated**

<b>Part</b>	2
<b>Division</b>	3
<b>Section</b>	23 (1) (b)
<b>Sub section</b>	Strata Titles General Regulations 1996 Prescribed Forms

**Detail of delegation**

The Chief Executive Officer is authorised to execute the form prescribed by the Strata Titles General Regulations 1996 to certify that the building is of sufficient standard to be brought under the Act

**Conditions imposed**

This delegation may only be excised after:

- a. an appropriately qualified person has so certified;
- b. compliance has been given with s23(2) relating to planning matters.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Development Services  
Manager Building Services

**Record requirements**                      Documentation to be placed on the property file and  
in Information Bulletin Report

**Reporting requirements** To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Strata Titles, Consistent with approved plans**

**Head of Power**                      **Strata Titles Act 1985**

**Power/Duty Delegated**

<b>Part</b>	2
<b>Division</b>	3
<b>Section</b>	23 (1) (a)
<b>Sub section</b>	Strata Titles General Regulations 1996 Prescribed Forms

**Detail of delegation**

The Chief Executive Officer is authorised to execute the form prescribed by the Strata Titles General Regulations 1996 to certify that the completed building has been inspected and is consistent with approved plans.

**Conditions Imposed**

This delegation may only be taken after certification from an appropriately qualified person in writing that:

- a. the building has been inspected
- b. it has been so constructed and the Shire Planner has certified compliance with s23(2) relating to planning matters

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Development Services  
Manager Building Services

**Record requirements**                      Documentation to be placed on the property file and  
in the Information Bulletin Report

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Strata Titles, Issue Built Strata Certificate**

**Head of Power**                      **Strata Titles Act 1985**

**Power/Duty Delegated**

<b>Part</b>	2
<b>Division</b>	3
<b>Section</b>	25
<b>Sub section</b>	Strata Titles General Regulations 1996 Prescribed Forms

**Detail of delegation**

The Chief Executive Officer is authorised to execute the form prescribed by the Strata Titles General Regulations 1996 to endorse with or without conditions an application for a strata plan.

**Conditions Imposed**

This delegation may only be exercised after the appropriate public authorities have been consulted and no objections to the proposal have been received.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Development Services  
Manager Planning Services

**Record requirements**                      Documentation to be placed on the property file and  
in the Information Bulletin Report

**Reporting requirements** To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>FILE ARE 02</b>
--------------------------	-------------	--------------------

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.





INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.



INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**DELETE Tenders, Award of – Supply and install Fencing at the Broome Recreation and Aquatic Centre Sports Fields and Associated Facilities**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	3
<b>Division</b>	3
<b>Section</b>	3.57
<b>Sub section</b>	Regulation 14 (Functions and General)

**Detail of delegation**

The Chief Executive Officer is delegated authority to award 'Request for Tender 09/08 – Supply and Install Fencing' at Broome Recreation and Aquatic Centre Sports Fields, as recommended by the WALGA Tender Bureau Service, subject to the satisfactory negotiation and clarification of:

- Referee checks
- Confirmation of Garrison Fencing Specifications

**Conditions imposed**

The Chief Executive Officer will assess 'Request for Tender 09/08 – Supply and Install Fencing' at the Broome Recreation and Aquatic Sports Fields as submitted, to ensure the most advantageous and best value for money contract to the Shire of Broome, based on compliance criteria, qualitative criteria and pricing structures submitted.

Should these clarifications and/or negotiations not be resolved to the satisfaction of the Chief Executive Officer then the Tender be awarded to Boundaries WA subject to any clarification and negotiations required.

**Sub-delegation Permitted**                      No

**Record requirements**                      Entry in the Tender Register in accordance with regulations for tenders.

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>16 December 2009</b>	<b>ARE 02</b>
--------------------------	-------------------------	---------------

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Tenders, Decision to Invite**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	3
<b>Division</b>	3
<b>Section</b>	3.57
<b>Sub section</b>	Regulation 14 (Functions and General)

**Detail of delegation**

The Chief Executive Officer is delegated the power:

1. To make the decision to invite tenders for goods and services;
2. To call tenders before the Shire enters into a contract of a prescribed kind;
3. To accept a tender where the consideration is less than \$100,000; and
4. Determine the criteria for deciding which tender should be accepted

**Conditions Imposed**

1. The decision to accept a quotation or tender must relate to goods or services that are subject to a specific budget expenditure authorisation or other express written authority of the Council.
2. The decision must be based upon a proper, fair and impartial public tender process that only considers quotations or tenders that comply with all relevant requirements on opening.
3. The decision must be based upon the best value for money proposal that has been assessed by a proper and accountable assessment process.
4. The decision must be based upon full compliance with any relevant written law, Council policy or procedures. Including Policy 2.7.7 Purchasing Policy.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Corporate Services  
Director Development Services  
Director Community Services  
Director Engineering Services

**Record requirements**                      Entry in the Tender Register in accordance with regulations with tenders

**Reporting requirements**                      Tender report to Council for tenders called over \$100,000 and entry in the Tender Register in accordance with regulations  
For tenders under \$100,000, to be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.



INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Town Planning, Directions to comply with Scheme**

**Head of Power**                      **Planning & Development Act 2005**

**Power/Duty Delegated**

<b>Part</b>	13
<b>Division</b>	1
<b>Section</b>	214
<b>Sub section</b>	

**Detail of delegation**

The Chief Executive Officer is delegated authority to issue written direction to the owner or any other person undertaking works contrary to the Town Planning Scheme No 4.

**Conditions Imposed**

The Chief Executive Officer is to take into consideration any planning policy applicable from time to time within the Shire of Broome.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Development Services

**Record requirements**                      Documentation to be placed on the property file and in the Information Bulletin Report

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
<b>Amended by</b>	<b>Date</b>	<b>Reference</b>

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.



INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.



INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Venue Hire - Amphitheatre, Town Beach, Concourse, Male and Haynes Ovals, Father McMahan Field and BRAC Field**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	5
<b>Division</b>	4 Local Government Employees
<b>Section</b>	5.42 Delegation of some powers to CEO
<b>Sub section</b>	Local Government Property and Public Places Local Law 2003 Part 6 – Hiring of Local Government Property

**Detail of delegation**

The Chief Executive Officer is delegated authority to approve events to be held on the Amphitheatre, Town Beach, Concourse, Male and Haynes Ovals.

**Conditions Imposed**

The Chief Executive Officer is to have regard to Council's Policy:

- 2.3.4 Parks and Reserves Venue Hire Charges and Conditions
- ~~4.2.4~~ 5.1.7 Events Held on Local Government Property and Public Places
- 4.2.2 Guidelines for Concerts, Events and Organised Gatherings

The Chief Executive Officer shall determine the need for a road traffic management plan and litter control plan prior to granting approval.

Director Community Services and Manager Emergency/Ranger and Beach Services shall liaise with Manager Health Services, Manager Planning Services, and Manager Assets and Design.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Community Services

**Record requirements**                      Documentation to be placed on the reserve file and in the Information Bulletin Report

**Reporting requirements**                      To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.



INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

**Venue and Facility Hire – Broome Recreation and Aquatic Centre**

**Head of Power**                      **Local Government Act 1995**

**Power/Duty Delegated**

<b>Part</b>	5
<b>Division</b>	4 Local Government Employees
<b>Section</b>	5.42 Delegation of some powers to CEO
<b>Sub section</b>	Local Government Property and Public Places Local Law 2003 Part 6 – Hiring of Local Government Property

**Detail of delegation**

The Chief Executive Officer is delegated authority to approve applications for hire of areas, rooms and facilities within the Broome Recreation and Aquatic Centre.

**Conditions Imposed**

The Chief Executive Officer is to have regard to Council's Policy:

- 4.2.2 Guidelines for Concerts, Events and Organised Gatherings.
- 5.1.7 Events Held on Local Government Property and Public Places
- 5.2.1 BRAC – Non Sporting Special Events
- 5.2.2 Advertising/Sponsors Signs within Active Reserves
- 5.2.3 Safe Alcohol Policy – Liquor Licence trading at the Broome Recreation and Aquatic Centre

The Chief Executive Officer shall consider the appropriate use of tennis courts, basketball courts, the multi-purpose room, swimming pool and kiosk area prior to granting approval.

**Sub-delegation Permitted**                      Yes

**Sub-delegated to**                      Director Community Services  
Manager Broome Recreation and Aquatic Centre

**Record requirements**                      Documentation to be placed on the reserve file and in the Information Bulletin Report

**Reporting requirements** To be reported monthly in the Information Bulletin

INSTRUMENT OF DELEGATION  
POWERS AND DUTIES OF THE COUNCIL DELEGATED TO THE CEO

---

**DECISION**

<b>The Delegator</b>	<b>Date</b>	<b>Reference</b>
----------------------	-------------	------------------

<b>Reviewed by</b>	<b>Date</b>	<b>Reference</b>
--------------------	-------------	------------------

<b>Amended by</b>	<b>Date</b>	<b>Reference</b>
-------------------	-------------	------------------

---

**NOTICE OF DELEGATION**

<b>Notice in writing</b>	<b>Date</b>	<b>Reference</b>
--------------------------	-------------	------------------

<b>Acknowledged</b>	<b>Date</b>	<b>Reference</b>
---------------------	-------------	------------------

**Signature**

**Prohibition (s5.71) and Code of Conduct**

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or duty and must refer the matter to the CEO, and if the CEO to the President.

The disclosure must be recorded in the Register of Disclosures.

**Disclosure requirements (s5.75 and s5.76)**

The delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.