

SHIRE OF KOJONUP SUB-DELEGATION REGISTER

DELEGATION FROM THE CHIEF EXECUTIVE OFFICER (CEO) TO EMPLOYEES

(unless otherwise stated, where nil employee position/name is listed, the CEO is the only delegate - the Delegation Register to the CEO is reviewed by Council annually)

(please see Council's Delegation Register - on the Shire's website - for further delegation detail)

INSTRUMENT OF DELEGATION	NAME OF EMPLOYEE	EXPIRY DATE
ADMIN 001 CERTAIN ACTIONS TO BE TAKEN ON PRIVATE LAND		
ADMIN 002 MINOR VARIATIONS TO APPROVED CONTRACTS		
ADMIN 003 SALE & CONSUMPTION OF LIQUOR ON SHIRE PROPERTY	MANAGER CORPORATE AND COMMUNITY SERVICES - VACANT	
ADMIN 004 REIMBURSEMENT OF EXPENSES INCURRED BY COUNCILLORS AND EMPLOYEES WHILE ON SHIRE BUSINESS		
ADMIN 005 APPOINTMENT OF AUTHORISED PERSONS	<p>ENVIRONMENTAL HEALTH OFFICER - ROBERT JEHU <i>Local Government (Miscellaneous Provisions) Act 1960 s. 449</i> <i>Food Act 2008 s. 118</i> <i>Caravan Parks and Camping Grounds Act 1995 s. 17, s. 22, s. 23</i> <i>Health (Miscellaneous Provisions) Act 1911</i> <i>Public Health Act 2016</i> <i>Litter Act 1979 s. 27AA, s. 30 (1)</i></p> <p>BUILDING SURVEYOR - REBECCA CREIGHAN <i>Building Act 2011</i></p> <p>AUTHORISED PERSON - STEPHANIE SWAIN <i>Control of Vehicles (off-road areas) Act 1978 s. 38 (3)</i> <i>Litter Act 1979 s. 27AA, s. 30 (1)</i> <i>Local Government Act 1995 s. 3.18 (1), s. 3.24, s. 3.31, s. 3.33</i> <i>Local Government (Miscellaneous Provisions) Act 1960 s. 449</i> <i>Caravan Parks and Camping Grounds Act 1995 s. 17, s. 22, s. 23</i> <i>Relevant local laws</i></p>	<p>26/10/2023</p> <p>22/03/2024</p> <p>31/10/2023</p>
ADMIN 007 ENTERING INTO CONTRACTS OF INSURANCE	MANAGER CORPORATE AND COMMUNITY SERVICES - VACANT	
ADMIN 008 ACCEPT OR DENY CLAIMS AGAINST THE SHIRE FOR PROPERTY DAMAGE		
ADMIN 009 ENGROSSMENT OF CONTRACT DOCUMENTS		
ADMIN 011 AUTHORISING OFFICERS TO IMPOUND GOODS & SELL UNCOLLECTED GOODS	RANGER - STEPHANIE SWAIN <i>Local Government Act 1995 s. 3.40A</i>	31/10/2023
ADMIN 012 POWER OF ENTRY ONTO PRIVATE LAND		
ADMIN 013 NATIVE TITLE - PARTY TO AN APPLICATION		
ADMIN 014 PROSECUTIONS & LEGAL DEFENCE		
ADMIN 015 INVITING TENDERS OR QUOTATIONS FOR THE SUPPLY OF GOODS & SERVICES		
ADMIN 016 ACQUISITION & DISPOSAL OF PROPERTY		
ADMIN 017 VEHICLE LICENSING & REGISTRATION AGENCY CONTRACT		

ADMIN 018	DONATIONS TO LOCAL GROUPS OR INDIVIDUALS		
EMPL004	STAFF EMPLOYMENT SALARIES & CONTRACTS		
FIN 001	PAYMENTS FROM MUNICIPAL & TRUST FUND	MANAGER CORPORATE AND COMMUNITY SERVICES - VACANT SENIOR ADMINISTRATION OFFICER - JUDY STEWART SENIOR FINANCE OFFICER - JILL JOHNSON FINANCE AND PAYROLL OFFICER - VIVICKA KAHN <i>Local Government (Financial Management) Regulations 1996 r. 12</i>	26/03/2024 26/03/2024 26/03/2024 26/03/2024
FIN 001	AUTHORISATION OF PURCHASE ORDERS	MANAGER CORPORATE AND FINANCIAL SERVICES - VACANT MANAGER WORKS AND SERVICES - CRAIG MCVEE (to \$20,000) MANAGER SPRINGHAVEN - CIARA O'REGAN (to \$20,000) MANAGER REGULATORY SERVICES - ROBERT JEHU (to \$20,000) MANAGER KODJA PLACE, TOURISM AND MARKETING - JILL WATKIN (to \$5,000) MECHANIC - LEIGH LUCEV (to \$10,000) <i>Local Government (Financial Management) Regulations 1996 r. 12</i>	26/03/2024 26/03/2024 26/03/2024 26/03/2024 26/03/2024
FIN 002	INVESTMENT OF SURPLUS FUNDS	MANAGER CORPORATE AND COMMUNITY SERVICES - VACANT	
FIN 003	WRITE OFF MONEY OWED TO SHIRE		
FIN 005	RATING		
BLDG 001	BUILDING AND DEMOLITION PERMITS - REPEALED		
BLDG 003	PERMISSION TO DEPOSIT MATERIALS ON OR EXCAVATE ADJACENT TO A STREET		
BLGA 004	ISSUING NOTICES FOR BUILDING WORKS		
FIRE 001	APPROVAL TO BURN ROAD VERGES		
FIRE 002	VARYING PROHIBITED BURNING TIMES	SHIRE PRESIDENT AND CHIEF BUSH FIRE CONTROL OFFICER <i>Bush Fires Act 1954 s. 17 (10)</i>	17/10/2023
FIRE 003	INSTITUTE PROSECUTIONS FOR BREACHES OF THE BUSH FIRE ACT 1954	RANGER - STEPHANIE SWAIN <i>Bush Fires Act 1954 s. 59 (3)</i>	31/10/2023
FIRE 004	APPOINTMENT OF BUSH FIRE CONTROL OFFICERS - REPEALED		
FIRE 006	VARYING RESTRICTED BURNING TIMES		17/10/2023
FIRE 007	APPOINTMENT OF DUAL BUSH FIRE CONTROL OFFICERS		
RANGER 001	APPOINTMENT OF AUTHORISED PERSONS	RANGER, POUND KEEPER, REGISTRATION OFFICER/AUTHORISED PERSON - STEPHANIE SWAIN <i>Dog Act 1976 s. 44, s. 29 (1)</i> <i>Cat Act 2011</i>	31/10/2023
RANGER 001	APPOINTMENT OF AUTHORISED PERSONS	SEIZURE/IMPOUNDMENT/DISPOSAL OF CATS/AUTHORISED PERSON - JASON RUTTER <i>Cat Act 2011</i>	12/12/2023
PLAN 001	DEVELOPMENT APPLICATIONS		

PLAN 002	LAND USE APPLICATIONS		
ROADS 001	TEMPORARY CLOSURE OF ROADS FOR PUBLIC EVENTS		
ROADS 001	TEMPORARY CLOSURE OF ROADS FOR REPAIRS AND MAINTENANCE	MANAGER WORKS AND SERVICES - CRAIG MCVEE <i>Local Government Act 1995 s. 3.50A</i>	17/11/2023
ROADS 003	CLOSURE OF ROADS FOR A PERIOD NOT EXCEEDING FOUR WEEKS	MANAGER WORKS AND SERVICES - CRAIG MCVEE <i>Local Government Act 1995 s. 3.50</i>	17/11/2023
ROADS 004	CLOSURE OF ROADS FOR A PERIOD EXCEEDING FOUR WEEKS		
ROADS 005	OVER DIMENSION VEHICLES		
ROADS 006	ROAD TRAIN AND EXTRA MASS VEHICLES		
ROADS 007	GATE OR OTHER DEVICE ACROSS THOROUGHFARE		
ROADS 008	CONSTRUCTION OF CROSSING FROM THOROUGHFARE TO PRIVATE LAND (CROSSOVER)	MANAGER WORKS AND SERVICES - CRAIG MCVEE <i>Local Government Act 1995 Schedule 9.1 Clause 7</i>	17/11/2023
ROADS 009	NOTICE TO CONSTRUCT OR REPAIR CROSSING	MANAGER WORKS AND SERVICES - CRAIG MCVEE <i>Local Government Act 1995 Schedule 9.1 Clause 7</i>	17/11/2023
ROADS 010	MAKE SAFE DANGEROUS EXCAVATION IN OR NEAR PUBLIC THOROUGHFARE	MANAGER WORKS AND SERVICES - CRAIG MCVEE <i>Local Government Act 1995 Schedule 9.1 Clause 6</i>	17/11/2023