



Shire of Cocos (Keeling) Islands Delegations Register

Date Reviewed October 2024

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INTRODUCTION

Introduction

Local Government Act 1995

Administration Part 5

Section 5.42. Delegation of some powers and duties to CEO

Section 5.42 of the *Local Government Act 1995* (the Act) allows for:

1. A local government by absolute majority to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under -
 - a. This Act other than those referred to in section 5.43; or
 - b. The Planning and Development Act 2005 section 214 (2), (3), or (5).
2. A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Section 5.44. CEO may delegate powers and duties to other employees

1. A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
2. A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

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
Bushfires 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

01 Authorised Persons

Authorised Persons

01.1 Council to CEO

Delegation	1.1.1 Appoint Authorised Persons
Head of power	01 Authorised Persons
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government</p> <p><i>Cat Act 2011:</i> s.44 Delegation by local government</p> <p><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</p> <p><i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)</p>
Express power or duty delegated	<p><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</p> <p><i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person</p> <p><i>Cat Act 2011:</i> s. 48 Authorised persons</p> <p><i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers</p> <p><i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)</p>

Function	<p>1. Authority to appoint persons or classes of persons as authorised persons for the purpose of fulfilling prescribed functions within the <i>Local Government Act 1995</i> and its subsidiary legislation, including Local Government Act Regulations, the Local Government (Miscellaneous Provisions) Act 1960 and Local Laws made under the <i>Local Government Act</i>. [s.3.24 and s.9.10].</p> <p>2. Authority to appoint authorised person for the purposes of fulfilling the functions of an authorised person under the <i>Cat Act 2011, Building Act 2011 (refer Building Reg.5), Food Act 2008 and Planning and Development Act 2005</i>.</p> <p>3. Authority to appoint 'authorised officers' under Regulation 70(2) of the <i>Building Regulations 2012</i> and section 9.16 of the <i>Local Government Act 1995</i> for the purposes of issuing <i>Building Act 2011</i> Infringement Notices in accordance with section 6(b) of the <i>Criminal Procedures Act 2004</i>.</p> <p>(Building Reg.70(2) prescribes s.9.10(1) of the <i>Local Government Act 1995</i> as the enabling power for appointment of 'authorised officers'.)</p>
Delegates	Chief Executive Officer
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>
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Date adopted	27 November 2024
Adoption references	10.1.2.1
Last reviewed	27 November 2024

02 Local Government Act 1995 Delegations

Local Government Act 1995

02.1 Council to CEO

Delegation	2.1.1 Powers of Entry
Head of power	02 Local Government Act 1995 Delegations
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, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Delegates	Chief Executive Officer
Conditions	a. Delegated authority may only be used where there is imminent or substantial risk to public safety or property.
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 Governance Risk and Planning Ranger
Subdelegate conditions	a. Delegated authority may only be used where there is imminent or substantial risk to public safety or property.
Date adopted	27 November 2024
Adoption references	10.1.2.1
Last reviewed	27 November 2024

Amendments			
Date	Type	Amendment	References
15 Dec 2021	Amended delegation	Added Ranger and Manager Infrastructure as Subdelegates	---
27 Nov 2024	Amended delegation	Removed Manager Infrastructure as Subdelegate Added Manager Governance, Risk & Planning	---

Delegation	2.1.2 Declare Vehicle is Abandoned Vehicle Wreck
Head of power	02 Local Government Act 1995 Delegations
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)].
Delegates	Chief Executive Officer
Conditions	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.6 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision.
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 Governance Risk and Planning Ranger
Subdelegate conditions	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.6 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision.
Date adopted	27 November 2024
Adoption references	10.1.2.1
Last reviewed	27 November 2024

Amendments			
Date	Type	Amendment	References
15 Dec 2021	Amended delegation	Added Manager Infrastructure, Ranger and Governance & Risk Coordinator as Subdelegates	---
27 Nov 2024	Amended delegation	Removed Manager Infrastructure as Subdelegate Added Manager Governance, Risk & Planning as Subdelegate	---

Delegation	2.1.3 Confiscated or Uncollected Goods
Head of power	02 Local Government Act 1995 Delegations
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	<ol style="list-style-type: none"> 1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 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] 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Delegates	Chief Executive Officer
Conditions	a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.
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 Governance Risk and Planning Ranger
Subdelegate conditions	A. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.
Date adopted	27 November 2024
Adoption references	10.1.2.1
Last reviewed	27 November 2024

Amendments			
Date	Type	Amendment	References
15 Dec 2021	Amended delegation	Added Manager Infrastructure, Ranger and Governance & Risk Coordinator as Subdelegates	---
27 Nov 2024	Amended delegation	Removed Manager Infrastructure as Subdelegate Added Manager Governance, Risk & Planning as Subdelegate	---

Delegation	2.1.4 Disposal of Sick or Injured Animals
Head of power	02 Local Government Act 1995 Delegations
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	1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)].
Delegates	Chief Executive Officer
Conditions	a. Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Ranger
Subdelegate conditions	a. Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Date adopted	27 November 2024
Adoption references	10.1.2.1
Last reviewed	27 November 2024

Amendments			
Date	Type	Amendment	References
15 Dec 2021	Amended delegation	Added Ranger as subdelegate	---

Delegation	2.1.5 Close Thoroughfares to Vehicles
Head of power	02 Local Government Act 1995 Delegations
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	<ol style="list-style-type: none"> 1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding four weeks [s.3.50(1)]. 2. 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]
Delegates	Chief Executive Officer
Conditions	a. Give local public notice and notify local residents and/or landowners if possible. 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)].
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Infrastructure
Subdelegate conditions	a. Give local public notice and notify local residents and/or landowners if possible. 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)].
Date adopted	27 November 2024
Adoption references	10.1.2.1
Last reviewed	27 November 2024

Amendments			
Date	Type	Amendment	References
15 Dec 2021	Amended delegation	Added Manager Infrastructure as subdelegate	---
27 Nov 2024	Amended delegation	Removed Manager Infrastructure as Subdelegate Added Coordinator Infrastructure as Subdelegate	---

Delegation	2.1.6 Expressions of Interest for Goods and Services
Head of power	02 Local Government Act 1995 Delegations
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.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Function	<ol style="list-style-type: none"> 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] 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].
Delegates	Chief Executive Officer
Conditions	a. Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.
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 Governance Risk and Planning Planning and Procurements Officer
Subdelegate conditions	a. Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.
Date adopted	27 November 2024
Adoption references	10.1.2.1
Last reviewed	27 November 2024

Amendments			
Date	Type	Amendment	References
27 Nov 2024	Amended delegation	Removed Manager Infrastructure & Manager Works and Services as Subdelegates	---

Delegation	2.1.7 Tenders for Goods and Services
Head of power	02 Local Government Act 1995 Delegations
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 to, because of 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 invite tenders although not required to do so [F&G r.13]. 4. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 5. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 6. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, 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)]. 7. Authority to evaluate tenders, by written evaluation [F&G r.18(4)], and recommend to Council which is the most advantageous, noting that Council may resolve to choose an alternative tender to one recommended. 8. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to a maximum 10% variation or in any case, variation of a contract must not exceed \$10,000 and to then negotiate minor variations with the successful tenderer <u>before</u> entering into a contract [F&G r.20 (1) and (3)]. 9. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 10. Authority to: <ol 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 increase the contract value beyond 10%. ii. Exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&G r.21A].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> a. Sole supplier arrangements may only be approved where a record is retained that evidences: <ol 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 sources through other suppliers; b. Tenders may only be called where there is an adopted budget for the proposed goods or services.
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	Manager Finance and Corporate Services Manager Governance Risk and Planning Planning and Procurements Officer
Subdelegate 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 sources through other suppliers; <p>b. Tenders may only be called where there is an adopted budget for the proposed goods or services.</p>
Date adopted	27 November 2024
Adoption references	10.1.2.1
Last reviewed	27 November 2024

Amendments			
Date	Type	Amendment	References
15 Dec 2021	Amended delegation	Added Manager Finance and Corporate Services and Manager Infrastructure as Subdelegates	---
27 Nov 2024	Amended delegation	Removed Manager Infrastructure as Subdelegate Added Manager Governance Risk and Planning & Planning and Procurements Officer as Subdelegates	---

Delegation	2.1.8 Panels of Pre-Qualified Suppliers for Goods and Services
Head of power	02 Local Government Act 1995 Delegations
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) Regulation 1996:</i> r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Function	<ol style="list-style-type: none"> 1. Authority to determine that a there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)]. 3. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)]. 4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)]. 5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH(3)]. 6. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)]. 7. Authority to decline to accept any application [F&G r.24AH(5)]. 8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ(1)].
Delegates	Chief Executive Officer
Conditions	a. In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is \$200,000 or less and the expense is included in the adopted Annual Budget.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Subdelegates	Coordinator Infrastructure Manager Finance and Corporate Services Manager Governance Risk and Planning
Subdelegate conditions	a. In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is \$200,000 or less and the expense is included in the adopted Annual Budget.
Date adopted	27 November 2024
Adoption references	10.1.2.1
Last reviewed	27 November 2024

Amendments			
Date	Type	Amendment	References
15 Dec 2021	Amended delegation	Added Manager Finance and Corporate Services and Manager Infrastructure as Subdelegates	---
27 Nov 2024	Amended delegation	Removed Manager Infrastructure as Subdelegate Added Manager Infrastructure Governance, Risk & Planning & Infrastructure Coordinator as Subdelegates	---

Delegation	2.1.9 Disposing of Property
Head of power	02 Local Government Act 1995 Delegations
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
Function	<p>1. Authority to dispose of property to:</p> <p style="padding-left: 40px;">a. to the highest bidder at public auction [s.3.58(2)(a)].</p> <p style="padding-left: 40px;">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 tenders [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 public notice [s.3.58(3)].</p>
Delegates	Chief Executive Officer
Conditions	<p>a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required.</p> <p>b. Where the market value of the property (other than land or building assets) is determined as being less than \$20,000 disposal may be undertaken:</p> <ul style="list-style-type: none"> • Without reference to Council for resolution; and • Must ensure that the best value return is achieved; and • Where the property is determined as having a nil market value, then the disposal must ensure environmentally responsible disposal. <p>Note – In accordance with F&G Reg.30 disposal of property valued less than \$20,000 is excluded from compliance with s.3.58.</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 and Corporate Services Manager Governance Risk and Planning

Subdelegate conditions	<p>a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required.</p> <p>b. Where the market value of the property (other than land or building assets) is determined as being less than \$20,000 disposal may be undertaken:</p> <ul style="list-style-type: none"> • Without reference to Council for resolution; and • Must ensure that the best value return is achieved; and • Where the property is determined as having a nil market value, then the disposal must ensure environmentally responsible disposal. <p>Note – In accordance with F&GReg.30 disposal of property valued less than \$20,000 is excluded from compliance with s.3.58.</p>
Date adopted	27 November 2024
Adoption references	10.1.2.1
Last reviewed	27 November 2024

Amendments			
Date	Type	Amendment	References
15 Dec 2021	Amended delegation	Added Manager Finance and Corporate Services and Manager Infrastructure as Subdelegates	---
27 Nov 2024	Amended delegation	Removed Manager Infrastructure as Subdelegate Added Manager Governance, Risk and Planning as Subdelegate	---

Delegation	2.1.10 Payments from the Municipal or Trust Funds
Head of power	02 Local Government Act 1995 Delegations
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 (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)].
Delegates	Chief Executive Officer
Conditions	a. Authority to make payments is subject to annual budget limitations.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Infrastructure Manager Finance and Corporate Services Manager Governance Risk and Planning Senior Finance Officer
Subdelegate conditions	a. Authority to make payments is subject to annual budget limitations. b. Senior Finance Officer is limited to when no other delegates officer is available as the second signatory
Date adopted	27 November 2024
Adoption references	10.1.2.1
Last reviewed	27 November 2024

Amendments			
Date	Type	Amendment	References
15 Dec 2021	Amended delegation	Added Subdelegates: Senior Finance Officer Coordinator Infrastructure Manager Finance and Corporate Services Manager Infrastructure	---
27 Nov 2024	Amended delegation	Removed Manager Infrastructure as Subdelegate Added Manager Governance, Risk and Planning as Subdelegate	---

Delegation	2.1.11 Defer, Grant Discounts, Waive or Write Off Debts
Head of power	02 Local Government Act 1995 Delegations
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	<ol style="list-style-type: none"> 1. Waive a debt or fee which is owed to the Shire. [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire. [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire. [s.6.12(1)(c)]
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> a. This Delegation does not apply to debts, which are prescribed as debts that are taken to be a rate or service charge. b. A debt may only be waived for charitable or not for profit community groups to a limit of \$1,000 to assist a not for profit community group or charitable entity in fulfilling a service, social or cultural outcome within the Shire. c. A concession may only be granted for charitable or not for profit community groups to a limit of \$1,000 to assist a not for profit community group or charitable entity in fulfilling a service, social or cultural outcome within the Shire. d. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire. e. 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 decision.
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 and Corporate Services

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 for charitable or not for profit community groups to a limit of \$1,000 to assist a not for profit community group or charitable entity in fulfilling a service, social or cultural outcome within the Shire.</p> <p>c. A concession may only be granted for charitable or not for profit community groups to a limit of \$1,000 to assist a not for profit community group or charitable entity in fulfilling a service, social or cultural outcome within the Shire.</p> <p>d. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire.</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 decision.</p>
Date adopted	27 November 2024
Adoption references	10.1.2.1
Last reviewed	27 November 2024

Amendments			
Date	Type	Amendment	References
15 Dec 2021	Amended delegation	Added Manager Finance and Corporate Services as Subdelegate	---

Delegation	2.1.12 Power to Invest and Manage Investments
Head of power	02 Local Government Act 1995 Delegations
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	<ol style="list-style-type: none"> 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 [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C and Council's Investment Policy. 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. 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. 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]
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 and Corporate Services
Subdelegate conditions	<ol style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C and Council's Investment Policy. 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. 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. 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]

Date adopted	27 November 2024
Adoption references	10.1.2.1
Last reviewed	27 November 2024

Delegation	2.1.13 Rate Record Amendment
Head of power	02 Local Government Act 1995 Delegations
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)].
Delegates	Chief Executive Officer
Conditions	a. Delegates must comply with the requirements of s.6.40 of the Act. b. All requests for amendments must be made in writing and include supporting documentary evidence supporting the request.
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 and Corporate Services
Subdelegate conditions	a. Delegates must comply with the requirements of s.6.40 of the Act. b. All requests for amendments must be made in writing and include supporting documentary evidence supporting the request.
Date adopted	27 November 2024
Adoption references	10.1.2.1
Last reviewed	27 November 2024

Amendments			
Date	Type	Amendment	References
15 Dec 2021	Amended delegation	Added Manager Finance and Corporate Services as Subdelegate	---

Delegation	2.1.14 Recovery of Rates or Service Charges
Head of power	02 Local Government Act 1995 Delegations
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	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)].
Delegates	Chief Executive Officer
Conditions	a. Council is to be notified prior to the commencement of any legal action to recover rates or charges.
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 and Corporate Services
Subdelegate conditions	a. Council is to be notified prior to the commencement of any legal action to recover rates or charges.
Date adopted	27 November 2024
Adoption references	10.1.2.1
Last reviewed	27 November 2024

Amendments			
Date	Type	Amendment	References
15 Dec 2021	Amended delegation	Added Manager Finance and Corporate Services as Subdelegate	---

Delegation	2.1.15 Agreement as to Payment of Rates and Service Charges
Head of power	02 Local Government Act 1995 Delegations
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 make an agreement with a person for the payment of rates or service charges [s.6.49].
Delegates	Chief Executive Officer
Conditions	a. Agreements must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
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 and Corporate Services
Subdelegate conditions	a. Agreements must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
Date adopted	27 November 2024
Adoption references	10.1.2.1
Last reviewed	27 November 2024

Amendments			
Date	Type	Amendment	References
15 Dec 2021	Amended delegation	Added Manager Finance and Corporate Services as Subdelegate	---

03 Building Act 2011 Delegations

Building Act 2011

03.1 Council to CEO

Delegation	3.1.1 Building Permits
Head of power	03 Building Act 2011 Delegations
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 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 required 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 [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Manager Governance Risk and Planning

Subdelegate conditions	1. The Shire's employed or contracted specialist must have reviewed and provided a recommendation prior to any delegation being carried out.
Date adopted	27 November 2024
Adoption references	10.1.2.1
Last reviewed	27 November 2024

Amendments			
Date	Type	Amendment	References
15 Dec 2021	Amended delegation	Added Governance & Risk Coordinator as Subdelegate	---
27 Nov 2024	Amended delegation	Added Manager, Governance, & Risk, & Planning	---

Delegation	3.1.2 Demolition Permits
Head of power	03 Building Act 2011 Delegations
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 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 required 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 [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Manager Governance Risk and Planning
Subdelegate conditions	<ol style="list-style-type: none"> 1. The Shire's employed or contracted specialist must have reviewed and provided a recommendation prior to any delegation being carried out.
Date adopted	27 November 2024

Adoption references	10.1.2.1
Last reviewed	27 November 2024

Amendments			
Date	Type	Amendment	References
15 Dec 2021	Amended delegation	Added Governance & Risk Coordinator as Subdelegate	---
27 Nov 2024	Amended delegation	Added Manager Governance, Risk & Planning as Subdelegate	---

Delegation	3.1.3 Occupancy Permits or Building Approval Certificates
Head of power	03 Building Act 2011 Delegations
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 Act 2011:</i> 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 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 [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].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Manager Governance Risk and Planning
Subdelegate conditions	<ol style="list-style-type: none"> 1. The Shire's employed or contracted specialist must have reviewed and provided a recommendation prior to any delegation being carried out.
Date adopted	27 November 2024
Adoption references	10.1.2.1
Last reviewed	27 November 2024

Amendments			
Date	Type	Amendment	References
15 Dec 2021	Amended delegation	Added Governance & Risk Coordinator as Subdelegate	---
27 Nov 2024	Amended delegation	Added Manager Governance, Risk & Planning as Subdelegate	---

Delegation	3.1.4 Inspection and Copies of Building Records
Head of power	03 Building Act 2011 Delegations
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 Act 2011:</i> s.131(2) Inspection, copies of building records
Function	1. Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Manager Governance Risk and Planning
Date adopted	27 November 2024
Adoption references	10.1.2.1
Last reviewed	27 November 2024

Amendments			
Date	Type	Amendment	References
15 Dec 2021	Amended delegation	Added Governance & Risk Coordinator as Subdelegate	---
27 Nov 2024	Amended delegation	Added Manager Governance, Risk & Planning as Subdelegate	---

Delegation	3.1.5 Appoint approved officers and authorised officers
Head of power	03 Building Act 2011 Delegations
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.70 Approved officers and authorised officers
Function	<ol style="list-style-type: none"> 1. Authority to appoint an approved officer for the purposes of section 6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(1) and (1A). 2. Authority to appoint an authorised officer for the purposes of section 6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with regulation 70(2).
Delegates	Chief Executive Officer
Conditions	<p>NOTE: Only employees that also have CEO delegated power under sections 9.19 or 9.20 of the <i>Local Government Act 1995</i> may be appointed as “approved officers”.</p> <p>NOTE: Only employees that are also appointed as authorised persons in accordance with s 9.10 of the <i>Local Government Act 1995</i> for the purpose of performing functions under s 9.16 of that Act may be appointed as “authorised officers”.</p>
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Date adopted	27 November 2024
Adoption references	10.1.2.1
Last reviewed	27 November 2024

04 Cat Act 2011 Delegations

Cat Act 2011

04.1 Council to CEO

Delegation	4.1.1 Cat Registrations
Head of power	04 Cat Act 2011 Delegations
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	<ol style="list-style-type: none"> 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 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)]. 3. Authority to cancel a cat registration [s.10]. 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)]. 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's District [Regs. Sch. 3 cl.1(4)].
Delegates	Chief Executive Officer
Conditions	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> .
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Manager Governance Risk and Planning Ranger
Subdelegate conditions	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> .
Date adopted	27 November 2024
Adoption references	10.1.2.1
Last reviewed	27 November 2024

Amendments			
Date	Type	Amendment	References
15 Dec 2021	Amended delegation	Added Governance & Risk Coordinator and Ranger as Subdelegate	---
27 Nov 2024	Amended delegation	Removed Governance & Risk Coordinator Added Manager Governance, Risk & Planning as Subdelegate	---

05 Food Act 2008 Delegations

Food Act 2008

05.1 Council to CEO

Delegation	5.1.1 Food Business Registrations
Head of power	05 Food Act 2008 Delegations
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.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Function	<ol style="list-style-type: none"> 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].
Delegates	Chief Executive Officer
Conditions	<p>a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</p> <ul style="list-style-type: none"> • Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA • Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No. • WA Priority Classification System • Verification of Food Safety Program Guideline
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Subdelegates	Manager Governance Risk and Planning
Subdelegate conditions	<p>a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</p> <ul style="list-style-type: none"> • Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA • Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 • WA Priority Classification System • Verification of Food Safety Program Guideline
Date adopted	27 November 2024

Adoption references	10.1.2.1
Last reviewed	27 November 2024

Amendments			
Date	Type	Amendment	References
15 Dec 2021	Amended delegation	Added Governance & Risk Coordinator as Subdelegate	---
27 Nov 2024	Amended delegation	Removed Governance & Risk Coordinator Added Manager Governance, Risk & Planning as Subdelegate	---

06 Planning and Development Act 2005 Delegations

Planning and Development Act 2005

06.1 Council to CEO

Delegation	6.1.1 Illegal Development
Head of power	06 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)
Function	<ol style="list-style-type: none"> 1. 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; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> 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. 3. 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.
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Date adopted	27 November 2024
Adoption references	10.1.2.1
Last reviewed	27 November 2024

07 Financial Delegation

07.1 Financial: Budgets

Delegation	7.1.1 Approve draft budgets to be forwarded to the council
Head of power	07 Financial Delegation
Delegator	N/A
Function	Approve draft budgets to be forwarded to the council Amount and/ or Qualification (Where applicable) - For organisation Delegated Authority - CEO
Delegates	Chief Executive Officer
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

Delegation	7.1.2 Approve budget
Head of power	07 Financial Delegation
Delegator	N/A
Function	Approve budget Amount and/ or Qualification (Where applicable) - <i>For organisation</i> Delegated Authority - Council
Delegates	Local Government
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

Delegation	7.1.3 Authority to override all delegations and make expenditure decisions to ensure approved budgets can be achieved.
Head of power	07 Financial Delegation
Delegator	N/A
Function	Authority to override all delegations and make expenditure decisions to ensure approved budgets can be achieved. Amount and/ or Qualification (Where applicable) - For organisation Delegated Authority - CEO
Delegates	Chief Executive Officer
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

Delegation	7.1.4 Authority to recommend to council unbudgeted expenditure.
Head of power	07 Financial Delegation
Delegator	N/A
Function	Authority to recommend to council unbudgeted expenditure. Amount and/ or Qualification (Where applicable) - For organisation Delegated Authority - CEO
Delegates	Chief Executive Officer
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

Delegation	7.1.5 Authorise variations to the annual operational and capital budgets.
Head of power	07 Financial Delegation
Delegator	N/A
Function	Authorise variations to the annual operational and capital budgets. Amount and/ or Qualification (Where applicable) - <i>For organisation</i> Delegated Authority - Council
Delegates	Local Government
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

Delegation	7.1.6 Authorise variations to Activity budgets within approved operational budgets.
Head of power	07 Financial Delegation
Delegator	N/A
Function	Authorise variations to Activity budgets within approved operational budgets. Amount and/ or Qualification (Where applicable) - For activities within Divisions Delegated Authority - CEO, Managers Coordinators
Delegates	Chief Executive Officer Coordinator Infrastructure Manager Finance and Corporate Services Manager Governance Risk and Planning Manager Infrastructure
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

07.2 Financial: Operational Expenditure

Delegation	7.2.1 Approve Expenditure
Head of power	07 Financial Delegation
Delegator	Local Government
Function	<p>Approve Expenditure. <i>(Under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.)</i></p> <p>Delegated Authority - CEO Amount and/ or Qualification (Where applicable) - For organization \$ 200,000 <i>Within approved budget and subject to compliance with legislation</i></p> <p>Delegated Authority - Managers, Coordinators Amount and/ or Qualification (Where applicable) - For business units \$50,000 (Upto) for any one item under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.</p>
Delegates	<p>Chief Executive Officer Coordinator Infrastructure Manager Finance and Corporate Services Manager Governance Risk and Planning Manager Infrastructure</p>
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

07.3 Financial: Capital Expenditure and Asset Control

Delegation	7.3.1 Approve alterations/renovations to buildings within budget.
Head of power	07 Financial Delegation
Delegator	N/A
Function	Approve alterations/renovations to buildings within budget. Amount and/ or Qualification (Where applicable) - For organisation - \$200,00 within approved budget and subject to compliance with legislation. Delegated Authority - CEO
Delegates	Chief Executive Officer
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

Delegation	7.3.2 Authority to replace essential items of equipment included in approved capital budget/funding agreement.
Head of power	07 Financial Delegation
Delegator	N/A
Function	<p>Authority to replace essential items of equipment included in approved capital budget/funding agreement.</p> <p>Amount and/ or Qualification (Where applicable) - <i>For business units \$50,000 (Up to) for any one item under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.</i></p> <p>Delegated Authority - <i>Manager Coordinators</i></p>
Delegates	<p>Coordinator Infrastructure Manager Finance and Corporate Services Manager Governance Risk and Planning Manager Infrastructure</p>
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

Delegation	7.3.3 Approve hire of plant equipment or facilities (hired under terms and conditions deemed appropriate in the circumstances and with minimal risk to council)
Head of power	07 Financial Delegation
Delegator	N/A
Function	<p>Approve hire of plant equipment or facilities (hired under terms and conditions deemed appropriate in the circumstances and with minimal risk to council).</p> <p>Delegated Authority - CEO Amount and/ or Qualification - For organisation \$ 200,000 within approved budget and subject to compliance with Legislation.</p> <p>Delegated Authority - Managers Coordinators Amount and/ or Qualification - For business units \$50,000 (up to) under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.</p>
Delegates	<p>Chief Executive Officer Coordinator Infrastructure Manager Finance and Corporate Services Manager Governance Risk and Planning Manager Infrastructure</p>
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

Delegation	7.3.4 Approve the transfer/disposal of any assets (in accordance with legislation/guidelines)
Head of power	07 Financial Delegation
Delegator	N/A
Function	Approve the transfer/disposal of any assets (in accordance with legislation/guidelines). Delegated Authority - Council Amount and/ or Qualification (Where applicable) - For organisation Delegated Authority - CEO Amount and/ or Qualification (Where applicable) - \$200,000 (Up to)
Delegates	Chief Executive Officer Local Government
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

Delegation	7.3.5 Approval of sale or purchase of land or building
Head of power	07 Financial Delegation
Delegator	N/A
Function	Approval of sale or purchase of land or building. Amount and/ or Qualification (Where applicable) - For organisation Delegated Authority - Council
Delegates	Local Government
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

Delegation	7.3.6 Approval of development of new buildings.
Head of power	07 Financial Delegation
Delegator	N/A
Function	Approval of development of new buildings. Amount and/ or Qualification (Where applicable) - For Organisation Delegated Authority - Council
Delegates	Local Government
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

07.4 Financial: Purchase Orders and Invoices

Delegation	7.4.1 Approve purchase orders.
Head of power	07 Financial Delegation
Delegator	N/A
Function	<p>Approve purchase orders. <i>(Within approved budget and subject to any restrictions outlined elsewhere in this document)</i></p> <p>Delegated Authority - CEO Amount and/ or Qualification - For organisation \$200,000 Within approved budget and subject to compliance with legislation.</p> <p>Delegated Authority - Managers, Coordinators Amount and/ or Qualification - For business units \$50,000 (up to) under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.</p>
Delegates	<p>Chief Executive Officer Coordinator Infrastructure Manager Finance and Corporate Services Manager Governance Risk and Planning Manager Infrastructure</p>
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

Delegation	7.4.2 Approve Quotation Exemption
Head of power	07 Financial Delegation
Delegator	N/A
Function	<p>Approve Quotation Exemption.</p> <p>Delegated Authority - CEO Amount and/ or Qualification - For organisation \$ 200,000 Within approved budget and subject to compliance with legislation.</p> <p>Delegated Authority - Manager, Coordinator Amount and/ or Qualification - For business units \$50,000 (up to) under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.</p>
Delegates	<p>Chief Executive Officer Coordinator Infrastructure Manager Finance and Corporate Services Manager Governance Risk and Planning Manager Infrastructure</p>
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

07.5 Financial: Salaries and Deductions

Delegation	7.5.1 Approve staff reimbursement for expenditure on behalf of council.
Head of power	07 Financial Delegation
Delegator	N/A
Function	<p>Approve staff reimbursement for expenditure on behalf of council. <i>Within approved budget and subject to any restrictions outlined elsewhere in this document.</i></p> <p>Delegated Authority - Finance Manager Amount and/ or Qualification - \$5,000 (Up to) For all staff</p> <p>Delegated Authority - CEO Amount and/ or Qualification - Over \$5,000 for all staff</p> <p>Delegated Authority - Shire President Amount and/ or Qualification - For CEO</p>
Delegates	Chief Executive Officer Manager Finance and Corporate Services
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

Delegation	7.5.2 Compile and approve staff timesheets.
Head of power	07 Financial Delegation
Delegator	Local Government
Function	Compile and approve staff timesheets. Amount and/ or Qualification - <i>For all staff</i> Delegated Authority - <i>Manager, Coordinators</i>
Delegates	Coordinator Infrastructure Manager Finance and Corporate Services Manager Governance Risk and Planning Manager Infrastructure
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

Delegation	7.5.3 Approve for payment all payroll related transactions.
Head of power	07 Financial Delegation
Delegator	N/A
Function	<p>Approve for paymentall payroll related transactions.</p> <p>Amount and/ or Qualification (Where applicable) - <i>For all staff Comprisinggroup tax remittal, payroll tax settlement, superannuation contributionpayments, and transfers of employee payroll deductions to authorized entitiesand payment of GST and PAYG payments.</i></p> <p>Delegated Authority - <i>Finance Manager, CEO</i></p>
Delegates	Chief Executive Officer Manager Finance and Corporate Services
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

07.6 Financial: Investment

Delegation	7.6.1 Approve investment of funds
Head of power	07 Financial Delegation
Delegator	N/A
Function	Approve investment offunds Amount and/ or Qualification (Where applicable) - For organisation Delegated Authority - CEO
Delegates	Chief Executive Officer
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

Delegation	7.6.2 Approve draw down of investment funds for deposit into operational accounts.
Head of power	07 Financial Delegation
Delegator	N/A
Function	Approve draw down of investment funds for deposit into operational accounts. Amount and/ or Qualification (Where applicable) - For Organisation Delegated Authority - CEO
Delegates	Chief Executive Officer
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

Delegation	7.6.3 Approve banking and investment account arrangements, including authorising the opening of new accounts.
Head of power	07 Financial Delegation
Delegator	N/A
Function	Approve banking and investment account arrangements, including authorising the opening of new accounts. Amount and/ or Qualification (Where applicable) - For Organisation Delegated Authority - Finance Manager
Delegates	Manager Finance and Corporate Services
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

07.7 Financial: ATM, Receipts and Banking

Delegation	7.7.1 Authority to invoice, receive, code and bank income and approve issue of receipts.
Head of power	07 Financial Delegation
Delegator	Local Government
Function	<p>Authority to invoice, receive, code and bank income and approve issue of receipts.</p> <p>Amount and/ or Qualification (Where applicable) - For all services (provided suitable facilities are in place to enable the secure lodgement of payments, and subject to staff receiving adequate training)</p> <p>Delegated Authority - Customer Service Officers, Finance Officers</p>
Delegates	Customer Service Officer Manager Finance and Corporate Services
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

07.8 Financial: Petty Cash and Bank Imprest Accounts

Delegation	7.8.1 Authority to operate, control and reimburse petty cash.
Head of power	07 Financial Delegation
Delegator	N/A
Function	Authority to operate, control and reimburse petty cash. Amount and/ or Qualification (Where applicable) - \$5,000 (Up to) In accordance with approved budget Delegated Authority - Finance Manager
Delegates	Manager Finance and Corporate Services
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

07.9 Financial: Cheques

Delegation	7.9.1 Authority to issue cheque requisitions.
Head of power	07 Financial Delegation
Delegator	N/A
Function	<p>Authority to issue cheque requisitions. <i>(Under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.)</i></p> <p>Delegated Authority - CEO Amount and/ or Qualification (Where applicable) - For organisation \$ 200,000 Within approved budget and subject to compliance with legislation.</p> <p>Delegated Authority - Managers Coordinators Amount and/ or Qualification (Where applicable) - For business units \$50,000 (up to) under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.</p>
Delegates	<p>Chief Executive Officer Coordinator Infrastructure Manager Finance and Corporate Services Manager Governance Risk and Planning Manager Infrastructure</p>
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

Delegation	7.9.2 Approve and sign cheques.
Head of power	07 Financial Delegation
Delegator	N/A
Function	Approve and sign cheques. Amount and/ or Qualification (Where applicable) - For organisation (Any two, must include CEO) \$200,00 Delegated Authority - CEO, Managers
Delegates	Chief Executive Officer Manager Finance and Corporate Services Manager Governance Risk and Planning Manager Infrastructure
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

Delegation	7.9.3 Approve EFT bank File.
Head of power	07 Financial Delegation
Delegator	N/A
Function	Approve EFT bank File. Amount and/ or Qualification (Where applicable) - <i>For organisation</i> <i>No Limit</i> Delegated Authority - CEO, Managers
Delegates	Chief Executive Officer Manager Finance and Corporate Services Manager Governance Risk and Planning Manager Infrastructure
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

Delegation	7.9.4 Approval to stop payment on cheques.
Head of power	07 Financial Delegation
Delegator	N/A
Function	Approval to stop payment oncheques. Amount and/ or Qualification (Where applicable) - For organisation Delegated Authority - CEO, Finance Manager
Delegates	Chief Executive Officer Manager Finance and Corporate Services
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

Delegation	7.9.5 Approval change and/or add cheque signatories.
Head of power	07 Financial Delegation
Delegator	N/A
Function	Approval change and/or addcheque signatories. Amount and/ or Qualification (Where applicable) - For organisation Delegated Authority - CEO, Finance Manager
Delegates	Chief Executive Officer Manager Finance and Corporate Services
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

7.10 Financial: Banking Institutions

Delegation	7.10.1 Authority to act as verifying officer.
Head of power	07 Financial Delegation
Delegator	N/A
Function	Authority to act as verifying officer. Amount and/ or Qualification (Where applicable) - For organisation Delegated Authority - CEO
Delegates	Chief Executive Officer
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

Delegation	7.10.2 Authority to approve requests for additional electronic banking users.
Head of power	07 Financial Delegation
Delegator	N/A
Function	Authority to approve requests for additional electronic banking users. Amount and/ or Qualification (Where applicable) - For organisation Delegated Authority - CEO, Finance Manager
Delegates	Chief Executive Officer Manager Finance and Corporate Services
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

Delegation	7.10.3 Authorised contact for Council's bank accounts.
Head of power	07 Financial Delegation
Delegator	N/A
Function	Authorised contact for Council's bank accounts. Amount and/ or Qualification (Where applicable) - For all enquiries Delegated Authority - CEO, Finance Manager
Delegates	Chief Executive Officer Manager Finance and Corporate Services
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

7.11 Financial: Corporate Credit Cards

Delegation	7.11.1 Credit limits on corporate charge cards (subject to terms and conditions in the Corporate Credit Card Policy)
Head of power	07 Financial Delegation
Delegator	N/A
Function	<p>Credit limits on corporate charge cards (subject to terms and conditions in the Corporate Credit Card Policy) Exception: Business Case Considered</p> <p>Delegated Authority - CEO Amount and/ or Qualification (Where applicable) - Maximum limits Monthly limit \$20,000 Single Transaction \$10,000</p> <p>Delegated Authority - Managers Amount and/ or Qualification (Where applicable) Maximum limits Monthly limit \$10,000 Single transaction \$5,000</p> <p>Delegated Authority - Coordinators Amount and/ or Qualification (Where applicable) Maximum limits Monthly limit \$5,000 Single transaction \$1,000</p>
Delegates	<p>Chief Executive Officer Coordinator Infrastructure Manager Finance and Corporate Services Manager Governance Risk and Planning Manager Infrastructure</p>
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

7.12 Financial: Bad Depts

Delegation	7.12.1 Approve write-off of bad debts.
Head of power	07 Financial Delegation
Delegator	N/A
Function	Approve write-off of bad debts. Amount and/ or Qualification (Where applicable) - <i>In accordance with Regulation 32 of LG General Regulations</i> Delegated Authority - <i>Council</i>
Delegates	Local Government
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

Delegation	7.12.2 Approve write-off of cash losses; thefts or shortages; furniture, plant or equipment losses, thefts or destruction.
Head of power	07 Financial Delegation
Delegator	N/A
Function	Approve write-off of cash losses; thefts or shortages; furniture, plant or equipment losses, thefts or destruction. Amount and/ or Qualification (Where applicable) - <i>In accordance with Regulation 32 of LG General Regulations</i> Delegated Authority - <i>Council</i>
Delegates	Local Government
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

Delegation	7.12.3 Approve debt recovery payment terms.
Head of power	07 Financial Delegation
Delegator	N/A
Function	<p>Approve debt recovery payment terms.</p> <p>Delegated Authority - Finance Manager Amount and/ or Qualification (Where applicable) - \$5,000 (May not exceed)</p> <p>Delegated Authority - CEO Amount and/ or Qualification (Where applicable) \$50,000 (May not exceed)</p> <p>Delegated Authority - Council Amount and/ or Qualification (Where applicable) \$50,000 (In excess of)</p>
Delegates	<p>Chief Executive Officer Local Government Manager Finance and Corporate Services</p>
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

Delegation	7.12.4 Correct administrative errors.
Head of power	07 Financial Delegation
Delegator	N/A
Function	<p>Correct administrative errors.</p> <p>Delegated Authority - Finance Manager Amount and/ or Qualification (Where applicable) - \$50,000 (May not exceed)</p> <p>Delegated Authority - CEO Amount and/ or Qualification (Where applicable) - \$50,000 (In excess of)</p>
Delegates	<p>Chief Executive Officer</p> <p>Manager Finance and Corporate Services</p>
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

7.13 Financial: Credit Notes

Delegation	7.13.1 Approve credit notes.
Head of power	07 Financial Delegation
Delegator	N/A
Function	Approve credit notes. Delegated Authority - CEO Amount and/ or Qualification (Where applicable) - \$5,000 (In excess of) Delegated Authority - Manager Amount and/ or Qualification (Where applicable) - \$5,000 (May not exceed)
Delegates	Chief Executive Officer Manager Finance and Corporate Services Manager Governance Risk and Planning Manager Infrastructure
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

7.14 Financial: Fee and Charges

Delegation	7.14.1 Negotiation with fee and charges.
Head of power	07 Financial Delegation
Delegator	N/A
Function	<p>Negotiation with fee and charges.</p> <p>Delegated Authority - Council Amount and/ or Qualification (Where applicable) - \$5,000 (In excess of)</p> <p>Delegated Authority - CEO Amount and/ or Qualification (Where applicable) - \$5,000 (May not exceed)</p> <p>Delegated Authority - Manager Amount and/ or Qualification (Where applicable) - \$1,000 (May not exceed)</p>
Delegates	<p>Chief Executive Officer Local Government Manager Finance and Corporate Services Manager Governance Risk and Planning Manager Infrastructure</p>
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

7.15 Financial: Grants

Delegation	7.15.1 Applying for grants.
Head of power	07 Financial Delegation
Delegator	N/A
Function	<p>Applying for grants.</p> <p>Delegated Authority - Manager Coordinators Amount and/ or Qualification (Where applicable) - <i>Where related (direct or indirect) future financial commitment to Council is up to \$50k</i></p> <p>Delegated Authority - CEO Amount and/ or Qualification (Where applicable) - <i>Where related (direct or indirect) future financial commitment to Council is up to \$200k</i></p> <p>Delegated Authority - Council Amount and/ or Qualification (Where applicable) - <i>Where related (direct or indirect) future financial commitment to Council is > \$200k</i></p>
Delegates	<p>Chief Executive Officer Coordinator Infrastructure Local Government Manager Finance and Corporate Services Manager Governance Risk and Planning Manager Infrastructure</p>
Date adopted	27 November 2024
Adoption references	27/11/24
Last reviewed	27 November 2024

AMENDMENTS

Delegation	Date	Type	Amendment	References
2.1.1 Powers of Entry	15 Dec 2021	Amended delegation	Added Ranger and Manager Infrastructure as Subdelegates	Nil
2.1.1 Powers of Entry	27 Nov 2024	Amended delegation	Removed Manager Infrastructure as Subdelegate Added Manager Governance, Risk & Planning	Nil
2.1.2 Declare Vehicle is Abandoned Vehicle Wreck	15 Dec 2021	Amended delegation	Added Manager Infrastructure, Ranger and Governance & Risk Coordinator as Subdelegates	Nil
2.1.2 Declare Vehicle is Abandoned Vehicle Wreck	27 Nov 2024	Amended delegation	Removed Manager Infrastructure as Subdelegate Added Manager Governance, Risk & Planning as Subdelegate	Nil
2.1.3 Confiscated or Uncollected Goods	15 Dec 2021	Amended delegation	Added Manager Infrastructure, Ranger and Governance & Risk Coordinator as Subdelegates	Nil
2.1.3 Confiscated or Uncollected Goods	27 Nov 2024	Amended delegation	Removed Manager Infrastructure as Subdelegate Added Manager Governance, Risk & Planning as Subdelegate	Nil
2.1.4 Disposal of Sick or Injured Animals	15 Dec 2021	Amended delegation	Added Ranger as subdelegate	Nil
2.1.5 Close Thoroughfares to Vehicles	15 Dec 2021	Amended delegation	Added Manager Infrastructure as subdelegate	Nil
2.1.5 Close Thoroughfares to Vehicles	27 Nov 2024	Amended delegation	Removed Manager Infrastructure as Subdelegate Added Coordinator Infrastructure as Subdelegate	Nil
2.1.6 Expressions of Interest for Goods and Services	27 Nov 2024	Amended delegation	Removed Manager Infrastructure & Manager Works and Services as Subdelegates	Nil
2.1.7 Tenders for Goods and Services	15 Dec 2021	Amended delegation	Added Manager Finance and Corporate Services and Manager Infrastructure as Subdelegates	Nil
2.1.7 Tenders for Goods and Services	27 Nov 2024	Amended delegation	Removed Manager Infrastructure as Subdelegate Added Manager Governance Risk and Planning & Planning and Procurements Officer as Subdelegates	Nil

Delegation	Date	Type	Amendment	References
2.1.8 Panels of Pre-Qualified Suppliers for Goods and Services	15 Dec 2021	Amended delegation	Added Manager Finance and Corporate Services and Manager Infrastructure as Subdelegates	Nil
2.1.8 Panels of Pre-Qualified Suppliers for Goods and Services	27 Nov 2024	Amended delegation	Removed Manager Infrastructure as Subdelegate Added Manager Infrastructure Governance, Risk & Planning & Infrastructure Coordinator as Subdelegates	Nil
2.1.9 Disposing of Property	15 Dec 2021	Amended delegation	Added Manager Finance and Corporate Services and Manager Infrastructure as Subdelegates	Nil
2.1.9 Disposing of Property	27 Nov 2024	Amended delegation	Removed Manager Infrastructure as Subdelegate Added Manager Governance, Risk and Planning as Subdelegate	Nil
2.1.10 Payments from the Municipal or Trust Funds	15 Dec 2021	Amended delegation	Added Subdelegates: Senior Finance Officer Coordinator Infrastructure Manager Finance and Corporate Services Manager Infrastructure	Nil
2.1.10 Payments from the Municipal or Trust Funds	27 Nov 2024	Amended delegation	Removed Manager Infrastructure as Subdelegate Added Manager Governance, Risk and Planning as Subdelegate	Nil
2.1.11 Defer, Grant Discounts, Waive or Write Off Debts	15 Dec 2021	Amended delegation	Added Manager Finance and Corporate Services as Subdelegate	Nil
2.1.13 Rate Record Amendment	15 Dec 2021	Amended delegation	Added Manager Finance and Corporate Services as Subdelegate	Nil
2.1.14 Recovery of Rates or Service Charges	15 Dec 2021	Amended delegation	Added Manager Finance and Corporate Services as Subdelegate	Nil
2.1.15 Agreement as to Payment of Rates and Service Charges	15 Dec 2021	Amended delegation	Added Manager Finance and Corporate Services as Subdelegate	Nil
3.1.1 Building Permits	15 Dec 2021	Amended delegation	Added Governance & Risk Coordinator as Subdelegate	Nil
3.1.1 Building Permits	27 Nov 2024	Amended delegation	Added Manager, Governance, & Risk, & Planning	Nil
3.1.2 Demolition Permits	15 Dec 2021	Amended delegation	Added Governance & Risk Coordinator as Subdelegate	Nil

Delegation	Date	Type	Amendment	References
3.1.2 Demolition Permits	27 Nov 2024	Amended delegation	Added Manager Governance, Risk & Planning as Subdelegate	Nil
3.1.3 Occupancy Permits or Building Approval Certificates	15 Dec 2021	Amended delegation	Added Governance & Risk Coordinator as Subdelegate	Nil
3.1.3 Occupancy Permits or Building Approval Certificates	27 Nov 2024	Amended delegation	Added Manager Governance, Risk & Planning as Subdelegate	Nil
3.1.4 Inspection and Copies of Building Records	15 Dec 2021	Amended delegation	Added Governance & Risk Coordinator as Subdelegate	Nil
3.1.4 Inspection and Copies of Building Records	27 Nov 2024	Amended delegation	Added Manager Governance, Risk & Planning as Subdelegate	Nil
4.1.1 Cat Registrations	15 Dec 2021	Amended delegation	Added Governance & Risk Coordinator and Ranger as Subdelegate	Nil
4.1.1 Cat Registrations	27 Nov 2024	Amended delegation	Removed Governance & Risk Coordinator Added Manager Governance, Risk & Planning as Subdelegate	Nil
5.1.1 Food Business Registrations	15 Dec 2021	Amended delegation	Added Governance & Risk Coordinator as Subdelegate	Nil
5.1.1 Food Business Registrations	27 Nov 2024	Amended delegation	Removed Governance & Risk Coordinator Added Manager Governance, Risk & Planning as Subdelegate	Nil