



Shire of Kulin

# **Register of Delegations**

May 2022

Adopted at the Ordinary Meeting of Council held on 18 May 2022

# REGISTER OF DELEGATIONS – CONTENTS

INTRODUCTION		3
ADMINISTRATION		
A1	Acting Chief Executive Officer	4
A2	Agreements for Payments of Debts to Council	4
A3	Casual Hirer's Liability	4
A4	Complaint Handling	4
A5	Fees & Charges – Discounts	4
A6	Investment of Surplus Funds	5
A7	IT & Social Media – Use Of	5
A8	Legal Advice, Representation & Cost Reimbursement	5
A9	Payments from Municipal and Trust Funds	5
A10	Use of Common Seal	6
A11	Writing Off Debts	6
A12	Housing	6
A13	Procedure for Unpaid Rates	7
GOVERNANCE		
G1	Applications for Planning Consent	7
G2	Building Licences and Swimming Pools	7
G3	Cemeteries Act 1986	8
G4	Health Act 1922 Provisions	8
G5	Various Acts and Local Laws	8
HUMAN RESOURCES		
H1	Grievance Procedures	9
COMMUNITY SERVICES		
C1	Bushfire Control – Shire Plant for Use Of	9
C2	Bushfire Control – Plant Use for Adjoining Shires	9
C3	Bushfire Prohibited / Restricted Burning Periods – Changes	10
C4	Bushfire Training Administration	10
C5	Cat Ownership Limit – Cat Control	10
C6	Dog Control – Attacks	10
C7	Dog Ownership Limit – Dog Control	10
C8	Sea Containers Use of – Town Planning	11
C9	Second Hand Dwellings	11
C10	Temporary Accommodation	11
C11	Unauthorised Structures – Building Control	11
C13	Freebairn Recreation Club Committee	12
C14	Kulin Child Care Management Committee	12
C15	General – Community Services Practices	12
C16	Bushfire Control – Appointment of Dual Fire Control Officers	13
C17	Seed Collection	13
WORKS		
W1	Gravel Supplies	13
W2	Roads – Clearing	13
W3	Roads – Damage To	14
W4	Roads – Roadside Markers – Management Of	14
W5	Stormwater Drainage	14
W6	Street Trees	14
W7	Streetscape – Improvements	14
W8	Roadside Burning	15
W9	Temporary Road Closures	15
W10	General – Works Practices	15

## INTRODUCTION

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

All delegations made by the Council must be by absolute majority decision. The following are functions that cannot be delegated to the Chief Executive Officer:

- any power or duty that requires a decision of an absolute majority or 75% majority of the local government;
- accepting a tender which exceeds an amount determined by the local government;
- appointing an auditor;
- acquiring or disposing of any property valued at an amount determined by the local government;
- any of the local government's powers under Sections 5.98, 5.99 and 5.100 of the Act relating to the payment of fees to council members;
- borrowing money on behalf of the local government;
- hearing or determining an objection of a kind referred to in Section 9.5;
- any power or duty that requires the approval of the Minister or Governor; or
- such other duties or powers that may be prescribed by the Act.

The Act allows for the Chief Executive Officer to delegate any of his powers to another employee, this must be done in writing. The Act allows for the Chief Executive Officer to place conditions on any delegations if he desires.

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

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

# 1. ADMINISTRATION

## A.1 Acting Chief Executive Officer

**Delegation:** That Council delegate authority to the Chief Executive Officer to appoint the Deputy Chief Executive Officer as Acting CEO during a period of absence.

**CEO**

**Delegates to:** Nil

**Reference:** Local Government Act 1995 section 5.36 and 5.42

**History:** Reviewed 18 May 2022

## A.2 Agreements for Payments of Debts to Council

**Delegation:** The CEO is authorised to make agreements with debtors for the re-payment of debts to Council, including rates and other debts.

**CEO**

**Delegates to:** Deputy CEO

**Reference:** Local Government Act 1995 section 6.49

**History:** Reviewed 18 May 2022

## A.3 Casual Hirers Liability

**Delegation:** That Council delegate authority to the Chief Executive Officer to ensure that hirers of Council facilities carry adequate insurance before hire takes place.

**CEO**

**Delegates to:** Nil

**Reference:** Local Government Act 1995 section 2.7 (2) (b)

**History:** Reviewed 18 May 2022

## A.4 Complaint Handling

**Delegation:** That Council delegate authority to the Chief Executive Officer to seek legal advice in respect to the implications of suspected malicious, frivolous, unreasonable, persistent or vexatious complaint.

**CEO**

**Delegates to:** Nil

**Reference:** Local Government Act 1995

**History:** Reviewed 18 May 2022

## A.5 Fees & Charges - Discounts

**Delegation:** That Council delegate authority to the Chief Executive Officer, DCEO, CRC Manager, Freebairn Recreation Centre Manager, Aquatic Centre Manager, Works Manager and front counter staff members (named) as described and in accordance with Council decision 14/0517 May 2017.

**CEO**

**Delegates to:** As above

**Reference:** Local Government Act 1995

**History:** Reviewed 18 May 2022

## **A.6 Investment of Surplus Funds**

---

**Delegation:** The CEO is authorised to invest money held in any Council fund that is not required for immediate use, in an approved investment as defined by the Trustees Act, Part III, provided that sufficient working funds are retained at all times.  
Where possible, preference is to be given to investing in local bank branches.

### **CEO**

**Delegates to:** Deputy CEO

**Reference:** Local Government Act 1995, section 6.14. Financial Management Regulations Section 19c

**History:** Reviewed 18 May 2022

## **A.7 IT & Social Media – Use Of**

---

**Delegation:** That Council delegate authority to the Chief Executive Officer to authorise officers of the Council to access and maintain social media sites.

### **CEO**

**Delegates to:** Deputy CEO, Community Service Manager, Executive Support Officer

**Reference:** Local Government Act 1995

**History:** Reviewed 18 May 2022

## **A.8 Legal Advice, Representation & Cost Reimbursement**

---

**Delegation:** That Council delegate authority to the Chief Executive Officer (with conditions) to seek legal advice in connection with the proper legal administration of the Shire and to support urgent responses to claims for financial assistance to members and staff, advice to the value of \$5000, without reference to Council.

### **CEO**

**Delegates to:** Nil

**Reference:** Local Government Act 1995 Section 5.42

**History:** Reviewed 18 May 2022

## **A.9 Payments from Municipal and Trust Funds**

---

**Delegation:** The CEO is authorised to make payments from the Municipal and Trust Funds. This includes the authority to sign cheques and permit EFT payments.

- Conditions:**
1. That an order be issued for the purchase of goods and services except in the case of small purchases from Petty Cash;
  2. That where feasible and practical, a price be negotiated in advance of purchase and recorded on the order form;
  3. That invoices, where practicable, be certified by the person who placed the order so as to indicate:
    - a. That the purchase was under an authority delegated to that person
    - b. That the goods and services were received in a satisfactory condition, or to a satisfactory standard, and the price and computations are correct;
  4. That the Chief Executive Officer continue to place a list of creditors before the Council on a monthly basis together with vouchers and invoices;
    - a. For the recording in the minutes after payment for those accounts paid by the Chief Executive Officer under delegated authority.
  5. That at least two (2) signatories be required on all cheques or online authorisations;

For those paid by the Chief Executive Officer under delegated authority either the CEO or Deputy CEO, jointly with either the Executive Support Officer or Accounts Payable Officer.

## CEO

**Delegates:** The authority to issue Municipal Fund purchase orders only. As follows;

Deputy CEO	\$100,000* (Also authorised to make Trust Fund payments)
Manager of Works	\$50,000*
Plant Mechanic	\$5,000 *
Community Services Manager	\$10,000*
Freebairn Rec Manager	\$1,000 plus \$2,000 bar stock
Executive Support Officer	\$1,000 *
Tech Officer	\$1,000
Child Care Administrator	\$1,000 *
Administration Officers	\$ 200
Environmental Health Officer	\$ 200
Aquatic Centre Manager	\$1,000
Building Maintenance Officer	\$1,000
Senior Finance Officer	\$1,000

*\* Orders for items of a capital nature, or major operational items that have been dealt with at a Council level (e.g. tenders) may be signed /authorised by the above employees in excess of the purchase orders limit.*

**Reference:** Local Government (Financial Management) Regulations 1996, Regulation 12

**History:** Reviewed 18 May 2022

### A.10 Use of Common Seal

---

**Delegation:** That Council delegate authority to the Chief Executive Officer to permit the affixing of the Common Seal when required.

#### CEO

**Delegates to:** Nil

**Reference:** Local Government Act 1995 section 9.49A (4)

**History:** Reviewed 18 May 2022

### A.11 Writing Off Debts

---

**Delegation:** That Council delegate authority to the Chief Executive Officer to write off debts where the individual debt is not more than \$100. In exercising this authority, the Chief Executive Officer is to take into consideration Council Policy and the prospects of recovering the debt.

#### CEO

**Delegates to:** Nil

**Reference:** Local Government Act 1995 section 6.12

**History:** Reviewed 18 May 2022

### A.12 Housing

---

**Delegation:** To the Chief Executive Officer to;

- to recover from bonds the cost of damage repair, cleaning and carpet cleaning from tenants if they fail to do such;
- take action to recover costs of water usage if other reduction remedies have failed to reduce consumption;
- determine applications from tenants to allow a pet in the residence;
- determine applications from staff to receive the "own your own residence" allowance;

## CEO

**Delegates to:** Deputy CEO

**Reference:** Local Government Act 1995

**History:** Reviewed 18 May 2022

### A.13 Procedure for Unpaid Rates

---

**Delegation:** To the Chief Executive Officer to determine the granting of an extension of time to pay rates.

## CEO

**Delegates to:** Nil

**Reference:** Local Government Act 1995

**History:** Reviewed 18 May 2022

## 2. GOVERNANCE

### G.1 Applications for Planning Consent

---

**Delegation:** The CEO is authorised to issue planning consent for development applications that fully comply with all requirements. The CEO is authorised to reduce or waive development application fees where:-

- the development has a perceived benefit to the community, and
- the application is of such a nature that very little investigate work is required prior to the application being submitted to Council for consideration.

Compliance with the Town Planning Scheme, Regulations and Codes, and Council's Planning Policies, is mandatory. Any application not complying is to be referred to Council for decision.

**Conditions:** No officer other than the CEO is permitted to authorise expenditure by outside agencies for development applications.

## CEO

**Delegates to:** Nil

**Reference:** Town Planning Development Act and Town Planning Scheme No 2, 2017

**History:** Reviewed 18 May 2022

### G.2 Building Licences and Swimming Pools

---

**Delegation:** The CEO is authorised to approve or not approve plans submitted and issue building licences. This includes the authority to conduct inspections and issue orders for private swimming pools.

**Conditions:** The authority does not include approval of development applications as required under Council's Town Planning Scheme, nor the expenditure of money prior to consultation with the CEO. All building applications must conform with the Building Code of Australia and all other relevant legislation.

## CEO

**Delegates to:** Environmental Health Officer/Building Officer

**Reference:** Local Government (Miscellaneous Provisions) Act 1960 section 374

**History:** Reviewed 18 May 2022

### G.3 Cemeteries Act 1986

---

**Delegation:** The CEO is authorised to carry out all of the powers and duties conferred to Council by section 6 of the Cemeteries Act 1986 and carry out in accordance with this section, when required, the exhumation of a body buried in the Kulin, Dudinin or Pingaring cemeteries and the reburial of the body in the Kulin, Dudinin or Pingaring cemeteries.

#### CEO

**Delegates to:** Nil

**Reference:** Cemeteries Act 1986 sections 6 and 59

**History:** Reviewed 18 May 2022

### G.4 Public Health Act 2016

---

#### Delegation:

1. Delegation to the Chief Executive Officer for the appointment of 'authorised officer/s' under section 9.10(1) including the authority to the giving of infringement notice/s under section 9.16 by the authorised officer/s pursuant to the *Local Government Act 1995* for the purpose of the administration of the *Shire of Kulin Animal Environment and Nuisance Local Law 2016*;
2. That pursuant to the *Local Government Act 1995* Subdivision 2 - Infringement notices, the Shire of Kulin appoints the Chief Executive Officer as an authorised officer for the functions of:
  - i. Section 9.17. Notice, content of – to authorise persons for the purposes of receiving payment of modified penalties;
  - ii. Section 9.19. Extension of time; and
  - iii. Section 9.20. Withdrawal of notice.This appointment is to be affected by instrument in writing and signed by the Shire President;
3. Delegation to the Chief Executive Officer for the purpose of designating authorised officers, appointing environmental health officers and the appointment of authorised officers to issue infringement notices pursuant to the *Health (Asbestos) Regulations 1992*; and
4. The appointment of the Chief Executive Officer as an 'approved officer' pursuant to Regulation 15D(5) of the *Health (Asbestos) Regulations 1992* for the purposes of Part 2 of the *Criminal Procedure Act 2004* as the person authorised to extend the period to pay or withdraw an infringement notice. This appointment is to be affected by instrument in writing and signed by the Shire President. **(Note: Adopted by Council resolution 11/0217)**

#### CEO

**Delegates to:** Environmental Health Officer, Various Authorised Officers

**Reference:** Public Health Act 2016, Health (Miscellaneous Provisions) Act 1911, Health (asbestos) Regulations 1994, Food Act 2008

**History:** Reviewed 18 May 2022

### G.5 Various Acts and Local Laws

---

**Delegation:** To the Chief Executive Officer for the appointment of 'authorised officer/s' required by the Shire of Kulin under;  
Local Government Act (Miscellaneous Provisions) 1960, Part XX (Ranger/Pound Keeper);  
Local Government Act 1995, Part 3, Subdivision 4 and part 9 Division 2 – Executive Functions of Local Government and Part 9 Miscellaneous Provisions;  
s. 17(1) Caravan Parks and Camping Grounds Act 1995;  
s. 29 (1) Dog Act 1976 and Regulations;  
s. 48 Cat Act 2011 and Regulations;  
s. 59(3) Bush Fires Act 1954 and Regulations;  
s. 26 of the Litter Act 1979 and Regulations;  
s. 38(3) Control of Vehicles (Off Road Areas) Act 1978 and Regulations;  
All Shire of Kulin Local Laws.



All appointments to be advertised annually in the Government Gazette or by local circulation for interim or part year appointments.

**CEO**

**Delegates to:** Nil

**Reference:** Local Government Act 1995 and Various Acts as detailed

**History:** Adopted by Council Resolution 06/0818

### **3. HUMAN RESOURCES**

#### **H.1 Grievance Procedures**

**Delegation:** To the Chief Executive Officer to engage a competent human resource professional to hear and determine a grievance against the CEO or where a grievance requires specialist mediation or assistance because the topic is outside the knowledge or capacities of Shire staff.

**CEO**

**Delegates to:** Nil

**Reference:** Local Government Act 1995

**History:** Reviewed 18 May 2022

### **4. COMMUNITY SERVICES**

#### **C.1 Bushfire Control – Shire Plant for Use Of**

**Delegation:** To the Chief Executive Officer to spend up to \$5,000 to hire plant or equipment (above positioning and mobilisation costs) if and when a bushfire cannot be effectively controlled by other means, or where it is considered necessary to engage additional resources to protect life or property.

**CEO**

**Delegates to:** Manager of Works

**Reference:** Local Government Act sections 5.42 and 5.44  
Bush Fires Act section 38 (3) (4) (5)

**History:** Reviewed 18 May 2022

#### **C.2 Bushfire Control – Plant Use for Adjoining Shires**

**Delegation:** To the Chief Executive Officer to spend up to \$5,000 to hire plant or equipment (above positioning and mobilisation costs) if and when a bushfire cannot be effectively controlled by other means, or where it is considered necessary to engage additional resources to protect life or property.

**CEO**

**Delegates to:** Manager of Works

**Reference:** Local Government Act sections 5.42 and 5.44  
Bush Fires Act section 38 (3) (4) (5)

**History:** Reviewed 18 May 2022

### **C.3 Bushfire Prohibited/Restricted Burning Periods - Changes**

---

**Delegation:** In accordance with Section 17(10) of the Bush Fires Act 1954 (as amended), the Chief Bush Fire Control Officer and Shire President be delegated authority to vary the “Prohibited Burning Time”.

In accordance with the Bush Fires Act 1954 (as amended), the Chief Bush Fire Control Officer and the Chief Executive Officer are delegated authority to vary the “Restricted Burning Period”.

**CEO**

**Delegates to:** Nil

**Reference:** Local Government Act 1995 & Bush Fires Act 1954

**History:** Reviewed 18 May 2022

### **C.4 Bushfire Training Administration**

---

**Delegation:** To the Chief Executive Officer and the Bush Fire Brigades Advisory Committee to incur expenditure for the planning and development of training opportunities without reference to Council for volunteers, Fire Control Officers and Captains. Costs associated with training programs to be allocated to Council’s Emergency Services Levy.

**CEO**

**Delegates to:** Nil

**Reference:** Local Government Act 1995

**History:** Reviewed 18 May 2022

### **C.5 Cat Ownership Limit – Cat Control**

---

**Delegation:** To the Chief Executive Officer to determine applications to keep cats under the Cat Foster Carer provision as per Council policy.

**CEO**

**Delegates to:** Nil

**Reference:** Local Government Act 1995  
Cat Act 2011 and Cat Regulations 2012

**History:** Reviewed 18 May 2022

### **C.6 Dog Control - Attacks**

---

**Delegation:** Without reference to the Council the Chief Executive Officer is delegated authority to instigate legal and/or infringement proceedings against the owner of a dog involved in a dog attack on a person or other animal.

**CEO**

**Delegates to:** Nil

**Reference:** Local Government Act 1995  
Dog Act 1976

**History:** Reviewed 18 May 2022

### **C.7 Dog Ownership Limit – Dog Control**

---

**Delegation:** Without reference to the Council the Chief Executive Officer is delegated authority to determine applications in the first instance.

**CEO**

**Delegates to:** Nil

**Reference:** Local Government Act 1995  
Dog Act 1976

**History:** Reviewed 18 May 2022

### **C.8 Sea Containers Use Of – Town Planning**

---

**Delegation:** To the Chief Executive Officer for the approval of applications for the use of sea containers.

**CEO**

**Delegates to:** Nil

**Reference:** Local Government Act 1995  
Shire of Kulin Town Planning Scheme No. 2  
Shire Policy

**History:** Reviewed 18 May 2022

### **C.9 Second Hand Dwellings – Use of – Building Control**

---

**Delegation:** To the Chief Executive Officer to approve Development Applications for the use of second hand relocated or transportable dwellings.

**CEO**

**Delegates to:** Nil

**Reference:** Local Government Act 1995

**History:** Reviewed 18 May 2022

### **C.10 Temporary Accommodation**

---

**Delegation:** To the Chief Executive Officer to approve applications for temporary accommodation in caravans that meet the guideline conditions.

**CEO**

**Delegates to:** Nil

**Reference:** Local Government Act 1995  
Caravan and Camping Ground Regulations 1997: Regulation 6 and 11(2)(a)

**History:** Reviewed 18 May 2022

### **C.11 Unauthorised Structures – Building Control**

---

**Delegation:** To the Chief Executive Officer to seek legal advice or to prepare a “Stop Work” order where Notice to the owner fails to illicit any response or results in the hastening of action to complete the structure.

**CEO**

**Delegates to:** Nil

**Reference:** Local Government Act 1995  
Building Regulations 1989

**History:** Reviewed 18 May 2022

### **C.13 Freebairn Recreation Centre Club Committee**

---

**Delegation:** That Council delegate authority to the Freebairn Recreation Centre Club Committee to manage all aspects of the Freebairn Recreation Centre on behalf of Council, subject to budget constraints and under the constraints imposed by the Local Government Act 1995 and other relevant legislation.

**Conditions:** The following areas remain the responsibility of Council:-

- Staffing
- Liquor licence
- Capital Expenditure Purchases
- Sale of Assets
- Waiver of Hire Charges

**CEO**

**Delegates to:** Freebairn Recreation Centre Club Committee

**Reference:** Local Government Act 1995

**History:** Reviewed 18 May 2022

**C.14 Kulin Child Care Management Committee**

---

**Delegation:** That Council delegate authority to the Kulin Child Care Management Committee to manage all aspects of the Kulin Child Care Centre on behalf of Council, subject to budget constraints, and under those constraints imposed by the Local Government Act 1995 and other relevant legislation.

**Conditions:** The following areas remain the responsibility of Council:-

- Staffing
- Capital expenditure purchases
- Sale of Assets

**CEO**

**Delegates to:** Kulin Child Care Centre Management Committee

**Reference:** Local Government Act 1995

**History:** Reviewed 18 May 2022

**C.15 General – Community Services Practices**

---

**Delegation:** To the Chief Executive Officer to;  
appoint officers for the purpose of infringement notices and administration of;  
- the Shire of Kulin Animal Environment and Nuisance Local Law; Health (Asbestos) regulation 1992.  
appoint officers for the purposes of the Caravan and Camping Grounds Act 1995;  
- Power of Entry and inspection and,  
- The issue of Infringement Notices.  
approve or reject applications to consume liquor in Shire buildings or on Shire controlled reserves.  
approve applications to hire the Kulin Bush Races facility in accordance with terms and conditions.

**CEO**

**Delegates to:** Nil

**Reference:** Local Government Act 1995

**History:** Reviewed 18 May 2022

**C.16 Bushfire Control – Confirmation Appointment of Dual Fire Control Officers**

---

**Delegation:** That Council delegate to the Chief Executive Officer that following receipt of correspondence or a written email request from a neighbouring Shire, the Chief Executive Officer under delegation made possible by the Bush Fires Act 1954, S.48 (1) is granted the authority to confirm the appointment of Dual Fire Control Officer applications from neighbouring Shires without reference to Council.

**CEO**

**Delegates to:** Nil

**Reference:** Local Government Act sections 5.42 and 5.44  
Bush Fires Act section 48 (1)

**History:** Added 18 May 2022

## **C.17 Seed Collection – Issue of Approval to Collect Seeds**

**Delegation:** That Council delegate to the Chief Executive Officer approval to determine requests to collect seeds from Shire of Kulin managed and controlled land without reference to Council in accordance with the guidelines of APOG CS 20.

**CEO**

**Delegates to:** Nil

**Reference:** Local Government Act

**History:** Added 18 May 2022

## **5. WORKS**

### **W.1 Gravel Supplies**

**Delegation:** To the Chief Executive Officer and the Manager of Works to negotiate the supply of gravel with landholders, which may incur a quid pro quo cost to the Shire and to initiate the resumption of land for the purpose of obtaining gravel where no alternate suitable supplies exist.

**CEO**

**Delegates to:** Manager of Works

**Reference:** Local Government Act 1995

**History:** Reviewed 18 May 2022

### **W.2 Roads - Clearing**

**Delegation:** To the Chief Executive Officer the power to;

- consider and authorise the removal of vegetation from fence lines;
- to issue approval to service authorities to remove vegetation on Shire roads in relation to their works;
- to determine the suitability of roadside vegetation planting applications submitted by community groups or individuals.

**CEO**

**Delegates to:** Nil

**Reference:** Local Government Act 1995  
Soil and Land Conservation Act 1945. (Agriculture WA)  
Wildlife Conservation Act 1950 – 1979  
Aboriginal Heritage Act 1972  
Agriculture and Related Resources Protection Act 1976  
Bush Fires Act 1954  
Conservation and Land Management Act 1984  
Environmental Protection and Biodiversity Conservation Act 1999  
Environmental Protection Act 1986  
Heritage of WA Act 1990  
Land Act 1933  
Main Roads Act 1930  
Mining Act 1978  
State Energy Commission Supply Act 1979  
Water Authority Act 1987

**History:** Reviewed 18 May 2022

### **W.3 Roads – Damage To**

---

**Delegation:** To the Chief Executive Officer to take action to recover the cost of damage to a Shire road or verge asset and issue Notice to request the return of the road or verge to a clean and tidy condition.

**CEO**

**Delegates to:** Manager of Works

**Reference:** Local Government Act 1995

**History:** Reviewed 18 May 2022

### **W.4 Roads – Roadside Markers – Management Of**

---

**Delegation:** To the Chief Executive Officer to determine roadside markers applications.

**CEO**

**Delegates to:** Manager of Works

**Reference:** Local Government Act 1995

**History:** Reviewed 18 May 2022

### **W.5 Stormwater Drainage**

---

**Delegation:** To the Chief Executive Officer to approve applications for connection to the Shire stormwater drainage from landowners on advice from the Manager of Works.

**CEO**

**Delegates to:** Manager of Works

**Reference:** Local Government Act 1995

**History:** Reviewed 18 May 2022

### **W.6 Street Trees**

---

**Delegation:** To the Chief Executive Officer to determine applications for approval to plant street trees in accordance with this guideline.

**CEO**

**Delegates to:** Nil

**Reference:** Local Government Act 1995

**History:** Reviewed 18 May 2022

### **W.7 Streetscape – Improvements**

---

**Delegation:** To the Chief Executive Officer to approve streetscape improvements.

**CEO**

**Delegates to:** Nil

**Reference:** Local Government Act 1995

**History:** Reviewed 18 May 2022

## **W.8 Roadside Vegetation Management**

---

**Delegation:** To the Chief Executive Officer for the burning or spraying of road verges following agreement of the Manager of Works in accordance with the listed conditions.

**CEO**

**Delegates to:** Manager of Works

**Reference:** Local Government Act 1995  
Bush Fires Act 1954 25  
Occupational Health & Safety  
Road Traffic Act 1974

**History:** Reviewed 18 May 2022

## **W.9 Temporary Road Closures**

---

**Delegation:** The Chief Executive Officer is authorised to temporarily close thoroughfares to vehicles.

**CEO**

**Delegates to:** Manager of Works

**Reference:** Local Government Act 1995 section 3.50  
Bush Fires Act 1954 25  
Occupational Health & Safety  
Road Traffic Act 1974

**History:** Reviewed 18 May 2022

## **W.10 General – Works Practices**

---

**Delegation:** To the Chief Executive Officer to;

- Determine applications to beautify grave sites at Shire Cemetery's;
- Approve Niche Wall plaque design and placement;
- Approve the use of the depot for the servicing of private vehicles and equipment;
- Determine requests from local Clubs and Organisations to use Shire plant;
- To issue heavy Haulage Vehicle Permits.

To the Deputy Chief Executive Officer to;

- Approve the use of the depot for the servicing of private vehicles and equipment;
- Determine requests from local Clubs and Organisations to use Shire plant.

To the Manager of Works to;

- Approve the use of the depot for the servicing of private vehicles and equipment;
- Determine requests from local Clubs and Organisations to use Shire plant.

**CEO**

**Delegates to:** Nil

**Reference:** Local Government Act 1995

**History:** Reviewed 18 May 2022