

PART TWO: Appointed Authorised Persons and Officers

1. Council to CEO / Officers

1.11 Local Government Act 1995 - Execution of Documents

Power to appoint:	s9.49A(4)
Function to be performed:	s.9.49A Execute documents and/or deeds on behalf of the Shire of Serpentine Jarrahdale.
Appointment of:	Chief Executive Officer Director Community Engagement Director Corporate Services Director Development Services Director Infrastructure Services <u>Executive Manager of Operations</u>
Guidance Note:	<ol style="list-style-type: none"> 1. In accordance with s9.49A(1), a document may be executed by affixing the common seal or signing by a person or persons authorised by the local government. 2. Council is not permitted to delegate the function of authorising a person to sign documents on behalf of the local government but may under s9.49A(4) authorise specific employees to execute documents on its behalf.
Conditions	<ol style="list-style-type: none"> 1. The execution of the document must not be inconsistent with a Council Policy or resolution. 2. Authorisation of the use of the common seal must be in accordance with the relevant Council Policy. 3. The positions of Director Community Engagement; Director Corporate Services; Director Development Services; Director Infrastructure Services <u>and Executive Manager of Operations</u> are restricted to executing documents that are to a value of \$250,000 or less.

Version Control:

1	OCM138/06/20 – 15 June 2020
2	OCM226/07/20 – 20 July 2020
3	OCM124/05/21 – 17 May 2021
4	OCM114/05/23 – 15 May 2023 – Updates to appointment position titles
5	<u>OCMXXX – DD Month YYYY – Inclusion of new Executive Manager of Operations Position</u>

1.12 Local Government Act 1995 – Power to remove and impound

Power to appoint:	s3.39 and 3.40A
Function to be performed:	<p>Authorise employees to:</p> <ul style="list-style-type: none"> remove and impound any goods that are involved in a contravention that can lead to impounding (s 3.39). Remove and impound a vehicle that is an abandoned vehicle wreck (s 3.40A (1))
Appointment of:	<p>Manager Operations Manager Health, Building and Community Safety Coordinator Community Safety Senior Ranger Ranger Manager Facilities</p>
Guidance Note:	<p>The related powers:</p> <ul style="list-style-type: none"> s.3.40A Abandoned vehicle wreck may be taken s.3.42 Impounded non-perishable goods s.3.44 Notice to collect goods if not confiscated s.3.46 Goods may be withheld until costs paid are enacted through delegation 1.1.3 and 1.1.4
Conditions	Nil

Version Control:

1	OCM138/06/20 – 15 June 2020
2	OCM124/05/21 – 17 May 2021
3	OCM114/05/22 – 16 May 2022 – addition of 3.40A(1) to function and reference to delegation 1.1.4 inserted in guidance note
4	OCM114/05/23 – 15 May 2023 – update to appointments
5	E24/514 - Memo to CEO - Updates to Appointments
6	<u>OCMXXX – DD Month YYYY – Inclusion of Manager Facilities Position</u>