



2022 REGISTER OF DELEGATIONS UNDER COUNCIL POLICY

[Officer acronyms are listed on the last page]

F161497

POLICY	DIVISION TO ADMINISTER	POLICY #			PARTICULARS	DELEGATED BY COUNCIL TO	DELEGATED BY CEO TO
Council Meeting System	Office of CEO	1	1	1	Nil.	None	None
Councillor Meeting Fees and Reimbursement of Expenses	Office of CEO	1	1	2	Nil.	None	None
Complaints Against Councillors and the Chief Executive Officer	Office of CEO	1	1	3	Nil.	None	None
Councillor Continuing Professional Development	Office of CEO	1	1	4	Nil.	None	None
Mobile Phones in Meetings	Office of CEO	1	1	5	Nil.	None	None
Registration for conferences, seminars, training - Councillors	Office of CEO	1	1	7	Authority to register Councillors and partners	CEO	EA
Press releases – Council spokesperson	Office of CEO	1	2	1	Authorised spokesperson. Section 2.8 (d) and section 5.41 (f) of the Local Government Act applies	Shire President (others if authorised by President) CEO (others if authorised by CEO)	Individuals as authorised by either the Shire President or the CEO strictly on a per occurrence basis
Gifts – Attendance at Functions and Events	Office of CEO	1	2	2	Nil.	None	None
Use of JC Rose Room	Office of CEO	1	2	3	Authorisation to use JC Rose Room.	Shire President and CEO	None



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Shire of Manjimup responsibility on Crown Land	Office of CEO	1 2 4	No action to be taken on Crown land	None	None
State Administrative Tribunal – delegation	Office of CEO	1 2 6	Determination approach SAT appeals	CEO	DDR and (MPS development matters only)
Public interest disclosure staff support	Office of CEO	1 2 7	Appointment of PID officer	CEO	DCS
Authority to Execute Documents on Behalf of Council	Office of CEO	1 2 8	Excludes documents re changes to public land	CEO	None
Approach to Attracting and Promoting Economic Development in the District	Office of CEO	1 2 10	Nil.	CEO	All Directors, Managers and Coordinators
Election Signage	Office of CEO	1 2 11	Controls for the placement and management of election signage	CEO	None
CEO Selection Panel	Office of CEO	1 2 12	Guidance for the appointment of a CEO	None	None
Staff Relocation Expenses	Office of CEO	2 1 1	Payment for selection, recruitment and relocation expenses. Within 300km of Manjimup max \$3,000, within State max \$5,000, interstate max \$6,000.	CEO	MHR
Acknowledgements to Councillors and Staff	Office of CEO	2 1 2	Gift to employees upon retirement or long service (\$25 per year max \$250)	CEO	MHR
Appointment of Acting CEO and Senior Employees	Office of CEO	2 1 3	Authorisation to act as CEO in the unscheduled absence of the CEO.	CEO	Directors in accordance with Council Policy
Designation of Senior Employees	Office of CEO	2 1 4	CEO & Directors are Senior Employees	None	None



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Social Media Usage and Guidelines	Office of CEO	2 1 5	Monitoring, access denial, deletion inappropriate material	CEO	EA, PRO
Employee Use of Shire of Manjimup vehicles	Office of CEO	2 3 1	Allocation and use of vehicles	CEO	None
Vehicle specifications	Works and Services	2 3 2	Specifications and accessories	CEO	DWS, MW
Donations	Office of CEO	2 3 4	Approval to grant donations within permitted range for: <ul style="list-style-type: none"> - Sport & Recreation - Arts & Culture - External aid 	CEO	MCR, DCS, CEO
Purchasing Policy	Business	2 3 5	Authority to issue electronic purchase orders: (a) Up to \$1,999	CEO	SGO, PRO, SO, CHR, CAMO, CFA, FOA, SAPO, SCSO, CSO, CICT, AICT, WHC, MPS, PEHO, AEHO BO, BMO, BC, Senior Ranger, Ranger, FHRO, MHPPO, CDO, ACS, AELO, Librarian, AOC, ASC, AWS, WMO, MHPC, FPO, AORES, ELO, YDO (and those listed below)
			(b) \$2,000 to \$19,999 (two written quotes)	CEO	Stores Officer, Supervisor Mechanic,



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Purchasing Policy (cont.)			(c) \$20,000 to \$49,999 (brief specification and two written quotes)	CEO	Coordinator of Works (and those listed below) Managers, Works Finance Officer for road building materials and fuel (and those listed below)
			(c) \$50,000 to \$150,000 (detailed specification and three written quotes)	CEO	Directors
			d) Over \$150,000	None	None
			Authorisation of payment of invoices:	CEO	Relevant manager and director CEO or director(s) or CFA (two required)
			Cheque and Electronic Funds Authorisation:	CEO	
Tendering Policy	Business	2 3 6	Approval to call tenders to procure or to dispose of assets if part of tender process.	CEO	Directors
			Approval to award tender.	None	None
			Approval for minor variations (up to 10%)	CEO	Directors



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Vandalism of Shire of Manjimup owned property	Office of CEO	2 3 7	Authority to offer reward of up to \$1,000	CEO	None
Regional Price Preference	Business	2 3 8	Application to all goods & services	None	None
Disposal of Shire of Manjimup Property	Business	2 3 9	Disposal of Council property with estimated market value less than \$20,000	CEO	Directors
Complaints System	Office of CEO	2 3 10	Complaint handling procedure	CEO	None
Asset Management Policy	Works and Services	2 3 11	Asset management framework & reporting	CEO	DWS
Fraud Management Policy	Office of CEO	2 3 12	Reviewing cases of suspected fraud or misconduct	CEO	None
Risk Management Policy	Office of CEO	2 3 13	Approach to organisational risk	CEO	All staff
Financial Support of Shire Visitor Centres	Community Services	2 4 1	Funding methodology and conditions	None	None
Visitor Information Bays	Community Services	2 4 3	Application where not a member of local Visitor Centre	CEO	DCS
Prosecutions on behalf of Council	Office of CEO	2 5 2	Issue notices/infringements, approve legal action, consider appeals	CEO	None
Occupational Safety and Health	Office of CEO	2 6 1	Undertakings for a safe work environment	CEO	None
Related Party Disclosures	Office of CEO	2 6 12	Defines the parameters of Related Party Transactions	CEO	DB
Banner Poles	Community Services	3 1 1	Use of banner poles and payment	CEO	DCS



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Financial Assistance to Community Sporting & recreation Facility (CSRFF) Applications	Community Services	3 1 2	Information required and prioritisation	None	None
Community Funds Allocation	Community Services	3 1 3	Guidelines and objectives allocation funds	CEO	DCS
Community Events Requiring the Use of Public Roads	Community Services	3 1 4	Approval for community events on public roads	CEO	DWS, MW, MTS
Temporary Event Banners on Fixed Banner Frames	Community Services	3 1 5	Scheduling display of community banners on fixed frames in each town	CEO	DCS
Naming of Shire Assets, Tree Plantings, Memorials and Plaques	Community Services	3 1 6	Naming of infrastructure and plantings on Shire managed reserves	CEO	DCS
Manjimup Heritage Park Collections	Community Services	3 1 7	Provides guidance on collection management	CEO	DCS
Community Bus	Community Services	3 1 8	Provides guidance on management and use of community bus	CEO	DCS
Manjimup Regional AquaCentre – temporary Alterations to Opening Hours	Community Services	3 3 1	Alteration opening hours or closure in response to abnormal / emergency	CEO	DCS, MCR
Windy Harbour leasing of land	Business	3 4 2	Conversion to 20 year leases	CEO	DB, SAPO
Access and Inclusion Policy	Community Services	3 8 1	Access to buildings, awareness and opportunities	CEO	All Staff
Community and Workplace Healthy Catering Policy	Community Services	3 9 1	Healthy eating options at meetings and events	CEO	Directors, Managers
Health and Wellbeing	Community Services	3 9 3	Community Health Promotion	CEO	DCS, DDR, PEHO, EHO, MHACC, MCR



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Contributions to Community Based or Not-for-Profit Affordable Seniors Housing Development	Community Services	3	10	1	Direct and in-kind assistance	None	None
Investment Policies	Business	4	1	1	Authority to place investments	CEO	DB, CFA
Self-Supporting Loans	Business	4	1	2	Requirements for consideration	None	None
Financial Hardship (Rate Relief)	Business	4	1	4	Make recommendation to the CEO whether a ratepayer is in need of rate relief	CEO	None
Travelling / Accommodation Allowances	Business	4	1	5	Payment of expenses within nominated limits for accommodation and meals	CEO	Directors
Collection of Outstanding Debts	Business	4	1	6	Implementation of recovery proceedings and Authority to approve instalments	CEO	DB, CFA
Collection of Outstanding Rates	Business	4	1	7	Collection of outstanding rates	CEO	DB, CFA, RO
Temporary Overdraft	Business	4	1	8	Authority to arrange a temporary overdraft	CEO	DB
Rating Policy	Business	4	1	9	Identification of change of rating base of properties	CEO	DB, CFA, RO
Rates Exemption Policy	Business	4	1	13	Identifies rate exemption treatment	None	None
Rates Concession Waivers	Business	4	1	14	Identifies rate waiver treatment	None	None
Hire of Council Halls, Community Centre Meeting Rooms, Other Facilities and Hall Equipment	Business	4	2	1	Authority to waive bonds, grant not for profit discounts and use of equipment	CEO	DB, CFA



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Windy Harbour Leases	Business	4	2	2	Outlines requirements for leases (inc. transfers, continuations, mortgages and new leases)	CEO	DB, SAPO
Freedom of Information	Business	4	2	6	Authority to act as FOI Officer. Authority to act as "decision maker" Authority to act as "internal reviewer"	CEO CEO CEO	DB, SAPO DB None
Native Title Policy	Business	4	2	7	Authority to negotiate with claimants	CEO	DB, SAPO
Property Leasing Policy	Business	4	2	8	Duration and responsibilities	None	None
Records Management	Business	4	2	9	Disposal of records	CEO	DB, CFA
Temporary Camping Grounds for Events	Development and Regulation	5	1	9	Authority to approve Appeal decision not to approve	CEO None	DDR, PEHO None
Exemption to the Requirement to Obtain a Traders/Stallholders Permit	Development and Regulation	5	1	10	Raffles Food Stalls	CEO CEO	DB, DDR, CFA DDR, PEHO, EHO
Windy Harbour On Site Treatment of Sewerage and Disposal of Effluent and Liquid waste	Development and Regulation	5	1	12	Triggers requiring upgrades to existing or new effluent disposal systems	CEO	DDR, PEHO, EHO
Windy Harbour Camping Ground	Development and Regulation	5	1	14	Approval of caravans/camps beyond 3 months Enforcement of camp ground conditions	CEO CEO	None DDR, MPS, WHC, PEHO, EHO
Windy Harbour Reticulated Water and Use of Bores	Development and Regulation	5	1	15	Management of water restrictions using the reticulated water system	CEO	DDR, MPS, WHC, PEHO, EHO



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Collection of Outstanding Infringement Notices	Development and Regulation	5	2	3	Review and waiver of infringements, appeals	CEO	None
Disabled Parking Bay Identification and Enforcement	Development and Regulation	5	2	4	Enforcement of compliance with disabled parking	CEO	Senior Ranger, Rangers, Cadet Ranger
Fire Control Officers Honorarium	Development and Regulation	5	3	2	Annual honorarium set by Council	None	None
Resource to Risk Fire Fighting	Development and Regulation	5	3	16	Capital resource plan	None	None
Fire Protection Shire Brigade Owned Vehicles	Development and Regulation	5	3	25	Minimise risk to volunteer firefighters in bushfire operational roles	CEO	DDR, CESM
General Applications for Planning Consent	Development and Regulation	6	1	1	Authority to approve where consistent with policy	CEO	DDR, MPS
Advertising of Planning Proposals	Development and Regulation	6	1	2	Authority to approve where consistent with policy	CEO	DDR, MPS
Domestic Outbuildings	Development and Regulation	6	1	3	Authority to approve where consistent with policy	CEO	DDR, MPS
Advertisements	Development and Regulation	6	1	4	Requirements and extent for advertising planning proposals	CEO	DDR, MPS
Holiday Houses	Development and Regulation	6	1	5	Authority to approve where consistent with policy	CEO	DDR, MPS
Home Based Businesses	Development and Regulation	6	1	6	Authority to approve home occupations	CEO	DDR, MPS
Alfresco Dining	Development and Regulation	6	1	7	Authority to approve where consistent with policy	CEO	DDR, MPS



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Ancillary Accommodation	Development and Regulation	6 1 8	Authority to approve aged/dependant persons accommodation	CEO	DDR, MPS
Extractive Industries	Development and Regulation	6 1 9	Conditions suitable to support	None	None
Relocated Buildings	Development and Regulation	6 1 10	Authority to approve where consistent with policy	CEO	DDR, MPS
Rural Land Use	Development and Regulation	6 1 11	Aquaculture - Authority to approve aquaculture / marron licences.	CEO	DDR, MPS
			Cellar Door Sales/Shops/Tearooms - Conditions to support applications where consistent with Policy requirements.	CEO	DDR, MPS
			Agroforestry/Tree Plantations - Conditions suitable to support plantation applications.	None	None
			Feedlots - Authority to approve feedlots	None	None
Subdivisions	Development and Regulation	6 1 12	Authority to provide comments to WAPC (including Strata subdivisions)	CEO	DDR, MPS
			Authority to provide subdivision clearances (including Strata subdivisions)	CEO	DDR, MPS
Heritage	Development and Regulation	6 1 13	Inclusion of places for Heritage preservation	None	None
Boronia Ridge Estate Development Standards	Development and Regulation	6 1 15	Applications complying with policy	CEO	DDR,MPS



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Windy Harbour Design Codes	Development and Regulation	6	1	16	Authority to approve where consistent with policy	CEO	DDR,MPS
Greenland Estate Residential Development Standards	Development and Regulation	6	1	17	Development control in Greenland Estate	CEO	DDR, MPS
Landscaping	Development and Regulation	6	1	18	Authority to assess and approve landscape plans.	CEO	DDR, MPS
Managing the Natural Environment	Development and Regulation	6	1	19	Basis to support decision making	None	None
Camp Grounds for Seasonal Workers	Development and Regulation	6	1	20	General development guidelines	CEO	DDR, MPS
Car Parking/Cash-in-lieu	Development and Regulation	6	1	21	Guidance for onsite car parking	CEO	None
Dams	Development and Regulation	6	1	22	Conditions to support applications where consistent with Policy requirements	CEO	DDR, MPS
Container Deposit Infrastructure	Development and Regulation	6	1	23	Conditions to support applications where consistent with Policy requirements	CEO	DDR, MPS
Planning Precinct Exemptions	Development and Regulation	6	1	24	Exempts resident development where it meets the R-Codes in planning precincts	CEO	DDR, MPS
Temporary Accommodation	Development and Regulation	7	2	1	Authority to approve temporary accommodation applications under the Health Act	CEO	DDR, MBS, PEHO
Building Licence Fees - Refunds	Development and Regulation	7	2	2	Authority to refund up to 50%	CEO	DDR,MBS
Building Licence Fees – Waiver	Development and Regulation	7	2	3	Authority to approve waiver of building licence fees.	CEO	None



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Building Applications – Land Without Legal Access	Development and Regulation	7	2	4	Nil.	CEO	DDR, MBS, BS, BO, AOBS
ICT Systems Use	Office of the CEO	8	1	2	Nil.	CEO	DB, CICT
Closed Circuit Television (CCTV)	Business	8	1	4	Authority to provide CCTV footage	CEO	None
Road Use Approval for Road Train and Permit Type Loads	Works and Services	9	1	1	Authority to approve application for road train and permit type loads on roads on approved list.	CEO	DWS, MTS
Land Resumption	Works and Services	9	1	2	Authorisation to offer valuation + 10% in kind, or cash.	CEO	DWS, MTS
Street Lighting	Works and Services	9	1	3	Authorisation to install street lighting.	CEO	DWS, MTS
Guidelines for Subdivisional Development	Works and Services	9	1	4	Inspection of work, determination of defects and release of bond	CEO	DWS, MTS
Road Verge Directional Signs	Works and Services	9	1	5	Approval of directional signs	CEO	DWS, MTS
Bitumen Sealing or Road Improvement Works on Joint Basis	Works and Services	9	1	7	Agreement to construct works on a 50/50 basis	None	None
Road Reserve Vegetation Management	Works and Services	9	1	8	Approval and conditions precedent for removal of road verge vegetation (other than by burning)	CEO	DWS, MTS
Engineering Construction Standards for Planning Applications	Works and Services	9	1	10	Assessed in accordance with policy Determination of legal point of drainage discharge	CEO CEO	DWS, MTS DWS, MTS



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Land Acquisition and Road Boundary Adjustments	Works and Services	9 1 11	Authority to negotiate	CEO	DWS, MTS
Traffic Management for Events on Roads	Works and Services	9 1 12	Authority to set requirements and approve traffic management plans	CEO	DWS, MTS
Private Services in Road Reserves	Works and Services	9 1 13	Authority to assess and approve applications for underground services	CEO	DWS, MTS
Road Hierarchy	Works and Services	9 1 14	Classification and standards new works Maintenance works	CEO CEO	DWS, MTS DWS, MW
Manjimup Airfield - Airside Access Policy	Works and Services	9 1 18	Procedures and requirements	CEO	DWS, MTS
Visual Message Signs (VMS)	Works and Services	9 1 19	Procedure for use of VMS	CEO	DWS, MTS
Waste Disposal Tipping Fee and Waste Collection Charge Exemptions	Works and Services	9 2 1	Authority to waive fees	CEO	DWS, MTS, WMO
Waste Collection Policy	Works and Services	9 2 2	Approval for waste collection services	CEO	DWS, MTS, WMO
Mersea, Wilgarup and Corbalup Roads	Works and Services	10 1 2	Authority to negotiate construction works	CEO	DWS
Private Works	Works and Services	10 1 3	Authorisation of quotations and to hire our equipment	CEO	DWS
Weed Spraying of Verges Adjacent to Organic Farms	Works and Services	10 1 6	Option for property owner to manage section of verge	CEO	DWS, MPG
Cultivated Land Erosion Control	Works and Services	10 1 7	Measures to mitigate impact on public infrastructure	CEO	DWS, MW



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Salvage of Fallen Naturally Occurring Timber in Road Reserves	Works and Services	10 1 8	To determine the practice of dealing with native timber fallen on Road Reserve	CEO	DWS, MTS, MW
School Aid by Council's Works Directorate	Works and Services	10 1 9	A co-contribution road safety policy with local schools	CEO	DWS, MW
Standard of Maintenance for Parks Assets Within the Shire	Works and Services	10 2 2	Standards in accordance with matrix	CEO	DWS, MPG
Street Tree Planting and Replacement	Works and Services	10 2 3	Tree planting locations in accordance with approved species list	CEO	DWS, MPG
HACC aims, philosophy and objectives	Community Services	12 1 1	Target group and general guidelines	CEO	MHACC



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Code	Employee Position	Code	Employee Position
Officers		Officers	
ACS	Administration Officer – Community Services	FPO	Finance Payroll Officer
AELO	Administration Officer – Events Liaison	Librarian	Library Officer - Manjimup
AEHO	Assistant Environmental Health Officer	MHACC ²	Manager Home and Community Services
AICT	Administrator - Information and Communication Technology	MHPPO	Manjimup Heritage Park Project Officer
AOBS	Admin Officer Building Services	MHPC	Manjimup Heritage Park Caretaker
AOC	AquaCentre Operations Coordinator	MLCS ²	Manager Library and Cultural Services
AORES	Admin Officer Ranger & Emergency Services	MPG ²	Manager Parks & Gardens
ARO	Airport Reporting Officer	MPS	Manager Statutory Planning
ASC	AquaCentre Services Coordinator	MCR ²	Manager Community and Recreation
AWS	Administration Officer – Works and Services	MHR ²	Manager Human Resources
BC	Building Services Caretaker/Cleaner	MTS ²	Manager Technical Services
BS	Building Surveyor	MW ²	Manager Works and Services
BO	Building Officer	MBS ²	Manager Building Services
CAMO	Corporate Administration and Marketing Officer	PA	Planning Assistant
CBFCO	Chief Bush Fire Control Officer	PEHO	Principal Environmental Health Officer
CDO	Community Development Officer	PRO	Public Relations Officer
CEO	Chief Executive Officer	Ranger	Ranger
CESM ²	Community Emergency Services Manager	RO	Rates Officer
CFA	Coordinator Finance and Administration	SAPO	Senior Administration and Properties Officer
CHACC	Coordinator HACC	SBFCO	Senior Bush Fire Control Officer
CHR	Coordinator Human Resources	SCSO	Senior Customer Service Officer - Business
CICT	Coordinator Information and Communication Technology	Senior Ranger	Senior Ranger
CSO	Customer Service Officer - Business	SO	Safety Officer
CW	Coordinator of Works	SPG	Supervisor – Parks and Gardens
DCBFCO	Deputy Chief Bush Fire Control Officer	WHC	Windy Harbour Caretaker
DB ¹	Director Business	WMO	Waste Management Officer
DCS ¹	Director Community Services	YDO	Youth Development Officer
DDR ¹	Director Development and Regulation		
DWS ¹	Director Works and Services		
EA	Corporate Executive Assistant		
ELO	Events Liaison Officer		
FHRO	Fuel Hazard Reduction Officer		
FOA	Finance Officer - Accounts		
		¹ Denotes Director	
		² Denotes Manager	
			Reviewed 18 November 2021