

Shire of Irwin
Register of Delegated Authority

REVIEW

There are no reviews to display

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INTRODUCTION

Introduction

Section 5.42 of 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 (other than those under s5.43). The local government may also delegate the exercise of any of its powers to Committees pursuant to section 5.16, other than those under Section 5.17(1).

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of his or her powers to another employee, this must be done in writing. The Act also allows for the Chief Executive Officer to place conditions on any delegations that he or she has delegated. These powers or duties cannot, however, be further sub-delegated. These powers or duties are delegated to assist with improving the time taken to make decisions and are made within the constraints allowed by the relevant legislation. This is consistent with our commitment to a strong customer service focus.

The Department of Local Government & Communities *Guideline No.17 – Delegations*, establishes the principal issue in determining whether a statutory function or duty is suitable for 'acting through' that being - where the statute provides no discretion in carrying out a function or duty, then the function or duty may be undertaken through the 'acting through' concept.

Conversely, where the statute allows for discretion on the part of the decision maker, then the function must either be delegated or a person authorised, or a policy implemented, that provides sufficient control for another person to have that authority and fulfil the function or duty.

The *Local Government Act 1995* does not specifically define the meaning of the term "acting through", however section 5.45(2) states;

"Nothing in this Division is to read as preventing –

- (a) A local government from performing any of its functions by acting through a person other than the CEO"; or
- (b) A CEO from performing any of his or her functions by acting through another person."

The purpose of this register is to ensure a record is kept of those powers or duties that have been delegated to ensure accountability and to meet the requirements of Section 5.46 of the Act. This register is a public document that contains 'Instruments of Delegation' that detail the function being delegated and the relevant statutory reference which is the source of power for the exercise of that function. Without limiting the effect of sections 58 and 59 of the *Interpretation Act 1984*, these delegations, made under the Act have effect for the period of time specified in the delegation or where no period has been specified, indefinitely. Any decision to amend or revoke these delegations by a local government is to be by an absolute majority.

This register of delegated authority will be reviewed in accordance with the Act on an annual basis.

Delegations and authorisations under other Legislation

Where legislation provides for the direct delegation to authorise a person or a member of a class of persons by other agencies or decision makers. For example: the *Environmental Protection Act* allows for the CEO of the Department of Environment Regulation to grant delegated authority direct to a local government.

The authorisation is dealt with in the relevant legislation and, where required, the Instrument of Delegation or Notice of the Appointment is advertised in the Government Gazette.

Those Delegations or authorisations that may occur under legislation other than the *Local Government Act 1995*, its regulations and the local government's local laws include:

Planning and Development Act 2005 and associated regulations
Dog Act 1976 and regulations;
Cat Act 2011 and regulations
Bush Fires Act 1954, regulations and local law created under that Act;
Litter Act 1979 and regulations
Local Government (Miscellaneous Provisions) 1960 as amended;
Caravan Parks and Camping Grounds Act 1995;
Control of Vehicles (Off-Road Areas) Act 1978 and regulations;
Environmental Protection Act 1986
Environmental Protection (Noise) Regulations 1997
Building Act 2011

N.B. – This is not an exhaustive list.

DELEGATIONS

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| Delegation | 13 Infringement Notices |
| Category | CEO to Employees |
| Head of power | 01 Local Government Act 1995 |
| Delegator | CEO |
| Express power to delegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Express power or duty delegated | <i>Local Government Act 1995:</i> s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.19 Extension of Time s.9.20 Withdrawal of Notice |
| Function | <p>1. Authority to determine that the Shire is satisfied that within 28 days after the owner of a vehicle that was served a notice and the owner submits that the vehicle had been stolen or unlawfully taken, or was being unlawfully used, at the time the offense is alleged to have been committed. [s.9.13(6)(b)]</p> <p>2. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19].</p> <p>3. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid, by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20(1),(2)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Audit) Regulations 1996.</i></p> |
| Delegates | Manager Community Services |
| Conditions | <p>a. A delegate or authorised person who participated in a decision to issue an infringement notice, is NOT to determine any matter related to that infringement notice under this Delegation.</p> <p>b. See specific delegations under the Building Act and the Parking and Parking Facilities Local Law for reference to delegations under s.9.13, s.9.19 and s.9.20 of the Local Government Act 1995.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Statutory framework | <i>Local Government Act 1995 – Section 5.46(3)</i> <i>Local Government (Audit) Regulations 1996</i> |
| Policy | Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | Local Government Act 1995 – Section 5.46(3) All exercises of delegated authority are to be recorded within the Shire's ICT system |

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| Date adopted | 8 March 2021 |
| Adoption references | Approved by CEO see Altus ECM record INT21/6D3D1ABB |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|---|------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | 14.02.2023 - as advised during meeting with CEO, new delegate to be Manager, Community Services. Subsequently advised by WALGA (on 23.02.23) that no Council-CEO delegation required for this Delegation as legislation allows for CEO to be the delegator. | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 - 3.00024 |

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| Delegation | 40 Infringement Notices - Extensions and Withdrawals |
| Category | CEO to Employees |
| Head of power | 04 Cat Act 2011 |
| Delegator | CEO |
| Express power to delegate | <i>Cat Act 2011:</i> s.45 Delegation by CEO of local government |
| Express power or duty delegated | <i>Cat Act 2011:</i> s.64 Extension of time The CEO of a local government may, in a particular case, extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed. s.65 Withdrawal of notice (1) Within one year after the notice was given the CEO of the local government may, whether or not the modified penalty has been paid, withdraw an infringement notice by sending to the alleged offender a notice in the prescribed form stating that the infringement notice has been withdrawn. (2) Where an infringement notice is withdrawn after the modified penalty has been paid, the amount is to be refunded. |
| Function | 1. Authority to extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64]. 2. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65]. <i>Actions under this Delegation are required to comply with procedural and form requirements detailed in the Cat Act 2011 and Cat Regulations 2012.</i> |
| Delegates | Manager Community Services |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Statutory framework | <i>Cat Act 2011</i> <i>Cat Regulations 2012</i> |
| Policy | Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | <i>Cat Act 2011 s.47</i> (3) A person to whom a power or duty is delegated under this Division is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty. All exercises of delegated authority are to be recorded within the Shire's ICT system. |
| Date adopted | 8 March 2021 |
| Adoption references | Approved by CEO see Altus ECM record INT21/6D3D1ABB |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 100 Tenders for Goods and Services |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services |
| Function | <ol style="list-style-type: none"> 1. Authority to call tenders [F&G r.11(1)]. 2. Authority with regards to the following, due to the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r.11(f)]. 3. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is \$250,000 or less [F&G.r.11(2). r.11(2)(aa) the supply of the goods or services is associated with a state of emergency; r.11(2)(h) the following apply- i. the goods or services are to be supplied by — I. a person registered on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia Limited ABN 96 929 977 985; or II. Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) ABN 50 134 720 362; r.11(2)(ja) the contract is a renewal or extension of the term of a contract (the original contract) r.11(3) For the purposes of subregulation (2)(aa) a supply of goods or services is associated with a state of emergency if — see [F&G r.11(3)] for further information 4. Authority to invite tenders although not required to do so [F&G r.13]. 5. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 6. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 7. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, by taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14 (5)]. |

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| | <p>8. Authority to evaluate tenders, by written evaluation of the extent to which each tender satisfies the criteria and decide which is the most advantageous [F&G r.18(4)].</p> <p>9. Authority to accept a tender which does not exceed the value detailed as a condition on this Delegation and in accordance with s.5.43(b). and; Authority to accept and reject tenders in accordance with the requirements of the Functions and General Regulations [F&G r.18].</p> <p>10. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender and negotiate minor variations with the successful tenderer before entering into a contract, in accordance with Council Conditions on this delegation. [F&G r.20(1) (3)].</p> <p>11. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)].</p> <p>12. Authority to decline to accept any tender [F&G r.18(5)].</p> <p>13. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&G r.20(2)]</p> <p>14. Authority to:</p> <ul style="list-style-type: none"> i. Vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or as per Council conditions on this delegation ii. Exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j)(ja). [F&G r.21A] and before the contract is to expire. <p>15. Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) (7)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996.</i></p> |
| Delegates | CEO |

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| Conditions | <p>a. Sole supplier arrangements may only be approved where a record is retained that evidences:</p> <ul style="list-style-type: none"> i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; and iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; <p>b. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the:</p> <ul style="list-style-type: none"> i. proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government, ii. current supply contract expiry is imminent, iii. value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and iv. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council. <p>c. Tender exempt procurement is required to have the expense included in the adopted annual budget, unless exercising the requirement for emergency purchasing under the definition of Emergency or a declared State of Emergency.</p> <p>d. In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$250,000 or less and the expense is included in the adopted Annual Budget.</p> <p>e. A minor variation negotiation, in relation to an invitation to Tender, is subject to a maximum 20% variation and is not to exceed \$500,000.</p> <p>f. The variation of a contract is subject to a maximum limit of a 15% increase of the contract value.</p> <p><i>Actions under this Delegation are required to comply with any related local laws and/or policies.</i></p> |
| Express power to subdelegate | <p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p> |
| Subdelegate conditions | Not sub-delegated |
| Statutory framework | <p><i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i></p> |
| Policy | <p>Council Policy - CP20 Purchasing Management Policy MP04 Purchasing</p> |
| Record keeping | <p><i>Local Government Act 1995 – Section 5.46(3)</i> <i>Local Government (Administration) Regulations 1996 r.19</i> <i>Local Government (Functions and General) Regulations 1996 r.17</i></p> <p>Tender Register (1) The CEO is responsible for keeping the tenders register and making it available for public inspection</p> |
| Date adopted | 28 July 2020 |

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| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------------|--------------------|--|--------------------------|
| Date | Type | Amendment | References |
| 28 Feb 2023 | Amended delegation | Adopted by Council at OCM 28.02.2023 | Minute reference: 100223 |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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|--|---|
| Delegation | 101 Payments from the Municipal or Trust Funds |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government Act 1995:</i> <i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making |
| Function | 1. Authority to make payments from the municipal or trust funds [r.12(1)(a)]. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.</i> |
| Delegates | CEO |
| Conditions | a. Authority to make payments is subject to Council approved budget. b. or the payments have been authorised by a resolution of Council in advance, or authorised in advance by the Shire President in an emergency. c. A list of payments is presented to Council in accordance with Financial Management Regulations 13. d. All payments are signed by two delegated signatories, one being the CEO the other sub-delegated by the CEO. <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | Community Emergency Services Manager Human Resource Supervisor Manager Community Services Manager Finance Manager Operations |

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| Subdelegate conditions | <p>a. Authority to make payments is subject to Council approved budget.</p> <p>b. or the payments have been authorised by a resolution of Council in advance, or authorised in advance by the Shire President in an emergency.</p> <p>c. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5.</p> <p>d. Payments by cheque and EFT transactions must be approved jointly by two delegates. In the case of payroll authorisation, one of these delegates must be the CEO.</p> <p>e. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods/service received, must be undertaken independent of the payment approval.</p> <p>f. Payments with Corporate Credit Card shall not exceed the credit limit of the card.</p> |
| Statutory framework | <p><i>Local Government Act 1995 – Section 5.46(3)</i> <i>Local Government (Financial Management) Regulations 1996</i></p> |
| Policy | Council Policy – CP20 Purchasing |
| Record keeping | <p><i>Local Government Act 1995 – Section 5.46(3)</i> <i>Local Government (Administration) Regulations 1996 r.19</i></p> |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|---|----------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | Correction to Amendment comment above - Manager Finance and Chief Operating Officer given delegation 14/02/2023 (not 2022). | --- |
| 22 Feb 2023 | Amended delegation | Following subdelegates added, on instruction of CEO, as follows: - 20/08/2022: Human Resources Supervisor (refer amendment comment 20/8/22 in EMP101); - 23/08/2022: Community Emergency Services Manager (refer amendment comment 23/08/22 in EMP101); - 14/09/2022: Manager, Community Services (refer amendment comment 14/09/22 in EMP101); - 15/02/2022: Manager Finance and Chief Operating Officer (ALTUS folder: 3.00342; ref: INT23/14767209). | --- |
| 8 Jun 2023 | Amended delegation | Following subdelegate added on instruction of CEO, as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper. | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 102 Trust Fund |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government Act 1995:</i> s.6.9(4) Trust fund - |
| Function | <p>1. Authority to transfer money, where money has been held in the trust fund for 10 years it may be transferred to the municipal fund but the local government is required to repay the money, together with any interest earned from its investment, from that fund to a person claiming and establishing a right to the repayment.</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | Manager Development Manager Finance Manager Operations |
| Subdelegate conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Statutory framework | <i>Local Government Act 1995</i> |
| Policy | Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | <i>Local Government Act 1995 – Section 5.46(3)</i> <i>Local Government (Administration) Regulations 1996 r.19</i> All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | --- |
| 20 Jun 2023 | Amended delegation | <p>Following subdelegate added on instruction of CEO, as follows:</p> <p>Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.</p> | |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.0024 |

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| Delegation | 103 Expression of Interest Goods and Services |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | Local Government Act 1995: s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer |
| Function | <p>1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21].</p> <p>2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. Compliance with Delegation CEO100 - Tender for Goods and Services</p> <p>b. Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegate conditions | Not sub-delegated |
| Statutory framework | <i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i> |
| Policy | Council Policy - CP20 Purchasing |
| Record keeping | <i>Local Government Act 1995 – Section 5.46(3)</i> <i>Local Government (Administration) Regulations 1996 r.19</i> All exercises of delegated authority are to be recorded within the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |

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| Last reviewed | 24 June 2025 |
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| Amendments | | | |
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| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 104 Application of Regional Price Preference Policy |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government (Functions and General) Regulations 1996:</i> r.24G Adopted regional price preference policy, effect of |
| Function | <p>1. Authority to decide when not to apply the regional price preference policy to a particular tender in the future for a contract of that type [F&G r.24G].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996.</i></p> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegate conditions | Not sub-delegated |
| Statutory framework | <i>Local Government Act 1995 – Section 5.46(3)</i> <i>Local Government (Functions and General) Regulations 1996</i> |
| Policy | Council Policy - CP01 Localised Purchasing (Regional Price Preference) Council Policy - CP20 Purchasing |
| Record keeping | <i>Local Government Act 1995 – Section 5.46(3)</i> <i>Local Government (Administration) Regulations 1996 r.19</i> All exercises of delegated authority are to be recorded within the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 105 Appoint Authorised Persons |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government Act 1995:</i> s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land] s.9.10 Appointment of authorised persons |
| Function | <p>1. Authority to appoint persons or classes of persons as authorised persons for the purpose of fulfilling prescribed functions within the Local Government Act 1995 and its subsidiary legislation, including Local Government Act Regulations, the Local Government (Miscellaneous Provisions) Act 1960 and Local Laws made under the Local Government Act. [s.3.24 and s.9.10].</p> <p>2. Authority to appoint authorised persons for the purposes of section 9.16 of the Local Government Act 1995, as a precondition for appointment as authorised officers in accordance with Regulation 70(2) of the Building Regulations 2012 and section 6(b) of the Criminal Procedure Act 2004.</p> <p>3. Authority to appoint authorised person for the purposes of the Graffiti Vandalism Act 2016, which prescribes Part 9 of the Local Government Act 1995 as the enabling power [s.15 of the Graffiti Vandalism Act 2016].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. A Register of Authorised Persons is to be maintained as a Local Government Record.</p> <p>b. Only persons who are appropriately qualified and trained may be appointed as authorised persons.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegate conditions | Not sub-delegated |
| Statutory framework | <i>Local Government Act 1995</i> <i>Graffiti Vandalism Act 2016</i> |
| Policy | Schedule of Authorised Persons Management Policy - MP02 Purchasing Order Authorisation |

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| Record keeping | <i>Local Government Act 1995</i> – Section 5.46(3) <i>Local Government (Administration) Regulations 1996</i> r.19 Exercises of delegated authority to be recorded in the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 106 Compensation for Damage Incurred when Performing Executive Functions |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government Act 1995:</i> s.3.22(1) Compensation s.3.23 Arbitration |
| Function | <p>1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)].</p> <p>2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. Delegation is limited to settlements which do not exceed a material value of \$5,000.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | Manager Operations |
| Subdelegate conditions | <p>Delegation is limited to settlements which do not exceed a material value of \$5,000.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Statutory framework | <i>Local Government Act 1995</i> |
| Policy | <p>Code of Conduct - Employees</p> <p>Council Policy CP24 Recordkeeping</p> <p>Management Policy MP10 Exercising of Delegations</p> |
| Record keeping | <p><i>Local Government Act 1995 – Section 5.46(3)</i></p> <p><i>Local Government (Administration) Regulations 1996 – regulation 19</i></p> <p>All exercises of delegated authority are to be recorded within the Shire's ICT system.</p> |
| Date adopted | 28 July 2020 |

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| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------------|--------------------|---|-------------------------|
| Date | Type | Amendment | References |
| 20 Jun 2023 | Amended delegation | Following subdelegate added on instruction of CEO, as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper. | |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 107 Powers of Entry |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences |
| Function | <ol style="list-style-type: none"> 1. Authority to exercise powers of entry to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, without notice if not practicable. Using such force as is reasonable [s.3.34(1) (3) (5)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36]. <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegate conditions | <p>Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Statutory framework | <i>Local Government Act 1995</i> |
| Policy | <p>Code of Conduct - Employees</p> <p>Council Policy CP24 Recordkeeping</p> <p>Management Policy MP10 Exercising of Delegations</p> |

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| Record keeping | <i>Local Government Act 1995</i> – Section 5.46(3) All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------------|--------------------|---|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | 14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO). | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 108 Declare Vehicle is Abandoned Vehicle Wreck |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government Act 1995</i> s.3.40A(4) Abandoned vehicle wreck may be taken |
| Function | 1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)]. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.</i> |
| Delegates | CEO |
| Conditions | a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegation CEO109 Confiscated or Uncollected Goods or alternatively, referred to Council for a decision. <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegate conditions | Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegation CEO109 Confiscated or Uncollected Goods or alternatively, referred for Council decision. <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Statutory framework | Local Government Act 1995 |
| Policy | Council Policy CP43 Disposal of Property Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | <i>Local Government Act 1995 – Section 5.46(3)</i> <i>Local Government (Administration) Regulations 1996 – regulation 19</i> All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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|--|---|
| Delegation | 109 Confiscate or Uncollected Goods |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government Act 1995:</i> s.3.46 Goods may be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of |
| Function | <p>1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A, or removed under s.3.40 or 3.40A to be collected until the costs of removing and/or impounding and keeping them have been paid to the local government. [s.3.46]</p> <p>2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43. [s.3.47]</p> <p>3. Authority to recover expenses if goods are removed and impounded under section 3.39 and the alleged offender is convicted, by action in a court of competent jurisdiction. [s.3.48]</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Function and General) Regulations 1996.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. May be disposed of by any means considered to provide best value, provided the process is transparent and accountable.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegate conditions | <p>May be disposed of by any means considered to provide best value, provided the process is transparent and accountable.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Statutory framework | <i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i> |
| Policy | <p>Council Policy CP43 Disposal of Property</p> <p>Code of Conduct – Employees</p> <p>Council Policy CP24 Recordkeeping</p> <p>Management Policy MP10 Exercising of Delegations</p> |

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| Record keeping | <i>Local Government Act 1995</i> – Section 5.46(3) <i>Local Government (Administration) Regulations 1996</i> – regulation 19 All exercises of delegated authority are to be recorded within the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------------|--------------------|---|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | 14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO). | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 110 Disposal of Sick or Injured Animals |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government Act 1995:</i> s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of |
| Function | <p>1. Authority to determine when an impounded animal is ill or injured to an extent that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)].</p> <p>2. Authority to recover expenses if goods are removed and impounded under section 3.39 and the alleged offender is convicted, by action in a court of competent jurisdiction [s.3.48].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <p>As per the Local Government Act</p> <p>a. On the condition that the animal has been impounded for no less than 7 days and reasonable steps have been taken to notify the owner [s.3.47A(2)(i)(3)].</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegate conditions | <p>1. Authority to determine when an impounded animal is ill or injured to an extent that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)].</p> <p>In accordance with the Local Government Act: On the condition that the animal has been impounded for no less than 7 days and reasonable steps have been taken to notify the owner, allowed the owner a reasonable opportunity to collect the animal. [s.3.47A,,B(2)(i)(ii)(3)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.</i></p> |
| Statutory framework | <i>Local Government Act 1995</i> |
| Policy | <p>Council Policy CP43 Disposal of Property</p> <p>Code of Conduct – Employees</p> <p>Council Policy CP24 Recordkeeping</p> <p>Management Policy MP10 Exercising of Delegations</p> |

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| Record keeping | <i>Local Government Act 1995</i> – Section 5.46(3) <i>Local Government (Administration) Regulations 1996</i> – regulation 19 All exercises of delegated authority to be recorded in the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------------|--------------------|---|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | 14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO). | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 111 Close Thoroughfares to Vehicles |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government Act 1995</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals |
| Function | <p>1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)].</p> <p>2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks [s.3.50(1a) (2) (4)].</p> <p>3. Authority to revoke an order to close a thoroughfare [s.3.50(6)].</p> <p>4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Functions & General) Regulations 1996.</i></p> |
| Delegates | CEO |

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| Conditions | <p>As per the Local Government Act</p> <p>a. Before doing anything to which section 3.51 applies, fixing or alter the level or alignment of a public thoroughfare or draining water from a public thoroughfare or other public place onto adjoining land, a person having an interest is to be notified in writing. If any land is likely to be adversely affected by doing of the thing, give local public notice. Allow reasonable time for submissions and consider any submissions made. [s3.51].</p> <p>b. In determining to close a thoroughfare for a period exceeding 4 weeks [s.3.50(1a) (2) (4)] and before doing so, to:</p> <ul style="list-style-type: none"> • give; public notice • give written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a) (2) (4)]. <p>c. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)].</p> <p>d. Maintain access to adjoining land [s.3.52(3)] (relevant to the metropolitan area or a Townsite only).</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Express power to subdelegate | <p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p> |
| Subdelegates | <p>Manager Operations Technical Services Supervisor</p> |

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| Subdelegate conditions | <p>As per the Local Government Act:</p> <p>a. Before doing anything to which section 3.51 applies, fixing or alter the level or alignment of a public thoroughfare or draining water from a public thoroughfare or other public place onto adjoining land, a person having an interest is to be notified in writing. If any land is likely to be adversely affected by doing of the thing, give local public notice. Allow reasonable time for submissions and consider any submissions made. [s3.51].</p> <p>b. In determining to close a thoroughfare for a period exceeding 4 weeks [s.3.50(1a) (2) (4)] and before doing so, to:</p> <ul style="list-style-type: none"> • give; public notice • give written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a) (2) (4)]. <p>c. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)].</p> <p>d. Maintain access to adjoining land [s.3.52(3)] (relevant to the metropolitan area or a Townsite only).</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Statutory framework | <i>Local Government Act 1995</i> |
| Policy | <p>Code of Conduct – Employees</p> <p>Council Policy CP24 Recordkeeping</p> <p>Management Policy MP10 Exercising of Delegations</p> |
| Record keeping | <p><i>Local Government Act 1995</i> – Section 5.46(3)</p> <p><i>Local Government (Administration) Regulations 1996</i> – regulation 19</p> <p>All exercises of delegated authority are to be recorded into the Shire's ICT system.</p> |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | --- |
| 20 Jun 2023 | Amended delegation | <p>Following subdelegate added on instruction of CEO, as follows:</p> <p>Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.</p> | |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 112 Control Reserves and Certain Unvested Facilities |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government Act 1995</i> s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government |
| Function | <p>1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)].</p> <p>2. Authority to do anything for the purpose of controlling and managing land that is vested in or placed under the control and management of the Shire of Irwin, that it could do under s.5 of the Parks and Reserves Act 1895. [s.3.54(1)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. Limited to matters where the financial implications do not exceed a relevant and current budget allocation and which do not create a financial liability in future budgets.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | Manager Development |
| Statutory framework | <i>Local Government Act 1995</i> |
| Record keeping | <i>Local Government Act 1995 – Section 5.46(3)</i> <i>Local Government (Administration) Regulations 1996 – regulation 19</i> All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 113 Obstruction of Footpaths and Thoroughfares |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2) |
| Function | <p>1. Authority to give, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: [ULP r.5(2)]</p> <p>a. prevent damage to the footpath; or</p> <p>b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)].</p> <p>2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) (4)].</p> <p>3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)].</p> <p>4. Authority to require an owner or occupier of land to remove anything that has fallen from the land or from anything on the land and is obstructing a public thoroughfare [ULP r.7A].</p> <p>5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Uniform Local Provisions) Regulations 1996.</i></p> |
| Delegates | CEO |

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| Conditions | <p>a. Permission may only be granted where, the proponent has:</p> <p>i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction.</p> <p>ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works.</p> <p>iii. Provided evidence of sufficient Public Liability Insurance.</p> <p>iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Express power to subdelegate | <p><i>Local Government Act 1995:</i></p> <p>s.5.44 CEO may delegate some powers and duties to other employees</p> |
| Subdelegates | <p>Manager Development Manager Operations</p> |
| Subdelegate conditions | <p>Permission may only be granted where, the proponent has:</p> <p>i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction.</p> <p>ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works.</p> <p>iii. Provided evidence of sufficient Public Liability Insurance.</p> <p>iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Statutory framework | <p><i>Local Government Act 1995</i> <i>Local Government (Uniform Local Provisions) Regulations 1996</i></p> |
| Policy | <p>Local Law Activities on Thoroughfares and Trading Places in Thoroughfares and Public Places Local Law Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations</p> |
| Record keeping | <p><i>Local Government Act 1995 – Section 5.46(3)</i> <i>Local Government (Administration) Regulations 1996 – regulation 19</i> All exercises of delegated authority are to be recorded into the Shire's ICT system.</p> |
| Date adopted | 28 July 2020 |

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| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | --- |
| 20 Jun 2023 | Amended delegation | <p>Following subdelegate added on instruction of CEO, as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.</p> | |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 114 Gates Across Public Thoroughfares |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1) |
| Function | <p>1. Authority to provide, or refuse to provide permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)].</p> <p>2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)].</p> <p>3. Authority to impose conditions on granting permission [ULP r.9(4)].</p> <p>4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)].</p> <p>5. Authority to cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Uniform Local Provisions) Regulations 1996.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. Each approval provided must be recorded in the Shire of Irwin's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 9(8).</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | Manager Development Manager Operations |
| Subdelegate conditions | <p>Each approval provided must be recorded in the Shire of Irwin's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 9(8).</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Statutory framework | <i>Local Government Act 1995</i> <i>Local Government (Uniform Local Provisions) Regulations 1996</i> |

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| Policy | Local Law Activities on Thoroughfares and Trading Places in Thoroughfares and Public Places Local Law Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | <i>Local Government Act 1995</i> – Section 5.46(3) <i>Local Government (Administration) Regulations 1996</i> r.19 All exercises of delegated authority to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|---|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | 14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO). | --- |
| 20 Jun 2023 | Amended delegation | Following subdelegate added on instruction of CEO, as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper. | |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 115 Public Thoroughfare - Dangerous Excavations |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6 |
| Function | <p>1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)].</p> <p>2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)].</p> <p>3. Authority to impose conditions on granting permission [ULP r.11(6)].</p> <p>4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Uniform Local Provisions) Regulations 1996.</i></p> |
| Delegates | CEO |
| Conditions | <p>Permission may only be granted where, the proponent has:</p> <p>i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works.</p> <p>ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works.</p> <p>iii. Provided evidence of sufficient Public Liability Insurance.</p> <p>iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</p> <p><i>Actions under this Delegation are required to comply with any related local law, policies and procedures.</i></p> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | <p>Manager Development</p> <p>Manager Operations</p> <p>Technical Services Supervisor</p> |

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| Subdelegate conditions | <p>Permission may only be granted where, the proponent has:</p> <ul style="list-style-type: none"> a. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. b. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. c. Provided evidence of sufficient Public Liability Insurance. d. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. <p><i>Actions under this Delegation are required to comply with any related local law, policies and procedures.</i></p> |
| Statutory framework | <p><i>Local Government Act 1995</i> <i>Local Government (Uniform Local Provisions) Regulations 1996</i></p> |
| Policy | <p>Local Law Activities on Thoroughfares and Trading Places in Thoroughfares and Public Places Local Law Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations</p> |
| Record keeping | <p><i>Local Government Act 1995</i> – Section 5.46(3) <i>Local Government (Administration) Regulations 1996</i> – regulation 19 All exercises of delegated authority are to be recorded into the Shire's ICT system.</p> |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | --- |
| 20 Jun 2023 | Amended delegation | <p>Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.</p> | |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 116 Crossing - Construction, Repair and Removal |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7 (2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3) |
| Function | <p>1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12 (1)].</p> <p>2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)].</p> <p>3. Authority to, subject to regulation 14(2), give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)].</p> <p>4. Authority to, if the person fails to comply with the notice, construct or repair the crossing as the notice required and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Uniform Local Provisions) Regulations 1996.</i></p> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law, policies and procedures.</i> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | Manager Development Manager Operations Technical Services Supervisor |
| Subdelegate conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Statutory framework | <i>Local Government Act 1995 – Section 5.46(3)</i> <i>Local Government (Uniform Local Provisions) Regulations 1996</i> |

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| Policy | Council Policy P20 Vehicle Crossover Policy Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations Local Law Activities on Thoroughfares and Trading Places in Thoroughfares and Public Places Local Law |
| Record keeping | <i>Local Government Act 1995</i> – Section 5.46(3) <i>Local Government (Administration) Regulations 1996</i> r.19 All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|---|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | 14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO). | --- |
| 20 Jun 2023 | Amended delegation | Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper. | |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 117 Private Works on, over or under Public Places |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.17 Private works on, over, or under public places – Sch.9.1 cl.8 |
| Function | <p>1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)].</p> <p>2. Authority to impose conditions on permission including but not limited to those prescribed in r.17(5) [ULP r.17(5)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Uniform Local Provisions) Regulations 1996.</i></p> |
| Delegates | CEO |
| Conditions | <p>Permission may only be granted where, the proponent has:</p> <p>i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works.</p> <p>ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works.</p> <p>iii. Provided evidence of sufficient Public Liability Insurance.</p> <p>iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</p> <p><i>Actions under this Delegation are required to comply with any related local law, policies and procedures.</i></p> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegate conditions | Not sub-delegated |
| Statutory framework | <i>Local Government Act 1995</i> <i>Local Government (Uniform Local Provisions) Regulations 1996</i> |
| Policy | Local Law Activities on Thoroughfares and Trading Places in Thoroughfares and Public Places Local Law |

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| Record keeping | <i>Local Government Act 1995</i> – Section 5.46(3) <i>Local Government (Administration) Regulations 1996</i> r.19 All exercises of delegated authority are to be recorded into Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 118 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government (Uniform Local Provisions) 1996</i> r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12 |
| Function | 1. Authority to give notice to an owner and/or occupier of land if it is considered that clearing the owner and/or occupier's land might cause local government land having a common boundary, to be adversely affected by wind erosion or sand drift [ULP r.21(1)]. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Uniform Local Provisions) 1996.</i> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | Manager Development Manager Operations Technical Services Supervisor |
| Subdelegate conditions | a. Consult with the Manager Development prior to issuing a notice under this delegation. <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Statutory framework | <i>Local Government Act 1995</i> <i>Local Government (Uniform Local Provisions) Regulations 1996</i> |
| Policy | Local Law Prevention and Abatement of Sand Drift Local Law 2004 Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | <i>Local Government Act 1995 – Section 5.46(3)</i> <i>Local Government (Administration) Regulations 1996 r.19</i> All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |

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| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | --- |
| 20 Jun 2023 | Amended delegation | <p>Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.</p> | |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 119 Disposal of Property |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government Act 1995</i> s.3.58(2) & (3) Disposing of Property <i>Local Government (Functions & General) Regulations 1996</i> r.30 Disposition of property excluded from Act s.3.58 |
| Function | <p>1. Authority to dispose of property: (a) to the highest bidder at public auction [s.3.58(2)(a)]. (b) to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)].</p> <p>2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of local public notice [s.3.58(3)].</p> <p>3. Authority to dispose of property excluded from Act s.3.58 [(F&G) r.30(1)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Functions & General) Regulations 1996.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph [s.5.43(d)], that amount being a maximum value of \$50,000 or less.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Statutory framework | <i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i> |
| Policy | Council Policy CP43 Disposal of Property |
| Record keeping | <i>Local Government Act 1995 – Section 5.46(3)</i> <i>Local Government (Administration) Regulations 1996 r.19</i> All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |

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| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 14 Feb 2023 | Revoked | 14 February 2023 - Sub-delegation revoked as advised by CEO on 21.02.2023 - not to be sub-delegated at this time. | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 120 Defer, Grant Discounts, Waive or Write off Debts |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government Act 1995</i> s.6.12 Power to defer, grant discounts, waive or write off debts |
| Function | <p>1. Waive a debt which is owed to the Shire of Irwin. [s.6.12(1)(b)]</p> <p>2. Waive or grant a concession in relation to money which is owed to the Shire of Irwin. [s.6.12(1)(b)]</p> <p>3. Write off any amount of money which is owed to the Shire of Irwin. [s.6.12(1)(c)]</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. This Delegation does not apply to debts, which are prescribed as debts that are taken to be a rate or service charge.</p> <p>b. A debt may only be waived or concession be granted for charitable; or not for profit community groups.</p> <p>c. A debt may only be written off where all necessary measures have been taken to locate/contact the debtor and where costs associated continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Irwin.</p> <p>i. Limited to individual debts valued below \$1,000 or cumulative debts of a debtor valued below \$1,000. Write off of debts greater than these values must be referred for Council</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | Manager Community Services Manager Finance |

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| Subdelegate conditions | <p>a. This Delegation does not apply to debts, which are prescribed as debts that are taken to be a rate or service charge.</p> <p>b. A debt may only be waived or concession be granted for charitable; or not for profit community groups.</p> <p>c. A debt may only be written off where all necessary measures have been taken to locate/contact the debtor and where costs associated continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Irwin.</p> <p>i. Limited to individual debts valued below \$1,000 or cumulative debts of a debtor valued below \$1,000. Write off of debts greater than these values must be referred for Council.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Statutory framework | <i>Local Government Act 1995</i> |
| Policy | Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | <i>Local Government Act 1995 – Section 5.46(3)</i> <i>Local Government (Administration) Regulations 1996 r.19</i> All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 13 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | --- |
| 18 Jul 2023 | New delegation | Additional sub-delegation added for Peter Bracegirdle | Altus INT23/5F9E3DB |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 121 Power to Invest and Manage Investments |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government Act 1995</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996</i> r.19 Investments, control procedures for |
| Function | <p>1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose, under the Trustees Act Part III. [s.6.14(1)]</p> <p>2. Authority to establish and document internal control procedures to be followed by employees in the investment and management of investments. [FM r.19]</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy C15 Management of Investments.</p> <p>b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports.</p> <p>c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.</p> <p>d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17]</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | Manager Finance |

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| Subdelegate conditions | <p>a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy C15 Management of Investments.</p> <p>b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports.</p> <p>c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.</p> <p>d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17]</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Statutory framework | <p><i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i></p> |
| Policy | <p>Council Policy C15 Management of Investments Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations</p> |
| Record keeping | <p><i>Local Government Act 1995 – Section 5.46(3)</i> <i>Local Government (Administration) Regulations 1996 r.19</i> All exercises of delegated authority are to be recorded in the Shire's ICT system.</p> |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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|--|---|
| Delegation | 122 Rate Record Amendment |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government Act 1995</i> s.6.39(2)(b) Rate record |
| Function | 1. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)]. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.</i> |
| Delegates | CEO |
| Conditions | a. Delegates must comply with the requirements of s.6.40 of the Act. <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | Manager Finance |
| Subdelegate conditions | Delegates must comply with the requirements of s.6.40 of the Act. <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Statutory framework | <i>Local Government Act 1995</i> |
| Policy | Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | <i>Local Government Act 1995 – Section 5.46(3)</i> <i>Local Government (Administration) Regulations 1996 r.19</i> All exercises of delegated authority are to be recorded into the Shire's ICT system. <i>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal</i> |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |

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| Last reviewed | 24 June 2025 |
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| Amendments | | | |
|-------------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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|--|---|
| Delegation | 123 Agreement as to Payment of Rates and Service Charges |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government Act 1995</i> s.6.49 Agreement as to payment of rates and service charges |
| Function | 1. Authority to accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person [s.6.49]. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.</i> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | Manager Finance |
| Subdelegate conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Statutory framework | <i>Local Government Act 1995</i> |
| Policy | CP14 Debt Recovery Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | <i>Local Government Act 1995 – Section 5.46(3)</i> <i>Local Government (Administration) Regulations 1996 r.19</i> All exercises of delegated authority to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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|--|---|
| Delegation | 124 Determine Due Date for Rates or Service Charges |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government Act 1995</i> s.6.50 Rates or service charges due and payable |
| Function | 1. Authority to determine the date on which rates or service charges become due and payable to the Shire of Irwin [s.6.50]. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.</i> |
| Delegates | CEO |
| Conditions | a. The annual budget process captures the due dates for rates and service charges, however this delegation allows for minor adjustments for administrative purposes. <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegate conditions | Not sub-delegated |
| Statutory framework | <i>Local Government Act 1995</i> |
| Record keeping | <i>Local Government Act 1995 – Section 5.46(3)</i> <i>Local Government (Administration) Regulations 1996 r.19</i> All exercises of delegated authority to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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|--|---|
| Delegation | 125 Recovery of Rates or Service Charges |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government Act 1995</i> s.6.56 Rates or service charges recoverable in court |
| Function | <p>1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction. [s.6.56(1)]</p> <p>2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears. [s.6.64(3)]</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. Decisions under this delegation must comply with Council Policy CP14 Debt Recovery.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegate conditions | Not sub-delegated |
| Statutory framework | <i>Local Government Act 1995</i> |
| Policy | Council Policy CP14 Debt Recovery |
| Record keeping | <i>Local Government Act 1995 – Section 5.46(3)</i> <i>Local Government (Administration) Regulations 1996 r.19</i> All exercises of delegated authority to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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|--|---|
| Delegation | 126 Recovery of Rates - Lessee to Pay Rent |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government Act 1995</i> s.6.60 Local Government may require lessee to pay rent |
| Function | <p>1. Authority to give notice, if payment of a rate or service charge imposed in respect of any land is due and payable, notice may be given to the lessee of the land requiring the lessee to pay to the Shire of Irwin any rent as it falls due in satisfaction of the rate or service charge. [s.6.60(2)].</p> <p>2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. Decisions under this delegation must comply with Council Policy CP14 Debt Recovery.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | Manager Finance |
| Subdelegate conditions | <p>a. Decisions under this delegation must comply with Council Policy CP14 Debt Recovery.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Statutory framework | <i>Local Government Act 1995</i> |
| Policy | Council Policy CP14 Debt Recovery |
| Record keeping | <p><i>Local Government Act 1995 – Section 5.46(3)</i> <i>Local Government (Administration) Regulations 1996 r.19</i> All exercises of delegated authority to be recorded into the Shire's ICT system.</p> |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|---|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | <p>14 February 2023 - previously not sub-delegated. Sub-delegated to Manager Finance as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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|--|---|
| Delegation | 127 Rate Record - Objections |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government Act 1995</i> s.6.76 Grounds of objection |
| Function | <p>1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)].</p> <p>2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)(6)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.</i></p> |
| Delegates | CEO |
| Conditions | <p>A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | Manager Finance |
| Subdelegate conditions | <p>A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Statutory framework | <i>Local Government Act 1995</i> Note - Decisions under this delegation may be referred for review by the State Administration Tribunal. |
| Policy | <p>Council Policy CP14 Debt Recovery</p> <p>Code of Conduct – Employees</p> <p>Council Policy CP24 Recordkeeping</p> <p>Management Policy MP10 Exercising of Delegations</p> |

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| Record keeping | Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 r.19 All exercises of delegated authority is to be recorded into the Shire's ICT system. <i>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal</i> |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|---|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | 14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO). | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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|--|---|
| Delegation | 128 Issuing Notices to Owner or Occupier of Land |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government Act 1995</i> s.3.25 Notices requiring certain things to be done by owner or occupier of land s.3.26 Additional powers when notices given |
| Function | <p>1. Authority to give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice [s.3.25(1)].</p> <p>2. Authority to do anything that it considers necessary to achieve, so far as is practicable, the purpose for which the notice was given, If the person who is given the notice (notice recipient) fails to comply with it [s.3.26(2)].</p> <p>3. Authority to recover the cost of anything it does under subsection (2) as a debt due from the person who failed to comply with the notice [s.3.26(3)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | Manager Development Manager Operations |
| Subdelegate conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Statutory framework | <i>Local Government Act 1995</i> |
| Policy | Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | <p><i>Local Government Act 1995 – Section 5.46(3)</i> <i>Local Government (Administration) Regulations 1996 r.19</i> All exercises of delegated authority to be recorded into the Shire's ICT system. <i>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal</i></p> |

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| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | --- |
| 20 Jun 2023 | Amended delegation | <p>Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.</p> | |
| 25 Jul 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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|--|---|
| Delegation | 129 Actions on Land that is not Local Government Property |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government Act 1995</i> s.3.27 Particular things local Governments can do on land that is not local government property |
| Function | 1. Authority to do any of the things prescribed in Schedule 3.2, in performing its general function, even though the land on which it is done is not local government property and the local government does not have consent to do it [s.3.27(1)]. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.</i> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | Manager Operations Operations Maintenance Supervisor Parks & Gardens Supervisor Technical Services Supervisor |
| Subdelegate conditions | <i>Actions under this Delegation are required to comply with any related local laws and/or policies.</i> |
| Statutory framework | <i>Local Government Act 1995</i> |
| Record keeping | <i>Local Government Act 1995 – Section 5.46(3)</i> <i>Local Government (Administration) Regulations 1996 r.19</i> All exercises of delegated authority are to be recorded into the Shire's ICT system. <i>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal</i> |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | --- |
| 20 Jun 2023 | Amended delegation | <p>Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.</p> | |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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|--|--|
| Delegation | 130 Works Required for Supply of Gas or Water |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Council |
| Express power to delegate | <i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.20(1) Works required for supply of gas or water — Sch. 9.1 cl. 11 |
| Function | 1. Where the Local Government is responsible for supplying water or gas, authority to carry out works that are necessary for the purpose of providing, maintaining or modifying the supply system [ULP r.20(1)]. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Uniform Local Provisions) Regulations 1996.</i> |
| Delegates | CEO |
| Conditions | a. Works may only be undertaken where there is an approved budget allocation. <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Statutory framework | <i>Local Government Act 1995</i> <i>Local Government (Uniform Local Provisions) Regulations 1996</i> |
| Record keeping | <i>Local Government Act 1995 – Section 5.46(3)</i> <i>Local Government (Administration) Regulations 1996 r.19</i> All exercises of delegated authority are to be recorded into the Shire's ICT system. <i>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal</i> |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Revoked | 14 February 2023 - Sub-delegation removed as advised by CEO on 21.02.2023 - i.e. NO sub-delegation at this time. | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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|--|--|
| Delegation | 131 Complaints Officer |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Local Government |
| Express power to delegate | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>The Local Government (Model Code of Conduct) Regulations 2021</i> 11(3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints. |
| Function | Authority to receive complaints and withdrawals of complaints alleging a breach of a requirement set out in the Model Code of Conduct. |
| Delegates | CEO |
| Conditions | <p>The CEO may authorise, as Complaints Officers, one or more persons to receive complaints and withdrawals of complaints for the purposes of Division 3 of the Code of Conduct. Delegation is in accordance with section 5.42 of the Local Government Act 1995 [Council Decision 28/21(4)].</p> <p>It is noted that the CEO, or another employee designated by the CEO, is the Complaints Officer for the purposes of s5.120 of the Local Government Act 1995, to deal with matters pursuant to Division 4 of the Code of Conduct. The CEO has not chosen to designate another employee for these purposes.</p> |
| Express power to subdelegate | Local Government Act 1995 s.5.44 CEO may delegate some powers and duties to other employees |
| Statutory framework | <i>Local Government Act 1995</i> <i>Local Government (Model Code of Conduct) Regulations 2021</i> |
| Record keeping | All exercises of delegated authority to be recorded into the Shire's ICT system. |
| Date adopted | 23 February 2021 |
| Adoption references | Adopted by Absolute Majority OCM 23 Feb 2021 Minute#120221 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 23 Feb 2021 | New delegation | OCM Decision #120221 | OCM Decision #120221 |
| 23 Feb 2021 | New delegation | OCM Decision #130221 | OCM Decision #130221 |
| 23 Feb 2021 | New delegation | Adopted by Absolute Majority OCM 23 Feb 2021 Minute#120221 | Adopted by Absolute Majority OCM 23 Feb 2021 Minute#120221 |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 132 Request Information (s.14) ROAD TRAFFIC (ADMINISTRATION) ACT 2008 |
| Category | CEO to Employees |
| Head of power | Road Traffic (Administration) Act 2008 |
| Delegator | CEO |
| Express power to delegate | r.7(2)(n) Disclosure of information to prescribed persons |
| Express power or duty delegated | <i>Road Traffic (Administration) Act 2008</i> s.14 – Disclosure of information to prescribed persons <i>Road Traffic (Administration) Regulations 2014</i> r.7 – Disclosure of information to prescribed persons |
| Function | Nominate Prescribed Persons to the CEO of the Public Authority for the purpose of requesting information on an ad hoc basis from the Department of Transport, Driver and Vehicle Services (DVS) and Release of Information (ROI) section via email. |
| Delegates | Executive Assistant to the CEO Manager Community Services |
| Conditions | <p>The information disclosed to the nominated persons will only be used in connection with the administration of the Acts and Regulations specifically the:</p> <ul style="list-style-type: none"> • <i>Local Government Act 1995</i>; • <i>Caravan Parks and Camping Grounds Act 1995</i>; • <i>Animal Welfare Act 2002</i>; • <i>Dog Act 1976</i>; • <i>Litter Act 1979</i>; • <i>Cat Act 2011</i>; • <i>Local Government (Miscellaneous Provisions) Act 1960</i>; and • <i>Bush Fires Act 1954</i>. <p>Any information provided by the Department of Transport cannot be used for a purpose other than the authorised purpose for which it was disclosed.</p> |
| Statutory framework | <i>Road Traffic (Administration) Act 2008</i> <i>Road Traffic (Administration) Regulations 2014</i> <i>Local Government Act 1995</i> |
| Record keeping | All exercises of delegated authority are to be recorded into the Shire's record keeping system |
| Date adopted | 25 June 2024 |
| Adoption references | CEO1-06/24 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. Update to delegates to include Executive Assistant to the CEO as of 5 August 2024. | CEO 01-06/24 3.00024 |

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| Delegation | 200 Grant a Building Permit |
| Category | Council to CEO |
| Head of power | 02 Building Act 2011 |
| Delegator | Permit Authority (Local Government) |
| Express power to delegate | <i>Building Act 2011:</i> s.127(1) & (3) <i>Delegation: special permit authorities and local government</i> |
| Express power or duty delegated | <i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c)) |
| Function | <ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information, within a specified time of not more than 21 days that it requires to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit before the building work is complete [s.27(1) (3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23 and 24]. 5. Authority to approve an application for a new responsible person for a building permit [r.26]. <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Building Act 2011 and Building Regulations 2012.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. As per Building Regulation 2012</p> <p>Decisions under this delegated authority should be either undertaken or informed by a person having the appropriate experience or qualifications in accordance with r.5.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Express power to subdelegate | <i>Building Act 2011:</i> s.127(6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section. |
| Subdelegates | EHO/Building Surveyor Manager Development |

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| Subdelegate conditions | <p>In accordance with Building Regulations 2012 r.5: Decisions under this delegated authority should be either undertaken or informed by a person having the appropriate experience or qualifications.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Statutory framework | <p><i>Building Act 2011</i> <i>Building Regulations 2012</i> <i>Building Services (Registration Act) 2011 – Section 7</i> <i>Home Building Contracts Act 1991–Part 3A, Division 2 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage of Western Australia Act 2018</i></p> |
| Policy | <p>Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations</p> |
| Record keeping | <p><i>Building Act 2011 s.130</i> All exercises of delegated authority to be recorded into the Shire's ICT system.</p> |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | --- |
| 15 Dec 2023 | Amended delegation | The role of EHO/Building Surveyor included, to accommodate staffing updates. As instructed by the CEO. | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 201 Demolition Permits |
| Category | Council to CEO |
| Head of power | 02 Building Act 2011 |
| Delegator | Permit Authority (Local Government) |
| Express power to delegate | <i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government |
| Express power or duty delegated | <i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c)) |
| Function | <ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information, within a specified time of not more than 21 days that it requires to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit, before demolition works are complete. [s.27(1) (3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26]. <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Building Act 2011 and Building Regulations 2012.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. As per Building Regulation 2012</p> <p>Decisions under this delegated authority should be either undertaken or informed by a person having the appropriate experience or qualifications in accordance with r.5.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Express power to subdelegate | <i>Building Act 2011:</i> s.127(6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section. |
| Subdelegates | EHO/Building Surveyor Manager Development |

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| Subdelegate conditions | <p>In accordance with Building Regulations 2012 r.5: Decisions under this delegated authority should be either undertaken or informed by a person having the appropriate experience or qualifications.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Statutory framework | <p><i>Building Act 2011</i> <i>Building Regulations 2012</i> <i>Building Services (Registration Act) 2011 – Section 7</i> <i>Home Building Contracts Act 1991–Part 3A, Division 2 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage of Western Australia Act 2018</i></p> |
| Policy | <p>Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations</p> |
| Record keeping | <p><i>Building Act 2011 s.130</i> All exercises of delegated authority are to be recorded into the Shire's ICT system.</p> |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | --- |
| 15 Dec 2023 | Amended delegation | The role of EHO/Building Surveyor included to accommodate staffing updates. As instructed by the CEO. | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 202 Occupancy Permits or Building Approval Certificates |
| Category | Council to CEO |
| Head of power | 02 Building Act 2011 |
| Delegator | Permit Authority (Local Government) |
| Express power to delegate | <i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government |
| Express power or duty delegated | <i>Building Act 2011:</i> Division 3 — Making and dealing with applications for occupancy permits and building approval certificates s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration <i>Building Regulations 2012</i> r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65) |
| Function | <ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required, within a specified time of not more than 21 days in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit, while the occupancy permit or building approval certificate has effect. [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40]. <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Building Act 2011 and Building Regulations 2012.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. As per Building Regulation 2012</p> <p>Decisions under this delegated authority should be either undertaken or informed by a person having the appropriate experience or qualifications in accordance with r.5.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Express power to subdelegate | <i>Building Act 2011:</i> s.127(6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section |
| Subdelegates | EHO/Building Surveyor Manager Development |

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| Subdelegate conditions | <p>In accordance with Building Regulations 2012 r.5: Decisions under this delegated authority should be either undertaken or informed by a person having the appropriate experience or qualifications.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Statutory framework | <p><i>Building Act 2011</i> <i>Building Regulations 2012</i> <i>Building Services (Registration Act) 2011 – Section 7</i> <i>Home Building Contracts Act 1991–Part 3A, Division 2 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage of Western Australia Act 2018</i></p> |
| Policy | <p>Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations</p> |
| Record keeping | <p><i>Building Act 2011 s.130</i> All exercises of delegated authority are to be recorded in the Shire's ICT system.</p> |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | --- |
| 15 Dec 2023 | Amended delegation | the role of EHO/ Building Surveyor included to accommodate staffing updates. As instructed by the CEO. | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting | CEO 01-06/24 3.00024 |

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| Delegation | 203 Authorised and Approved Persons/Officers |
| Category | Council to CEO |
| Head of power | 02 Building Act 2011 |
| Delegator | Permit Authority (Local Government) |
| Express power to delegate | <i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government |
| Express power or duty delegated | <i>Building Act 2011:</i> s.96(3)(6) Authorised persons s.99(3) Limitation on powers of authorised person <i>Building Regulations 2012:</i> r.70 Approved officers and authorised officers |
| Function | <p>1. Authority to designate a local government employee as an authorised person [s.96(3)].</p> <p>2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that employee [s.99(3)].</p> <p>3. Authority to appoint a specified employee of the local government as an approved officer for the purposes of s.6(a) of the Criminal Procedure Act 2004 [70(1),(1A)].</p> <p>4. Authority to appoint to be an authorised officer for the purposes of the Criminal Procedure Act 2004 section 6(b), a person appointed under the Local Government Act 1995 section 9.10(1) and authorised for the purpose of performing functions under section 9.16 of that Act [70(2)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Building Act 2011 and Building Regulations 2012.</i></p> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Building Act 2011:</i> s.127(6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section. |
| Subdelegate conditions | Not sub delegated |
| Statutory framework | <i>Building Act 2011</i> Section 97. A permit authority must be give an identity card to each person designated by it as an authorised person. <i>Building Regulations 2012</i> |
| Record keeping | <i>Building Act 2011 s.130</i> <i>All exercises of delegated authority are to be recorded into the Shire's ICT system.</i> |
| Date adopted | 28 July 2020 |

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| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 204 Building Orders |
| Category | Council to CEO |
| Head of power | 02 Building Act 2011 |
| Delegator | Permit Authority (Local Government) |
| Express power to delegate | <i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government |
| Express power or duty delegated | <i>Building Act 2011:</i> s.110(1) Building Orders s.111(1) Notice of proposed building order other than building order (emergency) s.117 Revocation of building order s.118(2) (3) Permit authority may give effect to building order if non-compliance s.133(1) Prosecutions |
| Function | <p>1. Authority to make Building Orders in relation to:</p> <ol style="list-style-type: none"> Building work Demolition work An existing building or incidental structure [s.110(1)]. <p>2. Authority to give notice of a proposed building order and consider submissions received in response [s.111(1)(c)].</p> <p>3. Authority to, by notice in writing revoke a building order at any time. [s.117(1)].</p> <p>4. If there is non-compliance with a building order, authority to cause an authorised person to:</p> <ol style="list-style-type: none"> take any action specified in the order; or commence or complete any work specified in the order; or if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. <p>5. Authority to take court action to recover as a debt from a person who has been served with a copy of a building order the reasonable costs and expenses incurred in doing anything under s.118(2) in relation to the order. [s.118(3)].</p> <p>6. Authority to initiate a prosecution for an offense against this Act [s.133(1)] (see Council conditions)</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Building Act 2011 and Building Regulations 2012.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012.</p> <p>b. Authority to initiate a prosecution for an offense against this Act [s.133(1)] is limited to non-compliance with a building order made pursuant to section 110 of the Building Act 2011.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |

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| Express power to subdelegate | <i>Building Act 2011:</i> s.127(6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section. |
| Subdelegates | EHO/Building Surveyor Manager Development |
| Subdelegate conditions | In accordance with Building Regulations 2012 r.5: Decisions under this delegated authority should be either undertaken or informed by a person having the appropriate experience or qualifications. <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Statutory framework | <i>Building Act 2011</i> |
| Policy | Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | <i>Building Act 2011 s.130</i> All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | 14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO). | --- |
| 15 Dec 2023 | Amended delegation | The role of EHO/Building Surveyor included to accommodate staffing updates. As instructed by the CEO. | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 205 Inspection and Copies of Building Records |
| Category | Council to CEO |
| Head of power | 02 Building Act 2011 |
| Delegator | Permit Authority (Local Government) |
| Express power to delegate | <i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government |
| Express power or duty delegated | <i>Building Act 2011:</i> s.131(2) Inspection, copies of building records |
| Function | 1. Authority to, on application by an interested person and on payment of the prescribed fee, if any — (a) allow the interested person to inspect a building record; and (b) provide to the interested person a copy of a building record [s.131(2)]. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Building Act 2011 and Building Regulations 2012.</i> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | Building Act 2011: s.127(6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section. |
| Subdelegates | EHO/Building Surveyor Manager Development |
| Subdelegate conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Statutory framework | <i>Building Act 2011</i> |
| Policy | Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | <i>Building Act 2011 s.130</i> All exercises of delegated authority are to be recorded into the Shire's ICT System. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | --- |
| 15 Dec 2023 | Amended delegation | The role of EHO/Building Surveyor included to accommodate staffing updates. As instructed by the CEO. | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 206 Referrals and Issuing Certificates |
| Category | Council to CEO |
| Head of power | 02 Building Act 2011 |
| Delegator | Permit Authority (Local Government) |
| Express power to delegate | <i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government |
| Express power or duty delegated | <i>Building Act 2011:</i> s.145A Local Government functions |
| Function | <p>1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)].</p> <p>2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance that is signed by a building surveyor who is employed by the local government whether or not -</p> <p>a. the building or incidental structure that is the subject of the application is, or is proposed to be, located in the local government's district; or</p> <p>b. the applicant is an owner or occupier of land in the local government's district [s.145A(2)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Building Act 2011 and Building Regulations 2012.</i></p> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | Building Act 2011: s.127(6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section. |
| Subdelegates | EHO/Building Surveyor Manager Development |
| Subdelegate conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Statutory framework | <i>Building Act 2011</i> |
| Policy | Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | <i>Building Act 2011 s.130</i> All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |

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| Last reviewed | 24 June 2025 |
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| Amendments | | | |
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| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | --- |
| 15 Dec 2023 | Amended delegation | The role of EHO/Building Surveyor included to accommodate staffing updates, As instructed by the CEO. | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 207 Private Pool Barrier - Alternative and Performance Solutions |
| Category | Council to CEO |
| Head of power | 02 Building Act 2011 |
| Delegator | Permit Authority (Local Government) |
| Express power to delegate | <i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government |
| Express power or duty delegated | <i>Building Regulations 2012:</i> r.51 Approvals by permit authority |
| Function | <p>1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)].</p> <p>2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)].</p> <p>3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Building Act 2011 and Building Regulations 2012.</i></p> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Building Act 2011:</i> s.127(6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section. |
| Subdelegates | EHO/Building Surveyor Manager Development |
| Subdelegate conditions | <p>In accordance with Building Regulations 2012 r.5: Decisions under this delegated authority should be either undertaken or informed by a person having the appropriate experience or qualifications.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Statutory framework | <i>Building Act 2011</i> |
| Policy | Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |

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| Record keeping | <i>Building Act 2011 s.130</i> All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | 14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO). | --- |
| 15 Dec 2023 | Amended delegation | The role of EHO/Building Surveyor included to accommodate staffing updates. As instructed by the CEO. | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 208 Smoke Alarms - Alternative Solutions |
| Category | Council to CEO |
| Head of power | 02 Building Act 2011 |
| Delegator | Local Government |
| Express power to delegate | <i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government |
| Express power or duty delegated | <i>Building Regulations 2012:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms |
| Function | 1. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61]. In accordance with Division 3 – Smoke Alarms. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Building Act 2011 and Building Regulations 2012.</i> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | Building Act 2011: s.127(6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section. |
| Subdelegates | EHO/Building Surveyor Manager Development |
| Subdelegate conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Statutory framework | <i>Building Act 2011</i> |
| Policy | Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | <i>Building Act 2011 s.130</i> All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | --- |
| 15 Dec 2023 | Amended delegation | The role of EHO/Building Surveyor included to accommodate staffing updates. As instructed by the CEO | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 300 Firebreaks |
| Category | Council to CEO |
| Head of power | 03 Bush Fires Act 1954 |
| Delegator | Local Government |
| Express power to delegate | <i>Bush Fires Act 1954:</i> s.48 Delegation by local government |
| Express power or duty delegated | <i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks |
| Function | <p>1. Authority to, subject to subsection s.33(2) give written notice to all owners or occupiers of land within the District, or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring within a time specified in the notice and to the satisfaction of the Shire of Irwin:</p> <p>a. clearing and maintaining of firebreaks as determined necessary and specified in the notice; and</p> <p>b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and</p> <p>c. as a separate or coordinated operation with any other person carry out a similar operation on adjoining or neighbouring land [s.33(1)].</p> <p>2. Authority to direct a Bush Fire Control Officer or any other officer of the local government to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)].</p> <p>a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice in any court of competent jurisdiction as a debt due from the owner or occupier of land to the local government [s.33(5)].</p> <p>3. Authority to, at the request of the owner or occupier of land within Shire of Irwin district, carry out on the land, at the expense of the owner or occupier, any works for the removal or abatement of a fire danger, and the amount of the expense, if not paid on demand, may be recovered from the owner or occupier in a court of competent jurisdiction as a debt due from the owner or occupier to the local government. [s.33(6)]</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Bush Fire Act 1954.</i></p> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | NIL – Sub-delegation is prohibited by s.48(3) |
| Statutory framework | Bush Fires Act 1954 - s.50 |
| Policy | Council Policy - CP02 Fire Management |
| Record keeping | All exercises of delegated authority to be recorded in the Shire's ICT system. |
| Date adopted | 28 July 2020 |

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| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 301 Make Request to FES Commissioner - Control of Fire |
| Category | Council to CEO |
| Head of power | 03 Bush Fires Act 1954 |
| Delegator | Local Government |
| Express power to delegate | <i>Bush Fires Act 1954:</i> s.48 Delegation by local government |
| Express power or duty delegated | <i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers |
| Function | 1. Authority to request on behalf of the Shire of Irwin that the FES Commissioner authorise a Bush Fire Liaison Officer or another person to take control of all operations in relation to the fire. [s.13(4)]. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Bush Fire Act 1954.</i> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | NIL – Sub-delegation is prohibited by s.48(3) |
| Statutory framework | <i>Bush Fires Act 1954 - s.50</i> |
| Policy | Council Policy - CP02 Fire Management |
| Record keeping | All exercises of delegated authority is to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 302 Prohibited Burning Times - Vary |
| Category | Council to CEO |
| Head of power | 03 Bush Fires Act 1954 |
| Delegator | Local Government |
| Express power to delegate | <i>Bush Fires Act 1954:</i> s.48 Delegation by local government s. 17(10) A local government may by resolution delegate to its mayor, or president, and its Chief Bush Fire Control Officer, jointly its powers and duties under subsections (7) and (8) |
| Express power or duty delegated | <i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister. |
| Function | 1. Authority to, subject to subsection s.17(7B), in any year in which a local government considers that seasonal conditions warrant a variation of the prohibited burning times in its district, after consultation with an authorised CALM Act officer if forest land is situated in the district, vary the prohibited burning times in respect of that year in the district or a part of the district by — (a) shortening, extending, suspending or reimposing a period of prohibited burning times; or (b) imposing a further period of prohibited burning times. [s.17(7)] In accordance with the provisions of s.17(7B) (8). <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Bush Fire Act 1954.</i> |
| Delegates | Chief Bush Fire Control Officer Shire President |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | NIL – Sub-delegation is prohibited by s.48(3) |
| Statutory framework | <i>Bush Fires Act 1954 - s.50</i> |
| Policy | Council Policy - CP02 Fire Management |
| Record keeping | All exercises of delegated authority are to be recorded in the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 303 Restricted Burning Times - Vary |
| Category | Council to CEO |
| Head of power | 03 Bush Fires Act 1954 |
| Delegator | Local Government |
| Express power to delegate | <i>Bush Fires Act 1954:</i> s.48 Delegation by local government |
| Express power or duty delegated | <i>Bush Fires Act 1954:</i> s.18(5) Restricted burning times may be declared by FES Commissioner <i>Bush Fire Regulations 1954:</i> r.15C Local government may prohibit burning on certain days |
| Function | <p>1. Authority, subject to subsection s.18(5B), where seasonal conditions warrant it and after consultation with an authorised CALM Act officer if forest land is situated in its district, to -</p> <p>(a) vary the restricted burning times in respect of that year in the district or a part of the district by —</p> <p>(i) shortening, extending, suspending or reimposing a period of restricted burning times; or</p> <p>(ii) imposing a further period of restricted burning times;</p> <p>or</p> <p>(b) vary the prescribed conditions by modifying or suspending all or any of those conditions. [s.18(5)].</p> <p>2. Authority, by notice published in a newspaper circulating in its district, to prohibit the burning of the bush in that district on Sundays and specified public holidays during restricted burning times, and may, by subsequent notice so published, revoke that notice. [r.15C]</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Bush Fire Act 1954.</i></p> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | NIL – Sub-delegation is prohibited by s.48(3) |
| Statutory framework | <i>Bush Fires Act 1954 - s.50</i> |
| Policy | Council Policy - CP02 Fire Management |
| Record keeping | All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 304 Prohibited and/or Restricted Burning Times - Control Activities |
| Category | Council to CEO |
| Head of power | 03 Bush Fires Act 1954 |
| Delegator | Local Government |
| Express power to delegate | <i>Bush Fires Act 1954:</i> s.48 Delegation by local government |
| Express power or duty delegated | <p><i>Bush Fires Act 1954:</i> s.18(11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) (3) (4) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land</p> <p><i>Bush Fire Regulations 1954:</i> r.15 Permit to burn form of and applying for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times</p> |

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| Function | <p>1. Authority to, during restricted burning times, where a person starts a fire on land, if the fire escapes from the land or if the fire is in the opinion of a bush fire control officer or an officer of a bush fire brigade out of control on the land, the person shall be liable to pay to the local government on the request of and for recoup to its bush fire brigade, any expenses up to a maximum amount of \$10,000 incurred by it in preventing the extension of or extinguishing the fire, and such expenses may be recovered in any court of competent jurisdiction [s.18(11)].</p> <p>2. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks on the respective lands. The local government shall notify the occupier of the adjoining land of the date the burning is to take place and require him to provide by that date ploughed or cleared fire-breaks parallel to the common boundary and of a distance therefrom of not more than 60m and as specified by the local government [s.22(6) and (7)].</p> <p>3. Authority to prohibit the operation in its district of any tractor, or self-propelled harvester other than a tractor or self-propelled harvester that is equipped with a fire extinguisher, during a prohibited or restricted burning times, and to give permission for use of same during the prohibited or restricted burning time subject to compliance with requirements specified in a notice [s.27(2) (3) (4)].</p> <p>4. Authority to recover the cost of measures taken by the Bush Fire Liaison Officer or Bush Fire Control Officer or authorised CALM Act Officer, to extinguish a fire burning during prohibited and restricted burning times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire on the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</p> <p>5. Authority to grant permits to burn during prohibited and restricted burning times that have previously been refused or granted with special conditions by a Bush Fire Control Officer [r.15].</p> <p>6. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during prohibited or restricted burning times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</p> <p>7. Authority to determine, during a prohibited or restricted burning time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)].</p> <p>8. Authority to issue directions, during a prohibited or restricted burning time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Bush Fire Act 1954.</i></p> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | NIL – Sub-delegation is prohibited by s.48(3) |
| Statutory framework | <i>Bush Fires Act 1954 - s.50</i> |
| Policy | Council Policy - CP02 Fire Management |
| Record keeping | All exercises of delegated authority to be recorded into the Shire's ICT system. |

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| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 305 Control of Operations Likely to Create Bush Fire Danger |
| Category | Council to CEO |
| Head of power | 03 Bush Fires Act 1954 |
| Delegator | Local Government |
| Express power to delegate | <i>Bush Fires Act 1954:</i> s.48 Delegation by local government |
| Express power or duty delegated | <i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times r.39D Explosives, use of r.39E Fireworks, use of |
| Function | <p>1. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning), in accordance with provisions in s.27D (2) (3). Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</p> <p>2. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from:</p> <ul style="list-style-type: none"> a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. a person operating welding apparatus, or a power operated abrasive cutting disc [r.39C(3)]. c. a person using explosives [r.39D(2)]. d. a person using fireworks [r.39E(3)] <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Bush Fire Act 1954.</i></p> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | NIL – Sub-delegation is prohibited by s.48(3) |
| Statutory framework | <i>Bush Fires Act 1954 - s.50</i> |
| Policy | Council Policy - CP02 Fire Management |
| Record keeping | All exercises of delegated authority are to be recorded in the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 306 Burning Garden Refuse / Open Air Fires |
| Category | Council to CEO |
| Head of power | 03 Bush Fires Act 1954 |
| Delegator | Local Government |
| Express power to delegate | <i>Bush Fires Act 1954:</i> s.48 Delegation by local government |
| Express power or duty delegated | <i>Bush Fires Act 1954:</i> s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 <i>Bush Fires Regulations 1954:</i> r.27(3) Permit, issue of |
| Function | <p>1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)].</p> <p>2. Authority to, by notice of published in the Gazette and a newspaper circulating in the its district, prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]:</p> <p>a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27 (3) and r.33(5)].</p> <p>b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plant growing upon any land within the District, specified by the Shire of Irwin in a notice in writing given by it to the duly authorised officer for the Shire of Irwin [r.34].</p> <p>3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of:</p> <p>a. camping or cooking [s.25(1)(a)].</p> <p>b. conversion of bush into charcoal or in or about a lime kiln for the production of lime, in consultation with a bush fire control officer or authorised CALM Act officer [s.25(1)(b)].</p> <p>4. Authority to prohibit the lighting of fires in the open area for the purposes of camping or cooking for such period during the prohibited burning times, as specified in a note published in the Gazette and newspaper circulating in the District and authority to cancel or vary such notice [s.25(1a) and (1b)].</p> <p>5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person and any person acting under his instructions from lighting a fire and to determine conditions on the notice [s.25A(5)(6)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Bush Fire Act 1954.</i></p> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |

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| Express power to subdelegate | NIL – Sub-delegation is prohibited by s.48(3) |
| Statutory framework | <i>Bush Fires Act 1954 - s.50</i> |
| Record keeping | All exercises of delegated authority is to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------------|--------------------|---|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting | CEO 01-06/24 3.00024 |

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| Delegation | 307 Appoint Bush Fire Control Officer/s and Fire Weather Officer |
| Category | Council to CEO |
| Head of power | 03 Bush Fires Act 1954 |
| Delegator | Local Government |
| Express power to delegate | <i>Bush Fires Act 1954:</i> s.48 Delegation by local government |
| Express power or duty delegated | <i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer |
| Function | <p>1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and</p> <p>a. Of those Officers, appoint 2 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer; and</p> <p>b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)].</p> <p>2. Authority to issue directions to an appointed Bush Fire Control Officer or to an officer of a bush fire brigade registered by the Shire of Irwin to burn, subject to the provision of the Bush Fires Act 1954, on or at the margins of a road reserve under the care, control and management of the Shire of Irwin [s.38(5A)].</p> <p>3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)].</p> <p>a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Bush Fire Act 1954.</i></p> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | NIL – Sub-delegation is prohibited by s.48(3) |
| Statutory framework | <i>Bush Fires Act 1954 - s.50</i> |
| Policy | Bush Fire Brigades Local Law |
| Record keeping | All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 308 Control and Extinguishment of Bush Fires |
| Category | Council to CEO |
| Head of power | 03 Bush Fires Act 1954 |
| Delegator | Local Government |
| Express power to delegate | <i>Bush Fires Act 1954:</i> s.48 Delegation by local government |
| Express power or duty delegated | <i>Bush Fires Act 1954:</i> s.46 Bush fire control officer or forest officer may postpone lighting fire |
| Function | <p>1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)].</p> <p>a. Where it is proposed that the fire will be lit on land within 3km of the boundary of forest land, and an authorised CALM Act officer is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Bush Fire Act 1954.</i></p> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | NIL – Sub-delegation is prohibited by s.48(3) |
| Statutory framework | Bush Fires Act 1954 - s.50 |
| Record keeping | All exercises of delegated authority are to be recorded in the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 309 Recovery of Expenses Incurred through Contraventions of this Act |
| Category | Council to CEO |
| Head of power | 03 Bush Fires Act 1954 |
| Delegator | Local Government |
| Express power to delegate | <i>Bush Fires Act 1954:</i> s.48 Delegation by local government |
| Express power or duty delegated | <i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred |
| Function | 1. Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Irwin or those on behalf of the Shire of Irwin to do, in accordance with the provisions of s.58 (3) (3A) (3B) (4). <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Bush Fire Act 1954.</i> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | NIL – Sub-delegation is prohibited by s.48(3) |
| Statutory framework | <i>Bush Fires Act 1954 - s.50</i> |
| Record keeping | All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 310 Prosecution of Offences |
| Category | Council to CEO |
| Head of power | 03 Bush Fires Act 1954 |
| Delegator | Local Government |
| Express power to delegate | <i>Bush Fires Act 1954:</i> s.48 Delegation by local government |
| Express power or duty delegated | <i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices |
| Function | <p>1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act in accordance with the provisions of s.59 (1) (2) (3) (4) (5).</p> <p>2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Bush Fire Act 1954.</i></p> |
| Delegates | CEO Chief Bush Fire Control Officer |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | NIL – Sub-delegation is prohibited by s.48(3) |
| Statutory framework | <i>Bush Fires Act 1954 - s.50</i> |
| Record keeping | All exercises of delegated authority are to be recorded in the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 311 Withdrawal of Infringement Notices |
| Category | Council to CEO |
| Head of power | 03 Bush Fires Act 1954 |
| Delegator | Local Government |
| Express power to delegate | <i>Bush Fires Act 1954:</i> s.48 Delegation by local government |
| Express power or duty delegated | <i>Bush Fires Act 1954:</i> s.59A(5) Alternative procedure – infringement notices |
| Function | <p>1. Authority to withdraw an infringement notice for an offence against this Act, at any time within 60 days after the service of the notice, by the sending of a notice, in the prescribed form, signed by a prescribed officer, to the alleged offender at his last known place of residence or business, advising the alleged offender that the infringement notice has been withdrawn, and, in that event, the amount of any prescribed penalty that has been paid shall be refunded [s.59A (5)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Bush Fire Act 1954.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. The person who issued an infringement and/or notice is not permitted to determine an objection, extend time, withdraw or revoke an infringement and/or notice, as is applicable, for the same applicant and/or issue.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Express power to subdelegate | NIL – Sub-delegation is prohibited by s.48(3) |
| Statutory framework | Bush Fires Act 1954 - s.50 |
| Record keeping | All exercises of delegated authority to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 400 Cat Registrations |
| Category | Council to CEO |
| Head of power | 04 Cat Act 2011 |
| Delegator | Local Government |
| Express power to delegate | <i>Cat Act 2011:</i> s.44 Delegation by local government |
| Express power or duty delegated | <i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable |
| Function | <p>1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9 (1)].</p> <p>2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)].</p> <p>3. Authority to cancel a cat registration [s.10].</p> <p>4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)].</p> <p>5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the shire of Irwin's District [Regs. Sch. 3 cl.1(4)].</p> <p>6. Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat. [Schedule 3 s.1(4)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Cat Act 2011 and Cat Regulations 2012.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011.</p> <p>b. This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any class of cat within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the Local Government Act 1995.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Express power to subdelegate | <i>Cat Act 2011:</i> s.45 Delegation by CEO of local government |
| Subdelegate conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |

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| Statutory framework | <i>Cat Act 2011</i> <i>Cat Regulations 2012</i> |
| Policy | Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | <i>Cat Act 2011 s.47</i> All exercises of delegated authority is recorded in the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | <p>14 February 2023 - previously not sub-delegated. Sub-delegated to Manager Community Services as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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|--|---|
| Delegation | 401 Cat Control Notices |
| Category | Council to CEO |
| Head of power | 04 Cat Act 2011 |
| Delegator | Local Government |
| Express power to delegate | <i>Cat Act 2011:</i> s.44 Delegation by local government |
| Express power or duty delegated | <i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner |
| Function | 1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Irwin's District [s.26]. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Cat Act 2011 and associated Regulations.</i> |
| Delegates | CEO |
| Conditions | a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011. <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Cat Act 2011:</i> s.45 Delegation by CEO of local government |
| Subdelegate conditions | Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011. <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Statutory framework | <i>Cat Act 2011</i> <i>Cat Regulations 2012</i> |
| Policy | Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | Cat Act 2011 s.47 All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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|--|---|
| Delegation | 402 Approval to Breed Cats |
| Category | Council to CEO |
| Head of power | 04 Cat Act 2011 |
| Delegator | Local Government |
| Express power to delegate | <i>Cat Act 2011:</i> s.44 Delegation by local government |
| Express power or duty delegated | <i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder |
| Function | <p>1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)].</p> <p>2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information, within a specified time of not more than 21 days, required to determine the application [s.37(4)].</p> <p>3. Authority to cancel an approval to breed cats if one or more of the things set out in s.37(2) applies in respect of the approved cat breeder [s.38].</p> <p>4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].</p> <p>5. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011.</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Cat Act 2011 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i>.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Express power to subdelegate | <i>Cat Act 2011:</i> s.45 Delegation by CEO of local government |
| Subdelegates | Manager Development |
| Subdelegate conditions | <p>Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i>.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Statutory framework | <i>Cat Act 2011</i> <i>Cat Regulations 2012</i> |

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| Policy | Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | <i>Cat Act 2011 s.47</i> All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | 14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO). | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. |

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| Delegation | 403 Appoint Authorised Person |
| Category | Council to CEO |
| Head of power | 04 Cat Act 2011 |
| Delegator | Local Government |
| Express power to delegate | <i>Cat Act 2011:</i> s.44 Delegation by local government |
| Express power or duty delegated | <i>Cat Act 2011:</i> s. 48 Authorised persons |
| Function | 1. Authority to appoint authorised persons by issuing a certificate of authorisation [s.48]. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Cat Act 2011 and associated Regulations.</i> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Cat Act 2011:</i> s.45 Delegation by CEO of local government |
| Subdelegate conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Statutory framework | <i>Cat Act 2011</i> <i>Cat Regulations 2012</i> |
| Policy | Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | Cat Act 2011 s.47 All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | <p>14 February 2023 - not previously sub-delegated. Sub-delegated to Manager Community Services as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 404 Recovery of Costs - Destruction of Cats |
| Category | Council to CEO |
| Head of power | 04 Cat Act 2011 |
| Delegator | Local Government |
| Express power to delegate | <i>Cat Act 2011:</i> s.44 Delegation by local government |
| Express power or duty delegated | <i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed |
| Function | 1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat from the owner in a court of competent jurisdiction. [s.49(3)]. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Cat Act 2011 and associated Regulations.</i> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Cat Act 2011:</i> s.45 Delegation by CEO of local government |
| Subdelegate conditions | Not sub-delegated |
| Statutory framework | <i>Cat Act 2011</i> <i>Cat Regulations 2012</i> |
| Record keeping | Cat Act 2011 s.47 All exercises of delegated authority are to be recorded in the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 405 Applications to Keep Additional Cats |
| Category | Council to CEO |
| Head of power | 04 Cat Act 2011 |
| Delegator | Local Government |
| Express power to delegate | <i>Cat Act 2011:</i> s.44 Delegation by local government |
| Express power or duty delegated | <i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats |
| Function | <p>1. Authority to require any document or additional information to be provided within a specified time of not more than 21 days to determine an application. [r.8(3)]</p> <p>2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application. [r.8 (4)]</p> <p>3. Authority to grant or refuse approval for additional number of cats specified in an application or less than the amount specified in the application, to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats. [r.9]</p> <p>4. Notices of decisions must include advice as to review rights in accordance with r.11 of the Cat (Uniform Local Provisions) Regulations 2013.</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Cat Act 2011 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i>.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Express power to subdelegate | <i>Cat Act 2011:</i> s.45 Delegation by CEO of local government |
| Subdelegate conditions | <p>Notices of decisions must include advice as to review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i>.</p> <p><i>Actions under this Delegation are required to comply with any related local law and/or policies.</i></p> |
| Statutory framework | <i>Cat Act 2011</i> <i>Cat (Uniform Local Provision) Regulations 2013</i> |

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| Policy | Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | Cat Act 2011 s.47 All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|---|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | 14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO). | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 500 Refuse or Cancel Registration |
| Category | Council to CEO |
| Head of power | 05 Dog Act 1976 |
| Delegator | Local Government |
| Express power to delegate | <i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties |
| Express power or duty delegated | <i>Dog Act 1976:</i> s.15(2) (4A) Registration periods and fees s.16(2) (3) Registration procedure s.17A(2) If no application for registration made |
| Function | <ol style="list-style-type: none"> 1. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Irwin's District [s15(4A)]. 2. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 3. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions as per the requirements the Dog Act 1976 because - [s.16(3) and s.17A(2)] <ol style="list-style-type: none"> a. the applicant, owner or registered owner has been convicted or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the Cat Act 2011 or the Animal Welfare Act 2002; or b. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease; or c. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept; or d. the dog is required to be microchipped but is not microchipped; or e. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog following a decision to refuse or cancel a registration where the owner/applicant was given proper notice of the reason for the decision and has not applied to the State Administrative Tribunal for the decision to be reviewed within the time fixed. [s.17(4)]. 5. Authority to cause the dog to be seized, if an order for the seizure of the dog is made under subsection (4) or (5), and detained or destroyed or otherwise disposed of as though it had been found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)] <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Dog Act 1976 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. The Chief Executive Officer may further delegate to a person which is determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.</p> <p><i>Actions under this Delegation are required to comply with any related local laws and/or policies.</i></p> |

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| Express power to subdelegate | <i>Dog Act 1976:</i> s.10AA(3) The delegation may expressly authorise the delegate to further delegate the power or duty. |
| Subdelegate conditions | Not sub-delegated |
| Statutory framework | <i>Dog Act 1976</i> |
| Policy | Dog Local Law 2000 |
| Record keeping | <i>Dog Act 1976 s.10AA</i> All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 501 Kennel Establishments |
| Category | Council to CEO |
| Head of power | 05 Dog Act 1976 |
| Delegator | Local Government |
| Express power to delegate | <i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties |
| Express power or duty delegated | <i>Dog Act 1976:</i> s.27 Licensing of approved kennel establishments |
| Function | <p>1. Authority to grant a licence to keep an approved kennel establishment, upon an application received in the Shire's prescribed manner and form. If due notice of the proposed use of the land was required to be given to persons in the locality, the Shire shall have regard to any objections raised. [s.27(4)].</p> <p>2. Authority to cancel a licence for a kennel buy the service of a notice on the licensee specifying a period at the end of which the licence is cancelled, which shall be a period of not less than 3 months [s.27(6)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Dog Act 1976 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. The Chief Executive Officer may further delegate to a person which is determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.</p> <p><i>Actions under this Delegation are required to comply with any related local laws and/or policies.</i></p> |
| Express power to subdelegate | <i>Dog Act 1976:</i> s.10AA(3) The delegation may expressly authorise the delegate to further delegate the power or duty. |
| Subdelegates | Manager Development |
| Subdelegate conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Statutory framework | <i>Dog Act 1976</i> |
| Policy | <p>Dog Local Law 2000</p> <p>Code of Conduct - Employees</p> <p>Council Policy CP24 Recordkeeping</p> <p>Management Policy MP10 Exercising of Delegations</p> |
| Record keeping | <p><i>Dog Act 1976 s.10AA</i></p> <p>All exercises of delegated authority are to be recorded into the Shire's ICT system.</p> <p><i>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal</i></p> |

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| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | <p>14 February 2023 - previously not sub-delegated. Sub-delegated to Manager Development as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 502 Appoint Authorised Persons |
| Category | Council to CEO |
| Head of power | 05 Dog Act 1976 |
| Delegator | Local Government |
| Express power to delegate | <i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties |
| Express power or duty delegated | <i>Dog Act 1976:</i> s.11 Staff and Services |
| Function | 1. Authority to appoint authorised persons to exercise the powers conferred on an authorised person by this Act [s.3 s.11(1)(2)(3) and s.29(1)]. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Dog Act 1976 and associated Regulations.</i> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local laws and/or policies.</i> |
| Express power to subdelegate | <i>Dog Act 1976:</i> s.10AA(3) The delegation may expressly authorise the delegate to further delegate the power or duty. |
| Subdelegate conditions | Not sub-delegated |
| Statutory framework | <i>Dog Act 1976</i> |
| Policy | Dog Local Law 2000 |
| Record keeping | Dog Act 1976 s.10AA All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 310720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 503 Recovery of Moneys Due Under this Act |
| Category | Council to CEO |
| Head of power | 05 Dog Act 1976 |
| Delegator | Local Government |
| Express power to delegate | <i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties |
| Express power or duty delegated | <i>Dog Act 1976:</i> s.29(5) Power to seize dogs |
| Function | 1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)]. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Dog Act 1976 and associated Regulations.</i> |
| Delegates | CEO |
| Conditions | a. The Chief Executive Officer may further delegate to a person which is determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. <i>Actions under this Delegation are required to comply with any related local laws and/or policies.</i> |
| Express power to subdelegate | <i>Dog Act 1976:</i> s.10AA(3) The delegation may expressly authorise the delegate to further delegate the power or duty. |
| Subdelegate conditions | Not sub-delegated |
| Statutory framework | <i>Dog Act 1976</i> |
| Policy | Dog Local Law 2000 |
| Record keeping | Dog Act 1976 s.10AA All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 504 Dispose of or Sell Dogs Liable to be Destroyed |
| Category | Council to CEO |
| Head of power | 05 Dog Act 1976 |
| Delegator | Local Government |
| Express power to delegate | <i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties |
| Express power or duty delegated | <i>Dog Act 1976:</i> s.29(11) Power to seize dogs |
| Function | 1. Authority to dispose of or sell a dog which is liable to be destroyed pursuant to subsection (10) [s.29(11)]. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Dog Act 1976 and associated Regulations.</i> |
| Delegates | CEO |
| Conditions | a. The Chief Executive Officer may further delegate to a person which is determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. <i>Actions under this Delegation are required to comply with any related local laws and/or policies.</i> |
| Express power to subdelegate | <i>Dog Act 1976:</i> s.10AA(3) The delegation may expressly authorise the delegate to further delegate the power or duty. |
| Subdelegate conditions | Not sub-delegated |
| Statutory framework | <i>Dog Act 1976</i> |
| Policy | Dog Local Law 2000 Council Policy CP43 Disposal of Property |
| Record keeping | <i>Dog Act 1976 s.10AA</i> All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 505 Declare a Dangerous Dog |
| Category | Council to CEO |
| Head of power | 05 Dog Act 1976 |
| Delegator | Local Government |
| Express power to delegate | <i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties |
| Express power or duty delegated | <i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared) |
| Function | 1. Authority to declare an individual dog to be a dangerous dog by notice in writing given in accordance with section 33F [s.33E(1)]. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Dog Act 1976 and associated Regulations.</i> |
| Delegates | CEO |
| Conditions | a. If the Chief Executive Officer declares a Dangerous Dog, objections are to be referred to Council. b. The Chief Executive Officer may further delegate to a person which is determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. <i>Actions under this Delegation are required to comply with any related local laws and/or policies.</i> |
| Express power to subdelegate | <i>Dog Act 1976:</i> s.10AA(3) The delegation may expressly authorise the delegate to further delegate the power or duty. |
| Statutory framework | <i>Dog Act 1976</i> |
| Policy | Dog Local Law 2000 |
| Record keeping | <i>Dog Act 1976 s.10AA</i> All exercises of delegated authority are to be recorded into the Shire's ICT system. <i>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal</i> |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|---|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Revoked | 14 February 2023 - Sub-delegation revoked as advised by CEO on 21.02.2023 - not to be sub-delegated at this time. | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 506 Dangerous Dog Declared or Seized - Deal with Objections and Determine when to Revoke |
| Category | Council to CEO |
| Head of power | 05 Dog Act 1976 |
| Delegator | Local Government |
| Express power to delegate | <i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties |
| Express power or duty delegated | <i>Dog Act 1976:</i> s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1)(2)(5) Local government may revoke declaration or proposal to destroy |
| Function | <p>1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)].</p> <p>2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)].</p> <p>3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)].</p> <p>4. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].</p> <p>5. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: (a) a notice declaring a dog to be dangerous; or (b) a notice proposing to cause a dog to be destroyed.</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Dog Act 1976 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. If the Chief Executive Officer declares a Dangerous Dog, objections are to be referred to Council.</p> <p>b. The Chief Executive Officer may further delegate to a person which is determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.</p> <p><i>Actions under this Delegation are required to comply with any related local laws and/or policies.</i></p> |
| Express power to subdelegate | <i>Dog Act 1976:</i> s.10AA(3) The delegation may expressly authorise the delegate to further delegate the power or duty. |
| Subdelegate conditions | Not sub-delegated |

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| Statutory framework | <i>Dog Act 1976</i> |
| Policy | Dog Local Law 2000 |
| Record keeping | Dog Act 1976 s.10AA All exercises of delegated authority are to be recorded in the Shire's ICT system. <i>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal</i> |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 507 Determine Recoverable Expenses for Dangerous Dog Declaration |
| Category | Council to CEO |
| Head of power | 05 Dog Act 1976 |
| Delegator | Local Government |
| Express power to delegate | <i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties |
| Express power or duty delegated | <i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable |
| Function | <p>1. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to any maximum amount prescribed, having regard to the expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Dog Act 1976 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. The Chief Executive Officer may further delegate to a person which are determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.</p> <p><i>Actions under this Delegation are required to comply with any related local laws and/or policies.</i></p> |
| Express power to subdelegate | <i>Dog Act 1976:</i> s.10AA(3) The delegation may expressly authorise the delegate to further delegate the power or duty. |
| Subdelegate conditions | Not sub-delegated |
| Statutory framework | <i>Dog Act 1976</i> |
| Policy | Dog Local Law 2000 |
| Record keeping | <p>Dog Act 1976 s.10AA</p> <p>All exercises of delegated authority to recorded into the Shire's ICT system.</p> <p><i>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal</i></p> |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 600 Food Business Registrations |
| Category | Council to CEO |
| Head of power | 06 Food Act 2008 |
| Delegator | Enforcement Agency (Local Government) |
| Express power to delegate | <i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations |
| Express power or duty delegated | <i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses |
| Function | 1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112]. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Food Act 2008 and associated Regulations.</i> |
| Delegates | CEO |
| Conditions | a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, see ww2.health.wa.gov.au for up-to-date DoH CEO approved documents. <i>Actions under this Delegation are required to comply with any related local laws and/or policies.</i> |
| Express power to subdelegate | NIL – Food Regulations 2009 do not provide for sub-delegation. |
| Subdelegate conditions | NIL – Food Regulations 2009 do not provide for sub-delegation. |
| Statutory framework | <i>Food Act 2008</i> |
| Record keeping | All exercises of delegated authority are to be recorded into the Shire's ICT system. Note - Decisions under this delegation may be referred for review by the State Administration Tribunal. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 601 Appoint Authorised Officers and Designated Officers |
| Category | Council to CEO |
| Head of power | 06 Food Act 2008 |
| Delegator | Enforcement Agency (Local Government) |
| Express power to delegate | <i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations |
| Express power or duty delegated | <i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers |
| Function | <p>1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)].</p> <p>2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the Public Health Act 2016, to be a Designated Officer for the purposes of issuing Infringement Notices under the Food Act 2008 [s.126(13)].</p> <p>3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Food Act 2008 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. In accordance with s.122(2) the Department of Health (DoH) CEO may issue guidelines that describe the qualifications and experience that are appropriate for a person to be appointed as an authorised officer. See ww2.health.wa.gov.au for up-to-date DoH CEO approved guidelines.</p> <p><i>Actions under this Delegation are required to comply with any related local laws and/or policies.</i></p> |
| Express power to subdelegate | NIL – Food Regulations 2009 do not provide for sub-delegation. |
| Statutory framework | <i>Food Act 2008</i> |
| Record keeping | All exercises of delegated authority to be recorded in the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 602 Determine Compensation |
| Category | Council to CEO |
| Head of power | 06 Food Act 2008 |
| Delegator | Enforcement Agency (Local Government) |
| Express power to delegate | <i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations |
| Express power or duty delegated | <i>Food Act 2008:</i> s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation |
| Function | <p>1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)(3)].</p> <p>2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2)(3)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Food Act 2008 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health (DoH) CEO Guidelines, as amended from time to time.</p> <p>b. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$1,000. Compensation requests above this value are to be reported to Council.</p> <p>c. The person who seized an item is not permitted to determine an objection, extend time, withdraw or revoke and/or compensation, as is applicable.</p> <p><i>Actions under this Delegation are required to comply with any related local laws and/or policies.</i></p> |
| Express power to subdelegate | NIL – Food Regulations 2009 do not provide for sub-delegation. |
| Statutory framework | Food Act 2008 <i>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal</i> |
| Record keeping | All exercises of delegated authority are to be recorded in the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 603 Prohibition Orders |
| Category | Council to CEO |
| Head of power | 06 Food Act 2008 |
| Delegator | Local Government |
| Express power to delegate | <i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations |
| Express power or duty delegated | <i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection |
| Function | <p>1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)].</p> <p>2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66].</p> <p>3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67 (4)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Food Act 2008 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health (DoH) CEO Guidelines, as amended from time to time.</p> <p><i>Actions under this Delegation are required to comply with any related local laws and/or policies.</i></p> |
| Express power to subdelegate | NIL – Food Regulations 2009 do not provide for sub-delegation. |
| Statutory framework | Food Act 2008 <i>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal</i> |
| Record keeping | All exercises of delegated authority are to be recorded in the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 604 Debt Recovery and Prosecutions |
| Category | Council to CEO |
| Head of power | 06 Food Act 2008 |
| Delegator | Local Government |
| Express power to delegate | <i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations |
| Express power or duty delegated | <i>Food Act 2008:</i> s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings |
| Function | <p>1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs s.54(1) and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)].</p> <p>2. Authority to institute proceedings for an offence under the Food Act 2008 within 12 months after the date of which the offense is alleged to have been committed, or within 6 months if proceedings are in respect of a food sample [s.125].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Food Act 2008 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health (DoH) CEO Guidelines, as amended from time to time.</p> <p><i>Actions under this Delegation are required to comply with any related local laws and/or policies.</i></p> |
| Express power to subdelegate | NIL – Food Regulations 2009 do not provide for sub-delegation. |
| Statutory framework | <i>Food Act 2008</i> |
| Record keeping | All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 605 Food Business List - Preparation, Maintenance and Public Access |
| Category | Council to CEO |
| Head of power | 06 Food Act 2008 |
| Delegator | Local Government |
| Express power to delegate | <i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations |
| Express power or duty delegated | <i>Food Act 2008:</i> r.51 Enforcement agency may make list of food businesses publicly available |
| Function | <p>1. Authority to prepare and maintain a list of — (a) food businesses notified to the agency in respect of any premises under section 107; and (b) food businesses registered by the agency in respect of any premises under section 110 [s.115].</p> <p>2. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Food Act 2008 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health (DoH) CEO Guidelines, as amended from time to time.</p> <p><i>Actions under this Delegation are required to comply with any related local laws and/or policies.</i></p> |
| Express power to subdelegate | NIL – Food Regulations 2009 do not provide for sub-delegation. |
| Statutory framework | Food Act 2008 |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

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| Delegation | 700 Give Notice Requiring Obliteration of Graffiti |
| Category | Council to CEO |
| Head of power | 07 Graffiti Vandalism Act 2016 |
| Delegator | Local Government |
| Express power to delegate | <i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government |
| Express power or duty delegated | <i>Graffiti Vandalism Act 2016</i> s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given |
| Function | <p>1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, if applicable with s.18(1), requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)].</p> <p>2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner s.19(3) and to take action to recover reasonable costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Graffiti Vandalism Act 2016 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local laws and/or policies.</i> |
| Express power to subdelegate | <i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government |
| Subdelegates | Manager Operations |
| Subdelegate conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Statutory framework | <i>Graffiti Vandalism Act 2016</i> <i>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal</i> |
| Policy | Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | All exercises of delegate authority are to be recorded in the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 701 Notices - Deal with Objections and Suspension of Effect of Notices |
| Category | Council to CEO |
| Head of power | 07 Graffiti Vandalism Act 2016 |
| Delegator | Local Government |
| Express power to delegate | <i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government |
| Express power or duty delegated | <i>Graffiti Vandalism Act 2016</i> s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice |
| Function | <p>1. Authority to deal with an objection to a notice [s.22(3)].</p> <p>2. Authority, where an objection has been lodged against a notice or a decision or for a review of a decision, to:</p> <ul style="list-style-type: none"> i. determine that there are urgent reasons why the effect of the notice or decision should not be suspended; or ii. suspension of the effect of the notice or decision is reasonably likely to endanger the safety of any person, cause damage to property or to create a serious public nuisance [s.24(1)(b)]; and ii. to give notice to the affected person in writing of its decision explaining its reasons under subsection s.24(1)(b) [s.24(3)]. <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Graffiti Vandalism Act 2016 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. The person who issued an infringement and/or notice is not permitted to determine an objection, extend time, withdraw or revoke an infringement and/or notice, as is applicable, for the same applicant and/or issue.</p> <p><i>Actions under this Delegation are required to comply with any related local laws and/or policies.</i></p> |
| Express power to subdelegate | <i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government |
| Subdelegate conditions | Not sub-delegated |
| Statutory framework | Graffiti Vandalism Act 2016 <i>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal</i> |
| Record keeping | All exercises of delegated authority to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 702 Obliterate Graffiti on Land not Local Government Property |
| Category | Council to CEO |
| Head of power | 07 Graffiti Vandalism Act 2016 |
| Delegator | Local Government |
| Express power to delegate | <i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government |
| Express power or duty delegated | <i>Graffiti Vandalism Act 2016</i> s.25(1) Local government graffiti powers on land not local government property |
| Function | <p>1. Authority to determine to obliterate graffiti that is visible from a public place and has been applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent to do it [s.25 (1)].</p> <p>a. Subject to exercising Powers of Entry.</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Graffiti Vandalism Act 2016 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local laws and/or policies.</i> |
| Express power to subdelegate | Graffiti Vandalism Act 2016: s.17 Delegation by CEO of local government |
| Subdelegate conditions | Not sub-delegated |
| Statutory framework | Graffiti Vandalism Act 2016 |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

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| Delegation | 703 Powers of Entry |
| Category | Council to CEO |
| Head of power | 07 Graffiti Vandalism Act 2016 |
| Delegator | Local Government |
| Express power to delegate | <i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government |
| Express power or duty delegated | <i>Graffiti Vandalism Act 2016</i> s.28 Notice of entry s.29 Entry under warrant |
| Function | <p>1. Authority to give notice, not less than 24 hours before, of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28].</p> <p>2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Graffiti Vandalism Act 2016 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local laws and/or policies.</i> |
| Express power to subdelegate | <i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government |
| Subdelegate conditions | Not sub-delegated |
| Statutory framework | <i>Graffiti Vandalism Act 2016</i> |
| Record keeping | All exercises of delegated authority to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 800 Appoint Authorised Officer or Approved Officer (Asbestos Regs) |
| Category | Council to CEO |
| Head of power | 08 Public Health Act 2016 |
| Delegator | Local Government |
| Express power to delegate | <i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices |
| Express power or duty delegated | <i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices |
| Function | 1. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the Criminal Procedure Act 2004 Part 2. [r.15D(5)] <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Public Health Act 2016 and associated Regulations.</i> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local laws and/or policies.</i> |
| Express power to subdelegate | Nil – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate. |
| Statutory framework | <i>Health (Miscellaneous Provisions) Act 1911</i> <i>Public Health Act 2016</i> <i>Health (Asbestos) Regulations 1992</i> <i>Criminal Procedure Act 2004 – Part 2</i> |
| Record keeping | All exercises of delegated authority to be recorded in the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 801 Enforcement Agency Reports to the Chief Health Officer |
| Category | Council to CEO |
| Head of power | 08 Public Health Act 2016 |
| Delegator | Enforcement Agency (Local Government) |
| Express power to delegate | <i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate |
| Express power or duty delegated | <i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies |
| Function | <p>1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Irwin [s.22(1)].</p> <p>2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Public Health Act 2016 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local laws and/or policies.</i> |
| Express power to subdelegate | Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)]. |
| Statutory framework | <i>Public Health Act 2016</i> |
| Record keeping | All exercises of delegated authority are to be recorded in the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 802 Designate Authorised Officers |
| Category | Council to CEO |
| Head of power | 08 Public Health Act 2016 |
| Delegator | Enforcement Agency (Local Government) |
| Express power to delegate | <i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate |
| Express power or duty delegated | <i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers |
| Function | <p>1. Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <ul style="list-style-type: none"> a. The <i>Public Health Act 2016</i> or other specified Act b. Specified provisions of the <i>Public Health Act 2016</i> or other specified Act c. Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ul style="list-style-type: none"> a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers; OR c. a mixture of the two [s.24(1) and (3)]. <p>Subject to each person so appointed being appropriately qualified and experienced s.25(1)(a) and has regard to any guidelines issued under s.29.</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Public Health Act 2016 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. Subject to each person appointed being;</p> <ul style="list-style-type: none"> 1. Appropriately qualified and experienced [s.25(1)(a)]; and 2. Issued with a certificate, identity card identifying the authorised officer [s.30 and 31] <p>b. A register (list) of authorised officers is to be maintained in accordance with s.27.</p> <p><i>Actions under this Delegation are required to comply with any related local laws and/or policies.</i></p> |
| Express power to subdelegate | Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)]. |
| Statutory framework | <i>Public Health Act 2016</i> |
| Record keeping | All exercises of delegated authority are to be recorded to be in the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 803 Determine Compensation for Seized Items |
| Category | Council to CEO |
| Head of power | 08 Public Health Act 2016 |
| Delegator | Enforcement Agency (Local Government) |
| Express power to delegate | <i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate |
| Express power or duty delegated | <i>Public Health Act 2016</i> s.264 Compensation |
| Function | <p>1. Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act in relation to the item and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Public Health Act 2016 and associated Regulations.</i></p> |
| Delegates | CEO |
| Conditions | <p>a. Compensation is limited to a maximum value of \$100, with any proposal for compensation above this value to be referred for Council's determination.</p> <p><i>Actions under this Delegation are required to comply with any related local laws and/or policies.</i></p> |
| Express power to subdelegate | Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)]. |
| Statutory framework | <p><i>Public Health Act 2016</i></p> <p><i>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.</i></p> |
| Record keeping | All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 804 Commence Proceedings |
| Category | Council to CEO |
| Head of power | 08 Public Health Act 2016 |
| Delegator | Enforcement Agency (Local Government) |
| Express power to delegate | <i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate |
| Express power or duty delegated | <i>Public Health Act 2016</i> s.280 Commencing Proceedings |
| Function | 1. Authority to commence proceedings for an offence under the Public Health Act 2016 [s.280] <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Public Health Act 2016 and associated Regulations.</i> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local laws and/or policies.</i> |
| Express power to subdelegate | Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)]. |
| Statutory framework | <i>Public Health Act 2016</i> |
| Record keeping | All exercises of delegated authority to be recorded into the Shire's ICT system. |
| Date adopted | 28 July 2020 |
| Adoption references | 130720 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 900 Illegal Development |
| Category | Council to CEO |
| Head of power | 09 Planning and Development Act 2005 |
| Delegator | Council |
| Express power to delegate | <i>Planning and Development Act 2005:</i> s.16(3)(e) - Delegation by Commission |
| Express power or duty delegated | <i>Planning and Development Act 2005:</i> s.214(2), (3) and (5) Illegal development, responsible authority's powers as to s.215 Illegal development, responsible Authority's powers to remove |
| Function | <p>1. Authority to give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements. [s.214(2)]</p> <p>2. Authority to give a written direction to the owner or any other person who undertook an unauthorised development: (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. [s.214(3)]</p> <p>3. Authority to give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order. [s.214(5)]</p> <p>4. Authority to recover any expenses incurred by a responsible authority under subsection s.215 (1) may be recovered from the person to whom the direction was given as a debt due in a court of competent jurisdiction. [s.215] See Council conditions.</p> <p>Note - Authority to prosecute a person for an offence under Division 2 Offences irrespective of whether or not a direction has been given under section 214. [s.224] Authority to give an infringement notice can be issued under section 234.</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Planning and Development Act 2005, Planning and Development Regulations 2009 and Local Planning Scheme 05.</i></p> |
| Delegates | CEO Manager Development |
| Conditions | a. The authority to recover expenses is only exercisable by the Chief Executive Officer. <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | s.16(6) Delegation by Commission – A delegate must not further delegate any function. |
| Statutory framework | <i>Planning and Development Act 2005 Part 13</i> |

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| Policy | Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 22 September 2020 |
| Adoption references | 060920 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | 14 February 2023 - amendments to delegations as advised by CEO at meeting 14/2/23 (Old role of A/Manager Infrastructure and Development removed). Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 901 Waiving or Refunding Planning Application Fee |
| Category | Council to CEO |
| Head of power | 09 Planning and Development Act 2005 |
| Delegator | Council |
| Express power to delegate | <i>Planning and Development Act 2005:</i> s.16(3)(e) - Delegation by Commission |
| Express power or duty delegated | <i>Planning and Development Regulations 2009</i> r.52 Local Government may waive or refund fee |
| Function | 1. Authority to waive or refund, in whole or in part, payment of a fee for a planning service. [r.52] <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Planning and Development Act 2005, Planning and Development Regulations 2009 and Local Planning Scheme 05.</i> |
| Delegates | CEO Manager Development |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | s.16(6) Delegation by Commission – A delegate must not further delegate any function. |
| Statutory framework | <i>Planning and Development Act 2005</i> Part 13 |
| Policy | Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | All exercises of delegated authority to be recorded into the Shire's ICT system. |
| Date adopted | 22 September 2020 |
| Adoption references | 060920 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | 14 February 2023 - amendments to delegations as advised by CEO at meeting 14/2/23 (Old role of A/Manager Infrastructure and Development removed). Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 902 Grant a Certificate |
| Category | Council to CEO |
| Head of power | 09 Planning and Development Act 2005 |
| Delegator | Council |
| Express power to delegate | <i>Planning and Development Act 2005:</i> s.16(3)(e) - Delegation by Commission |
| Express power or duty delegated | <i>Liquor Control Act 1988:</i> s.40 Certificate of planning authority as to whether use of premises complies with planning laws |
| Function | 1. Authority to grant a certificate, with or without conditions, to support an application for a licence under the <i>Liquor Control Act 1988</i> . [s.40(1) & (4)] <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Planning and Development Act 2005, Planning and Development Regulations 2009 and Local Planning Scheme 05.</i> |
| Delegates | CEO Manager Development |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | s.16(6) Delegation by Commission – A delegate must not further delegate any function. |
| Statutory framework | <i>Planning and Development Act 2005</i> Part 13 |
| Policy | Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 22 September 2020 |
| Adoption references | 060920 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
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| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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| Delegation | 903 Subdivision Clearances |
| Category | Council to CEO |
| Head of power | 09 Planning and Development Act 2005 |
| Delegator | Council |
| Express power to delegate | Planning and Development Act 2005: s.16(3)(e) - Delegation by Commission |
| Express power or duty delegated | Planning and Development Act 2005: s.157(1) When approval of subdivision deemed to be approval under planning scheme |
| Function | <p>1. Upon subdivision approval by the Commission, authority under the planning scheme to approve the carrying out of works necessary to enable the subdivision of the land that are —</p> <p>(a) shown on the plan of subdivision; or</p> <p>(b) required by the Commission to be carried out as a condition of approval of the plan of subdivision.</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Planning and Development Act 2005, Planning and Development Regulations 2009 and Local Planning Scheme 05.</i></p> |
| Delegates | CEO Manager Development |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | s.16(6) Delegation by Commission – A delegate must not further delegate any function. |
| Policy | Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | All exercises of delegated authority are to be recorded in the Shire's ICT system. |
| Date adopted | 22 September 2020 |
| Adoption references | 060920 |
| Last reviewed | 24 June 2025 |

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| Delegation | 904 Local Planning Scheme No.5 |
| Category | Council to CEO |
| Head of power | 09 Planning and Development Act 2005 |
| Delegator | Council |
| Express power to delegate | <p><i>Planning and Development (Local Planning Schemes) Regulations 2015</i> s.82 Delegations by local government s.84 Other matters relevant to delegations under this Division</p> <p><i>Local Government Act 1995:</i> s.5.45 Other matters relevant to delegations under this Division s.5.46 Register of, and records relevant to, delegations to CEO and employees</p> <p><i>Local Planning Scheme 5 (The Scheme)</i> 11.3 Delegation of functions</p> |

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| <p>Express power or duty delegated</p> | <p>PART 4 – ZONES AND THE USE OF THE LAND 4.3 Zoning table</p> <p>PART 5 – GENERAL DEVELOPMENT REQUIREMENTS 5.3 Special application of residential design codes 5.5 Variations to site and development standards and requirements 5.7 Home businesses, home occupations and cottage industries 5.8 Car Parking Standards 5.9 Car Parking – Cash in Lieu or Staging 5.10 Secondhand Dwellings 5.12 Waste Disposal 5.15 Development of land without constructed road frontage 5.16 Land liable to flooding and the Irwin River Floodplain 5.17 Development of lots with more than one street frontage 5.22 Traffic Entrances 5.23 Flora preservation and planting 5.25 Residential Zone 5.26 Special Residential Zone 5.30 Rural Residential Zone and the Rural Smallholdings Zone 5.34 Structure Planning Areas</p> <p>PART 6 SPECIAL CONTROL AREAS 6.2 Water Supply Protection Area</p> <p>PART 7 HERITAGE 7.4 Heritage Assessment 7.5 Variations to Scheme provisions for a heritage place or heritage area</p> <p>PART 8 – DEVELOPMENT OF LAND 8.1 Requirement for approval to commence development 8.3 Amending or revoking a planning approval 8.4 Unauthorised existing developments</p> <p>PART 9 – APPLICATION FOR PLANNING APPROVAL 9.4 Advertising of applications</p> <p>PART 10 PROCEDURE FOR DEALING WITH APPLICATIONS 10.1 Consultations with other authorities 10.6 Temporary planning approval</p> <p>PART 11 ENFORCEMENT AND ADMINISTRATION 11.1 Powers of the Local Government 11.2 Removal and repair of existing advertisements</p> |
| <p>Function</p> | <p>PART 4 – ZONES AND THE USE OF LAND 1 Change the use of land from one use to another. [cl.4.3.3 & 4.3.4]</p> <p>PART 5 – GENERAL DEVELOPMENT REQUIREMENTS 2 Approve a Grouped Dwelling development containing a maximum of two (2) dwelling units, subject to relevant provision of R20 and The Scheme. [cl.5.3.1]</p> <p>3 Approve Ancillary Dwelling as per the provision of the development application process, Zoning Table and the Residential Design Codes. [cl.5.3.3 & 5.11]</p> |

4 Approve an application for planning approval that does not comply with a standard or requirement prescribed under The Scheme, unconditionally or subject to such conditions as the local government thinks fit. Except for development in respect of which the Residential Design Codes apply. [cl.5.5.1] In accordance with cl.5.5.2 & 5.5.3.

5 Issue an annual approval to conduct a home business, home occupation or industry-cottage. Re-issue or refuse to re-issue annual approvals. [cl.5.7.1 & 5.7.2].

6 Authority to determine parking standards not specified in The Scheme [cl.5.8.1]

7 Authority to permit car parking to be provided in stages subject to the landowner setting aside an area of land sufficient to accommodate the total car parking requirement for the development and entering into a legal agreement to satisfactorily complete all the remaining parking when required to do so by the local government. [cl.5.9.1]

8 Refuse a development application until the road has been constructed or access by means of a constructed road is provided. Or grant approval to the application subject to a condition requiring the applicant to pay a sum of money in or towards the cost of constructing the road or part thereof and any other condition it considers fit to impose. Or require other legal arrangements are made for permanent access. [cl.5.15]

9 Refuse an application for planning approval for any building or development located on land which is considered as being liable to flooding or inundation. [cl.5.16]

10 Decide which street frontage the street setback shall be applied and allow up to a 50% reduction in the street frontage setback to the other street, where development is proposed on a lot with frontage to more than one street or road, and the lot is in a zone or zones other than Residential. Except where development is subject to the Residential Design Codes. [cl.5.17]

11 Approve Outbuildings, through a development application, that are consistent with The Scheme. [cl.5.18]

12 Approve, through a development application, retaining walls or boundary fences in accordance with The Scheme. [cl.5.21.1 & 5.21.2]

13 Refuse to permit more than one vehicular entrance or exit to or from any lot. May require separate entrances and exits; or may require that entrances and exits be placed in positions nominated by it, if it considers such provision necessary to avoid or reduce traffic hazards. [cl.5.22.1]

14 Authority to as a condition of any approval for new development or change of use, require existing accesses to major roads to be closed where access from a secondary street is or can be made possible. [cl.5.22.2]

15 Authority to approve to vary the position of any required firebreak to avoid destruction of vegetation due to the physical features on the subject land. [cl.5.23.4]

16 May, by notice served upon individual landowners or developers of land, require the preservation of groups and/or corridors of indigenous flora and thereafter no landowner shall cut, remove or otherwise destroy any such flora unless the Shire rescinds the notice or orders. And may impose conditions on a planning approval or request conditions on a subdivision approval. [cl.5.23.5 & 5.23.6]

17 Approve the parking of a commercial vehicle on a lot in the Residential Zone in accordance with The Scheme. [cl.5.25.3]

18 At the time of subdivision, the local government may request the Western Australian Planning Commission to impose conditions related to the subdivision, in accordance with The Scheme.

19 Refuse planning approval for any outbuildings on any Rural Residential zoned lot which does not contain a residence unless forming Stage 1 of a planning application containing a residence, the local government may require a performance bond for the future construction of the residence [cl.5.30.12]

20 Notwithstanding clause 5.34.4.1 may recommend subdivision or approve the development of land within a Structure Planning Area prior to a structure plan coming into effect in relation to that land, if the local government is satisfied that this will not prejudice the specific purposes and requirements for the Structure Planning Area. [cl.5.34.4.2]

21 Notwithstanding the provisions of sub-clause 5.34.4.4, may approve the construction of the following structures outside of the building envelopes—

- Water tanks;
 - Windmills;
 - Stock watering and feed troughs; and
 - Roofed structure open on all sides for the purposes of providing shelter to animals.
- [cl.5.34.4.5]

PART 6 SPECIAL CONTROL AREAS

22 Authority to refuse a use or development where DWER advises that a use or development should be refused, notwithstanding that a use or development may be classified as 'P' in the zoning table. [cl.6.2.5]

PART 7 HERITAGE

23 May require a heritage assessment to be carried out prior to the approval of any development proposed in a heritage area or in respect of a heritage place listed on the Heritage List. [cl.7.4]

24 May vary any site or development requirement specified in The Scheme or the Residential Design Codes, where desirable to –

- a) Facilitate the conservation of a heritage place entered in the Register of Places under the Heritage of Western Australia Act 1990 or listed in the Heritage List under Clause 7.1.1; or
 - b) Enhance or preserve heritage values in a heritage area designated under Clause 7.2.1.
- In accordance with the procedures set out in Clause 5.5.2.

PART 8 – DEVELOPMENT OF LAND

25 Approve and or refuse, with or without conditions, subject to Clause 8.2, all development on land zoned and reserved under The Scheme and in accordance with Part 9 Application for Planning Approval [8.1] With regard to the following:

- a) For the purpose of a use of land mentioned in the Zoning table of the LPS05 and designated 'P', 'D' or 'A'.
- b) On a Local Reserve under the LPS05 for the purpose for which the land is reserved under. [cl.3.4]
- c) On Land specified in Schedule No.2 Additional Uses of the LPS05 for the purpose specified with respect to that land in Schedule No.2.
- d) On land specified in Schedule No.3 Restricted Uses for the purpose specified with respect to that land in Schedule No.3.
- e) For the purpose of a use of land mentioned in Schedule No.4 Special Use Zones of LPS05 and designated 'P', 'D' or 'A'.
- f) To the erection placement and display of advertisements and the use of land or buildings for that purpose in accordance with The Scheme.

26 Revoke or amend, on written application from the owner of land in respect of which planning approval has been granted, revoke or amend the planning approval, prior to the commencement of the use or development subject of the planning approval. [cl.8.3]

27 Grant planning approval, for an unauthorised development, if the development conforms to the provisions of The Scheme and in accordance with Part 9 Application for Planning Approval. [cl.8.4]

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| | <p>PART 9 APPLICATION FOR PLANNING APPROVAL</p> <p>28 May give notice or require the applicant to give notice of an application for planning approval in accordance with Part 9 and for the purpose of a use or commence or carry out development which involves a use which is-</p> <p>a) An 'A' use under Clause 4.3.2; or</p> <p>b) A use not listed in the Zoning Table [cl.9.4.1]</p> <p>PART 10 PROCEDURE FOR DEALING WITH APPLICATIONS</p> <p>29 May consult with any other statutory, public, or planning authority it considers appropriate in considering any application for planning approval. [cl.10.1.1]</p> <p>30 May impose conditions limiting the period of time for which a temporary planning approval is granted. [cl.10.6]</p> <p>PART 11 ENFORCEMENT AND ADMINISTRATION</p> <p>31 May, at all reasonable times and with such assistance as may be required, enter any building or land for the purpose of ascertaining whether the provisions of The Scheme are being observed. [cl.11.1.2]</p> <p>32 May by written notice (giving clear reasons) require the advertiser to remove, relocate, repair, adapt or otherwise modify the advertisement, where an existing advertisement at, or at any time after, the coming into force of The Scheme, is, in the opinion of the local government, in conflict with the amenity of the locality. [cl.11.2.1]</p> <p>33 Where, in the opinion of the local government, an advertisement has deteriorated to a point where it is in conflict with the aims of The Scheme or it ceases to be effective for the purpose for which it was erected or displayed, the local government may by written notice require the advertiser to –</p> <p>a) repair, repaint or otherwise restore the advertisement to a standard specified by the local government in the notice; or</p> <p>b) remove the advertisement. [cl.11.2.2]</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Planning Scheme 05, local planning policies and the standards and policies of the Western Australia Planning Commission.</i></p> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <p><i>Planning and Development (Local Planning Schemes) Regulations 2015</i></p> <p>s.83 Local Government CEO may delegate powers</p> <p>s.84 Other matters relevant to delegations under this Division</p> |
| Subdelegates | Manager Development |
| Subdelegate conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Statutory framework | <p><i>Planning and Development Act 2005 Part 13</i></p> <p><i>Planning and Development (Local Planning Schemes) Regulations 2015</i></p> <p><i>Local Planning Scheme 05</i></p> |

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| Policy | Local Planning Policy – Advertising Signs Local Planning Policy – Developer Contributions for Upgrades to Roads and Footpaths Local Planning Policy – Extractive Industries LPP01 Local Planning Policy – Shipping Containers Local Planning Policy – Water Sensitive Urban Design Local Planning Policy – Wind Turbines Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | Local Government Act s.5.46 All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 22 September 2020 |
| Adoption references | 060920 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|---|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | 14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO). | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 1 Jul 2024 | Amended delegation | Determining applications for prescribed single house development is no longer a function able to be delegated by the local government, this function is now performed under authorisation from the Chief Executive Officer. From 1 July 2024. Please refer to Planning and Development (Local Planning Schemes) Amendment (Single House Development) Regulations 2024 | INT24/D9C3974 |

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| Delegation | 905 Strata Title Applications - Certificates of Approval |
| Category | Council to CEO |
| Head of power | 09 Planning and Development Act 2005 |
| Delegator | Council |
| Express power to delegate | <i>Planning and Development Act 2005:</i> Section 16(3)(e) - Delegation by Commission |
| Express power or duty delegated | <i>Strata Titles Act 1985:</i> s.23 Requirement for local government approval |
| Function | <p>1 Authority to provide written subdivision approval in accordance with s.15 if the parcel is situated in the Shire of Irwin district, if the subdivision involves —</p> <p>(a) 2 or more lots being consolidated into 1 lot; or</p> <p>(b) 1 or more lots being converted into common property; or</p> <p>(c) the removal, from the parcel, of land comprised of common property. [s.23(1)]</p> <p>2 If the subdivision is approved, it is subject to any planning (scheme by-laws) condition attached to the local government approval. [s.23(2)]</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Strata Titles Act 1985 and associated legislation.</i></p> |
| Delegates | CEO Manager Development |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | s.16(6) Delegation by Commission – A delegate must not further delegate any function. |
| Statutory framework | <i>Planning and Development Act 2005</i> Part 13 <i>Strata Titles Act 1985</i> SOI Local Planning Scheme No.5 |
| Policy | Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations |
| Record keeping | All exercises of delegated authority are to be recorded in the Shire's ICT system. |
| Date adopted | 22 September 2020 |
| Adoption references | 060920 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 14 Feb 2023 | Amended delegation | 14 February 2023 - amendments to delegations as advised by CEO at meeting 14/2/23 (Old role of A/Manager Infrastructure and Development removed). Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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|--|---|
| Delegation | CEO1000 Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000 |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Council |
| Express power to delegate | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i> |
| Function | Authority to administer the Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000, subject to Part 9, Division 1 of the Local Government Act 1995. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000.</i> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | Manager Operations |
| Statutory framework | <i>Local Government Act 1995</i> |
| Policy | P22 Stallholder Permits |
| Record keeping | <i>Local Government Act 1995 – Section 5.46(3)</i> All exercises of delegated authority are to be recorded in the Shire's ICT system. |
| Date adopted | 22 September 2020 |
| Adoption references | 050920 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|---|-------------------------|
| Date | Type | Amendment | References |
| 20 Jun 2023 | Amended delegation | Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper. Manager Regulatory Services role no longer exists. Delegation changed to Manager Community Services. | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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|--|--|
| Delegation | CEO1001 Bush Fire Brigades Local Law |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Council |
| Express power or duty delegated | Bush Fire Brigades Local Law |
| Function | <p>Authority to administer the Bush Fire Brigades Local Law, subject to Part 9, Division 1 of the Local Government Act 1995.</p> <p><i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Bush Fire Brigades Local Law.</i></p> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegate conditions | Not sub-delegated |
| Statutory framework | Local Government Act 1995 |
| Policy | CP02 Bush Fire Management E21 Protective Clothing Volunteer Bush Fire Brigades |
| Record keeping | Local Government Act 1995 s.5.46(3) |
| Date adopted | 22 September 2020 |
| Adoption references | 050920 |
| Last reviewed | 24 June 2025 |

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|--|---|
| Delegation | CEO1002 Cemeteries Local Law 2000 |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Council |
| Express power to delegate | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | Cemeteries Local Law 2000 |
| Function | Authority to administer the Cemeteries Local Law, subject to Part 9, Division 1 of the Local Government Act 1995. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Cemeteries Local Law.</i> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | Manager Community Services Manager Operations |
| Statutory framework | <i>Local Government Act 1995</i> |
| Record keeping | <i>Local Government Act 1995 s.5.46(3)</i> All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 22 September 2020 |
| Adoption references | 050920 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|---|-------------------------|
| Date | Type | Amendment | References |
| 20 Jun 2023 | Amended delegation | Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper. Manager Corporate & Community role no longer exists. Delegation changed to Manager Community Services. | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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|--|---|
| Delegation | CEO1003 Dogs Local Law |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Council |
| Express power to delegate | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | Dogs Local Law 2000 |
| Function | Authority to administer the Dogs Local Law, subject to Part 9, Division 1 of the Local Government Act 1995. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Dogs Local Law.</i> |
| Delegates | CEO |
| Conditions | Actions under this Delegation are required to comply with any related local law and/or policies. |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | Manager Community Services Manager Operations |
| Statutory framework | <i>Local Government Act 1995</i> |
| Record keeping | <i>Local Government Act 1995 s.5.46(3)</i> All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 22 September 2020 |
| Adoption references | 050920 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 20 Jun 2023 | Amended delegation | Following subdelegates added on instruction of CEO, as follows: Manager Infrastructure and Development and Manager Regulatory Services roles no longer exist. Delegation changed to Manager Operations and Community Services. | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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|--|--|
| Delegation | CEO1004 Extractive Industries Local Law 2000 |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Council |
| Express power to delegate | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | Extractive Industries Local Law 2000 |
| Function | Authority to administer the Extractive Industries Local Law, subject to Part 9, Division 1 of the <i>Local Government Act 1995</i> . <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Extractive Industries Local Law 2000.</i> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | Manager Community Services Manager Operations |
| Statutory framework | <i>Local Government Act 1995</i> |
| Policy | LLP Extractive Industries |
| Record keeping | <i>Local Government Act 1995 s.5.46(3)</i> All exercises of delegated authority are to be recorded in the Shire's ICT system. |
| Date adopted | 22 September 2020 |
| Adoption references | 050920 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|---|-------------------------|
| Date | Type | Amendment | References |
| 20 Jun 2023 | Amended delegation | Manager Infrastructure and Development & Manager Regulatory Services roles no longer exist. Delegations amended to Manager Operations and Manager Community Services. | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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|--|--|
| Delegation | CEO1005 Health Local Laws 2002 |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Council |
| Express power to delegate | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | Health Local Laws 2002 |
| Function | Authority to administer the Health Local Laws, subject to Part 9, Division 1 of the Local Government Act 1995. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Health Local Laws 2002.</i> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | Manager Development Manager Operations |
| Statutory framework | <i>Local Government Act 1995</i> |
| Record keeping | <i>Local Government Act 1995 s.5.46(3)</i> All exercises to be delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 22 September 2020 |
| Adoption references | 050920 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|---|-------------------------|
| Date | Type | Amendment | References |
| 20 Jun 2023 | Amended delegation | Manager Infrastructure and Development & Manager Regulatory Services roles, no longer exist. Delegations amended to Manager Development and Manager Operations. | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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|--|---|
| Delegation | CEO1006 Local Government Property Local Law |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Council |
| Express power to delegate | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | Local Government Property Local Law 2000 |
| Function | Authority to administer the Local Government Property Local Law, subject to Part 9, Division 1 of the Local Government Act 1995. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government Property Local Law.</i> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | Manager Development Manager Operations |
| Statutory framework | Local Government Act 1995 |
| Record keeping | <i>Local Government Act 1995 s.5.46(3)</i> All exercises of delegated authority are to be recorded in the Shire's ICT system. |
| Date adopted | 22 September 2020 |
| Adoption references | 050920 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 20 Jun 2023 | Amended delegation | Manager Infrastructure and Development & Manager Regulatory Services roles no longer exist. Delegations amended to Manager Development and Manager Operations. | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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|--|---|
| Delegation | CEO1007 Local Law Relating to Signs, Hoarding and Bill Posting |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Council |
| Express power to delegate | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | Local Law Relating to Signs, Hoarding and Bill Posting 2005 |
| Function | Authority to administer the Local Law Relating to Signs, Hoarding and Bill Posting, subject to Part 9, Division 1 of the Local Government Act 1995. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Law Relating to Signs, Hoarding and Bill Posting.</i> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | Manager Community Services Manager Operations |
| Statutory framework | <i>Local Government Act 1995</i> |
| Policy | LLP Advertising Signs |
| Record keeping | <i>Local Government Act 1995 s.5.46(3)</i> All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 22 September 2020 |
| Adoption references | 050920 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 20 Jun 2023 | Amended delegation | Manager Infrastructure and Development & Manager Regulatory Services roles no longer exist. Delegation amended to Manager Community Services and Manager Operations. | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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|--|---|
| Delegation | CEO1008 Local Laws Relating to Fencing |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Council |
| Express power to delegate | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | Local Law Relating to Fencing 2002 |
| Function | Authority to administer the Local Law Relating to Fencing, subject to Part 9, Division 1 of the <i>Local Government Act 1995</i> . <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Law Relating to Fencing.</i> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | Manager Community Services Manager Operations |
| Statutory framework | <i>Local Government Act 1995</i> |
| Record keeping | <i>Local Government Act 1995 s.5.46(3)</i> All exercises of delegated authority are to be recorded in the Shire's ICT system. |
| Date adopted | 22 September 2020 |
| Adoption references | 050920 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 20 Jun 2023 | Amended delegation | Manager Infrastructure and Development & Manager Regulatory Services roles no longer exist. Delegation amended to Manager Community Services and Manager Operations. | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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|--|---|
| Delegation | CEO1009 Meeting Procedures Local Law 2016 |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Council |
| Express power to delegate | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | Meeting Procedures Local Law 2016 |
| Function | Authority to administer the Meeting Procedures Local Law 2016, subject to Part 9, Division 1 of the Local Government Act 1995. <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Meeting Procedures Local Law 2016.</i> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegate conditions | Not sub-delegated |
| Statutory framework | <i>Local Government Act 1995</i> |
| Policy | CP36 Council or Committee Meeting attendance by telephone, video conference or other electronic means |
| Record keeping | <i>Local Government Act 1995 s.5.46(3)</i> |
| Date adopted | 22 September 2020 |
| Adoption references | 050920 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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|--|---|
| Delegation | CEO1010 Parking and Parking Facilities Local Law 2000 |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Council |
| Express power to delegate | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | Parking and Parking Facilities Local Law 2000 |
| Function | Authority to administer the Parking and Parking Facilities Local Law 2000, subject to Part 9, Division 1 of the <i>Local Government Act 1995</i> . <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Parking and Parking Facilities Local Law 2000.</i> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | Manager Community Services Manager Operations |
| Statutory framework | <i>Local Government Act 1995</i> |
| Record keeping | <i>Local Government Act 1995 s.5.46(3)</i> All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 22 September 2020 |
| Adoption references | 050920 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------|--------------------|---|-------------------------|
| Date | Type | Amendment | References |
| 20 Jun 2023 | Amended delegation | Manager Infrastructure and Development & Manager Regulatory Services roles no longer exist. Delegations amended to Manager Community Services and Manager Operations. | --- |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

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|--|---|
| Delegation | CEO1011 Prevention and Abatement of Sand Drift Local Law 2004 |
| Category | Council to CEO |
| Head of power | 01 Local Government Act 1995 |
| Delegator | Council |
| Express power to delegate | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express power or duty delegated | Prevention and Abatement of Sand Drift Local Law 2004 |
| Function | Authority to administer the Prevention and Abatement of Sand Drift Local Law 2004, subject to Part 9, Division 1 of the <i>Local Government Act 1995</i> . <i>Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Prevention and Abatement of Sand Drift Local Law 2004.</i> |
| Delegates | CEO |
| Conditions | <i>Actions under this Delegation are required to comply with any related local law and/or policies.</i> |
| Express power to subdelegate | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Subdelegates | Manager Community Services Manager Operations |
| Statutory framework | <i>Local Government Act 1995</i> |
| Record keeping | <i>Local Government Act 1995 s.5.46(3)</i> All exercises of delegated authority are to be recorded into the Shire's ICT system. |
| Date adopted | 22 September 2020 |
| Adoption references | 050920 |
| Last reviewed | 24 June 2025 |

| Amendments | | | |
|-------------------|--------------------|--|-------------------------|
| Date | Type | Amendment | References |
| 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

AMENDMENTS

| Delegation | Date | Type | Amendment | References |
|--|-------------|--------------------|---|--------------------------|
| 10 Information to be available to the public | 25 Jun 2024 | Revoked | This delegation was revoked at the 25 June 2024 Ordinary Council Meeting. | CEO 01- 06/24 - 3.00024 |
| 13 Infringement Notices | 14 Feb 2023 | Amended delegation | 14.02.2023 - as advised during meeting with CEO, new delegate to be Manager, Community Services. Subsequently advised by WALGA (on 23.02.23) that no Council-CEO delegation required for this Delegation as legislation allows for CEO to be the delegator. | Nil |
| 13 Infringement Notices | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 - 3.00024 |
| 40 Infringement Notices - Extensions and Withdrawals | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 100 Tenders for Goods and Services | 28 Feb 2023 | Amended delegation | Adopted by Council at OCM 28.02.2023 | Minute reference: 100223 |
| 100 Tenders for Goods and Services | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 101 Payments from the Municipal or Trust Funds | 14 Feb 2023 | Amended delegation | Correction to Amendment comment above - Manager Finance and Chief Operating Officer given delegation 14/02/2023 (not 2022). | Nil |
| 101 Payments from the Municipal or Trust Funds | 22 Feb 2023 | Amended delegation | Following subdelegates added, on instruction of CEO, as follows: - 20/08/2022: Human Resources Supervisor (refer amendment comment 20/8/22 in EMP101); - 23/08/2022: Community Emergency Services Manager (refer amendment comment 23/08/22 in EMP101); - 14/09/2022: Manager, Community Services (refer amendment comment 14/09/22 in EMP101); - 15/02/2022: Manager Finance and Chief Operating Officer (ALTUS folder: 3.00342; ref: INT23/14767209). | Nil |

| Delegation | Date | Type | Amendment | References |
|---|-------------|--------------------|---|----------------------|
| 101 Payments from the Municipal or Trust Funds | 8 Jun 2023 | Amended delegation | Following subdelegate added on instruction of CEO, as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper. | Nil |
| 101 Payments from the Municipal or Trust Funds | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 102 Trust Fund | 14 Feb 2023 | Amended delegation | 14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO). | Nil |
| 102 Trust Fund | 20 Jun 2023 | Amended delegation | Following subdelegate added on instruction of CEO, as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper. | |
| 102 Trust Fund | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.0024 |
| 103 Expression of Interest Goods and Services | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 104 Application of Regional Price Preference Policy | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 105 Appoint Authorised Persons | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

| Delegation | Date | Type | Amendment | References |
|--|-------------|--------------------|---|-------------------------|
| 106 Compensation for Damage Incurred when Performing Executive Functions | 20 Jun 2023 | Amended delegation | Following subdelegate added on instruction of CEO, as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper. | |
| 106 Compensation for Damage Incurred when Performing Executive Functions | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 107 Powers of Entry | 14 Feb 2023 | Amended delegation | 14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO). | Nil |
| 107 Powers of Entry | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 108 Declare Vehicle is Abandoned Vehicle Wreck | 14 Feb 2023 | Amended delegation | 14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO). | Nil |
| 108 Declare Vehicle is Abandoned Vehicle Wreck | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

| Delegation | Date | Type | Amendment | References |
|---|-------------|--------------------|--|-------------------------|
| 109 Confiscate or Uncollected Goods | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |
| 109 Confiscate or Uncollected Goods | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 110 Disposal of Sick or Injured Animals | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |
| 110 Disposal of Sick or Injured Animals | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 111 Close Thoroughfares to Vehicles | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |
| 111 Close Thoroughfares to Vehicles | 20 Jun 2023 | Amended delegation | <p>Following subdelegate added on instruction of CEO, as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.</p> | |

| Delegation | Date | Type | Amendment | References |
|--|-------------|--------------------|--|----------------------|
| 111 Close Thoroughfares to Vehicles | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 112 Control Reserves and Certain Unvested Facilities | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |
| 112 Control Reserves and Certain Unvested Facilities | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 113 Obstruction of Footpaths and Thoroughfares | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |
| 113 Obstruction of Footpaths and Thoroughfares | 20 Jun 2023 | Amended delegation | Following subdelegate added on instruction of CEO, as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper. | |
| 113 Obstruction of Footpaths and Thoroughfares | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

| Delegation | Date | Type | Amendment | References |
|---|-------------|--------------------|--|----------------------|
| 114 Gates Across Public Thoroughfares | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |
| 114 Gates Across Public Thoroughfares | 20 Jun 2023 | Amended delegation | <p>Following subdelegate added on instruction of CEO, as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.</p> | |
| 114 Gates Across Public Thoroughfares | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 115 Public Thoroughfare – Dangerous Excavations | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |
| 115 Public Thoroughfare – Dangerous Excavations | 20 Jun 2023 | Amended delegation | <p>Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations(acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.</p> | |
| 115 Public Thoroughfare – Dangerous Excavations | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

| Delegation | Date | Type | Amendment | References |
|---|-------------|--------------------|--|----------------------|
| 116 Crossing – Construction, Repair and Removal | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |
| 116 Crossing – Construction, Repair and Removal | 20 Jun 2023 | Amended delegation | Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations(acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper. | |
| 116 Crossing – Construction, Repair and Removal | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 117 Private Works on, over or under Public Places | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 118 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |
| 118 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift | 20 Jun 2023 | Amended delegation | Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations(acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper. | |
| 118 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

| Delegation | Date | Type | Amendment | References |
|--|-------------|--------------------|---|----------------------|
| 119 Disposal of Property | 14 Feb 2023 | Revoked | 14 February 2023 - Sub-delegation revoked as advised by CEO on 21.02.2023 - not to be sub-delegated at this time. | Nil |
| 119 Disposal of Property | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 120 Defer, Grant Discounts, Waive or Write off Debts | 14 Feb 2023 | Amended delegation | 14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO). | Nil |
| 120 Defer, Grant Discounts, Waive or Write off Debts | 18 Jul 2023 | New delegation | Additional sub-delegation added for Peter Bracegirdle | Altus INT23/5F9E3DB |
| 120 Defer, Grant Discounts, Waive or Write off Debts | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 121 Power to Invest and Manage Investments | 14 Feb 2023 | Amended delegation | 14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO). | Nil |
| 121 Power to Invest and Manage Investments | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

| Delegation | Date | Type | Amendment | References |
|--|-------------|--------------------|---|----------------------|
| 122 Rate Record Amendment | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |
| 122 Rate Record Amendment | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 123 Agreement as to Payment of Rates and Service Charges | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |
| 123 Agreement as to Payment of Rates and Service Charges | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 124 Determine Due Date for Rates or Service Charges | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 125 Recovery of Rates or Service Charges | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 126 Recovery of Rates – Lessee to Pay Rent | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - previously not sub-delegated. Sub-delegated to Manager Finance as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |

| Delegation | Date | Type | Amendment | References |
|--|-------------|--------------------|--|----------------------|
| 126 Recovery of Rates – Lessee to Pay Rent | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 127 Rate Record - Objections | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |
| 127 Rate Record - Objections | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 128 Issuing Notices to Owner or Occupier of Land | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |
| 128 Issuing Notices to Owner or Occupier of Land | 20 Jun 2023 | Amended delegation | Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations(acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper. | |
| 128 Issuing Notices to Owner or Occupier of Land | 25 Jul 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

| Delegation | Date | Type | Amendment | References |
|---|-------------|--------------------|--|--|
| 129 Actions on Land that is not Local Government Property | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |
| 129 Actions on Land that is not Local Government Property | 20 Jun 2023 | Amended delegation | Following subdelegate added on instruction of CEO, as follows: Mark Jones in position of Manager Operations(acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper. | |
| 129 Actions on Land that is not Local Government Property | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 130 Works Required for Supply of Gas or Water | 14 Feb 2023 | Revoked | 14 February 2023 - Sub-delegation removed as advised by CEO on 21.02.2023 - i.e. NO sub-delegation at this time. | Nil |
| 130 Works Required for Supply of Gas or Water | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 131 Complaints Officer | 23 Feb 2021 | New delegation | OCM Decision #120221 | OCM Decision #120221 |
| 131 Complaints Officer | 23 Feb 2021 | New delegation | OCM Decision #130221 | OCM Decision #130221 |
| 131 Complaints Officer | 23 Feb 2021 | New delegation | Adopted by Absolute Majority OCM 23 Feb 2021 Minute#120221 | Adopted by Absolute Majority OCM 23 Feb 2021 Minute#120221 |
| 131 Complaints Officer | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

| Delegation | Date | Type | Amendment | References |
|---|-------------|--------------------|---|----------------------|
| 132 Request Information (s.14) ROAD TRAFFIC (ADMINISTRATION) ACT 2008 | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. Update to delegates to include Executive Assistant to the CEO as of 5 August 2024. | CEO 01-06/24 3.00024 |
| 200 Grant a Building Permit | 14 Feb 2023 | Amended delegation | 14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO). | Nil |
| 200 Grant a Building Permit | 15 Dec 2023 | Amended delegation | The role of EHO/Building Surveyor included, to accommodate staffing updates. As instructed by the CEO. | Nil |
| 200 Grant a Building Permit | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 201 Demolition Permits | 14 Feb 2023 | Amended delegation | 14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO). | Nil |
| 201 Demolition Permits | 15 Dec 2023 | Amended delegation | The role of EHO/Building Surveyor included to accommodate staffing updates. As instructed by the CEO. | Nil |
| 201 Demolition Permits | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

| Delegation | Date | Type | Amendment | References |
|---|-------------|--------------------|--|----------------------|
| 202 Occupancy Permits or Building Approval Certificates | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |
| 202 Occupancy Permits or Building Approval Certificates | 15 Dec 2023 | Amended delegation | the role of EHO/ Building Surveyor included to accommodate staffing updates. As instructed by the CEO. | Nil |
| 202 Occupancy Permits or Building Approval Certificates | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting | CEO 01-06/24 3.00024 |
| 203 Authorised and Approved Persons/Officers | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 204 Building Orders | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |
| 204 Building Orders | 15 Dec 2023 | Amended delegation | The role of EHO/Building Surveyor included to accommodate staffing updates. As instructed by the CEO. | Nil |
| 204 Building Orders | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

| Delegation | Date | Type | Amendment | References |
|--|-------------|--------------------|--|----------------------|
| 205 Inspection and Copies of Building Records | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |
| 205 Inspection and Copies of Building Records | 15 Dec 2023 | Amended delegation | The role of EHO/Building Surveyor included to accommodate staffing updates. As instructed by the CEO. | Nil |
| 205 Inspection and Copies of Building Records | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 206 Referrals and Issuing Certificates | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |
| 206 Referrals and Issuing Certificates | 15 Dec 2023 | Amended delegation | The role of EHO/Building Surveyor included to accommodate staffing updates, As instructed by the CEO. | Nil |
| 206 Referrals and Issuing Certificates | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 207 Private Pool Barrier – Alternative and Performance Solutions | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |

| Delegation | Date | Type | Amendment | References |
|---|-------------|--------------------|--|----------------------|
| 207 Private Pool Barrier – Alternative and Performance Solutions | 15 Dec 2023 | Amended delegation | The role of EHO/Building Surveyor included to accommodate staffing updates. As instructed by the CEO. | Nil |
| 207 Private Pool Barrier – Alternative and Performance Solutions | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 208 Smoke Alarms – Alternative Solutions | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |
| 208 Smoke Alarms – Alternative Solutions | 15 Dec 2023 | Amended delegation | The role of EHO/Building Surveyor included to accommodate staffing updates. As instructed by the CEO | Nil |
| 208 Smoke Alarms – Alternative Solutions | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 300 Firebreaks | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 301 Make Request to FES Commissioner – Control of Fire | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 302 Prohibited Burning Times - Vary | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 303 Restricted Burning Times - Vary | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 304 Prohibited and/or Restricted Burning Times – Control Activities | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 305 Control of Operations Likely to Create Bush Fire Danger | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

| Delegation | Date | Type | Amendment | References |
|--|-------------|--------------------|--|----------------------|
| 306 Burning Garden Refuse / Open Air Fires | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting | CEO 01-06/24 3.00024 |
| 307 Appoint Bush Fire Control Officer/s and Fire Weather Officer | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 308 Control and Extinguishment of Bush Fires | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 309 Recovery of Expenses Incurred through Contraventions of this Act | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 310 Prosecution of Offences | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 311 Withdrawal of Infringement Notices | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 400 Cat Registrations | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - previously not sub-delegated. Sub-delegated to Manager Community Services as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |
| 400 Cat Registrations | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 401 Cat Control Notices | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |

| Delegation | Date | Type | Amendment | References |
|---|-------------|--------------------|--|--|
| 401 Cat Control Notices | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 402 Approval to Breed Cats | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |
| 402 Approval to Breed Cats | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. |
| 403 Appoint Authorised Person | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - not previously sub-delegated. Sub-delegated to Manager Community Services as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |
| 403 Appoint Authorised Person | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 404 Recovery of Costs – Destruction of Cats | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

| Delegation | Date | Type | Amendment | References |
|--|-------------|--------------------|---|----------------------|
| 405 Applications to Keep Additional Cats | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |
| 405 Applications to Keep Additional Cats | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 500 Refuse or Cancel Registration | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 501 Kennel Establishments | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - previously not sub-delegated. Sub-delegated to Manager Development as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |
| 501 Kennel Establishments | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 502 Appoint Authorised Persons | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 503 Recovery of Moneys Due Under this Act | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 504 Dispose of or Sell Dogs Liable to be Destroyed | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 505 Declare a Dangerous Dog | 14 Feb 2023 | Revoked | 14 February 2023 - Sub-delegation revoked as advised by CEO on 21.02.2023 - not to be sub-delegated at this time. | Nil |

| Delegation | Date | Type | Amendment | References |
|--|-------------|--------------------|--|----------------------|
| 505 Declare a Dangerous Dog | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 506 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 507 Determine Recoverable Expenses for Dangerous Dog Declaration | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 600 Food Business Registrations | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 601 Appoint Authorised Officers and Designated Officers | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 602 Determine Compensation | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 603 Prohibition Orders | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 604 Debt Recovery and Prosecutions | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 700 Give Notice Requiring Obliteration of Graffiti | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 701 Notices – Deal with Objections and Suspension of Effect of Notices | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 703 Powers of Entry | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 800 Appoint Authorised Officer or Approved Officer (Asbestos Regs) | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

| Delegation | Date | Type | Amendment | References |
|--|-------------|--------------------|--|----------------------|
| 801 Enforcement Agency Reports to the Chief Health Officer | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 802 Designate Authorised Officers | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 803 Determine Compensation for Seized Items | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 804 Commence Proceedings | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 900 Illegal Development | 14 Feb 2023 | Amended delegation | 14 February 2023 - amendments to delegations as advised by CEO at meeting 14/2/23 (Old role of A/Manager Infrastructure and Development removed). Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. | Nil |
| 900 Illegal Development | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 901 Waiving or Refunding Planning Application Fee | 14 Feb 2023 | Amended delegation | 14 February 2023 - amendments to delegations as advised by CEO at meeting 14/2/23 (Old role of A/Manager Infrastructure and Development removed). Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. | Nil |
| 901 Waiving or Refunding Planning Application Fee | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 902 Grant a Certificate | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

| Delegation | Date | Type | Amendment | References |
|---|-------------|--------------------|---|----------------------|
| 904 Local Planning Scheme No.5 | 14 Feb 2023 | Amended delegation | <p>14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.</p> <p>22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).</p> | Nil |
| 904 Local Planning Scheme No.5 | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| 904 Local Planning Scheme No.5 | 1 Jul 2024 | Amended delegation | Determining applications for prescribed single house development is no longer a function able to be delegated by the local government, this function is now performed under authorisation from the Chief Executive Officer. From 1 July 2024. Please refer to Planning and Development (Local Planning Schemes) Amendment (Single House Development) Regulations 2024 | INT24/D9C3974 |
| 905 Strata Title Applications - Certificates of Approval | 14 Feb 2023 | Amended delegation | 14 February 2023 - amendments to delegations as advised by CEO at meeting 14/2/23 (Old role of A/Manager Infrastructure and Development removed). Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. | Nil |
| 905 Strata Title Applications - Certificates of Approval | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| CEO1000 Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000 | 20 Jun 2023 | Amended delegation | <p>Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations(acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.</p> <p>Manager Regulatory Services role no longer exists. Delegation changed to Manager Community Services.</p> | Nil |

| Delegation | Date | Type | Amendment | References |
|---|-------------|--------------------|---|----------------------|
| CEO1000 Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000 | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| CEO1002 Cemeteries Local Law 2000 | 20 Jun 2023 | Amended delegation | Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations(acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper. Manager Corporate & Community role no longer exists. Delegation changed to Manager Community Services. | Nil |
| CEO1002 Cemeteries Local Law 2000 | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| CEO1003 Dogs Local Law | 20 Jun 2023 | Amended delegation | Following subdelegates added on instruction of CEO, as follows: Manager Infrastructure and Development and Manager Regulatory Services roles no longer exist. Delegation changed to Manager Operations and Community Services. | Nil |
| CEO1003 Dogs Local Law | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| CEO1004 Extractive Industries Local Law 2000 | 20 Jun 2023 | Amended delegation | Manager Infrastructure and Development & Manager Regulatory Services roles no longer exist. Delegations amended to Manager Operations and Manager Community Services. | Nil |
| CEO1004 Extractive Industries Local Law 2000 | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| CEO1005 Health Local Laws 2002 | 20 Jun 2023 | Amended delegation | Manager Infrastructure and Development & Manager Regulatory Services roles, no longer exist. Delegations amended to Manager Development and Manager Operations. | Nil |

| Delegation | Date | Type | Amendment | References |
|--|-------------|--------------------|---|----------------------|
| CEO1005 Health Local Laws 2002 | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| CEO1006 Local Government Property Local Law | 20 Jun 2023 | Amended delegation | Manager Infrastructure and Development & Manager Regulatory Services roles no longer exist. Delegations amended to Manager Development and Manager Operations. | Nil |
| CEO1006 Local Government Property Local Law | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| CEO1007 Local Law Relating to Signs, Hoarding and Bill Posting | 20 Jun 2023 | Amended delegation | Manager Infrastructure and Development & Manager Regulatory Services roles no longer exist. Delegation amended to Manager Community Services and Manager Operations. | Nil |
| CEO1007 Local Law Relating to Signs, Hoarding and Bill Posting | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| CEO1008 Local Laws Relating to Fencing | 20 Jun 2023 | Amended delegation | Manager Infrastructure and Development & Manager Regulatory Services roles no longer exist. Delegation amended to Manager Community Services and Manager Operations. | Nil |
| CEO1008 Local Laws Relating to Fencing | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| CEO1009 Meeting Procedures Local Law 2016 | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |
| CEO1010 Parking and Parking Facilities Local Law 2000 | 20 Jun 2023 | Amended delegation | Manager Infrastructure and Development & Manager Regulatory Services roles no longer exist. Delegations amended to Manager Community Services and Manager Operations. | Nil |
| CEO1010 Parking and Parking Facilities Local Law 2000 | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |

| Delegation | Date | Type | Amendment | References |
|---|-------------|--------------------|--|----------------------|
| CEO1011 Prevention and Abatement of Sand Drift Local Law 2004 | 25 Jun 2024 | Amended delegation | This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. | CEO 01-06/24 3.00024 |