



Shire of Ashburton Register of Delegated Authority

17 December 2025

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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

Delegation	01.01.01 Appoint Authorised Persons
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 - Certain provisions about land]
Function	1. Authority to authorise a person to exercise the local government powers under subdivision 2 [s. 3.24].
Delegates	Chief Executive Officer
Conditions	1. A register of Authorised Persons is to be maintained as a Local Government Record. 2. Only persons who are appropriately qualified and trained may be appointed as Authorised Persons.
Express power to subdelegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services
Subdelegate conditions	Nil
Statutory framework	<i>Local Government Act 1995</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> . 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020

Last reviewed	20 May 2025
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Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - sub-delegates added	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - amended express power or function delegated.	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	01.01.02 Powers of Entry
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • 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 s. 3.34(3)]. 5. Authority to give notice and effect entry by opening a fence [s. 3.36].
Delegates	Chief Executive Officer
Conditions	Delegated authority under s.3.34(1) and (3) may only be used, where there is an emergency, which in the opinion of the CEO [s.3.34(2)] may create imminent or substantial risk to a person or property.
Express power to subdelegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Development Director Corporate Services Director Infrastructure Services
Subdelegate conditions	Conditions imposed on the delegate also apply to the sub delegates.
Statutory framework	<i>Local Government Act 1995</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations, in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020

Last reviewed	20 May 2025
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Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Annual Council Review - Delegation conditions updated.	Council Decision OCM 102/2023
21 Dec 2023	Amended delegation	CEDO Annual review. No amendments.	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	01.01.03 Impounding Abandoned Vehicle Wrecks and Goods Involved in Certain Contraventions
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 3.40A Abandoned vehicle wreck may be taken • s. 3.42 Impounded non-perishable goods • s. 3.44 Notice to collect goods if not confiscated • s. 3.46 Goods may be withheld until costs paid
Function	<ol style="list-style-type: none"> 1. Authority to declare a vehicle is an abandoned wreck. 2. Authority to give notice of impoundment. 3. Authority to give notice of place where goods can be collected. 4. Authority to recover costs for removing, impounding, and keeping goods before goods returned.
Delegates	Chief Executive Officer
Conditions	Disposal of declared abandoned vehicle wrecks are to be undertaken in accordance with legislative requirements.
Express power to subdelegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services Director Community Development Director Corporate Services Director Infrastructure Services Manager Regulatory Services Ranger
Subdelegate conditions	Nil
Statutory framework	<i>Local Government Act 1995</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020

Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - No changes.	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments.	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	01.01.04 Disposing of Confiscated or Uncollected Goods and Sick or Injured Animals
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 3.47 Confiscated or uncollected goods, disposal of • s. 3.47A Sick or injured animals, disposal of • s. 3.48 Impounding expenses, recovery of
Function	<ol style="list-style-type: none"> 1. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles which have been ordered to be confiscated under legislation [s. 3.47]. 2. Authority to determine when an impounded animal is ill or injured, and treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s. 3.47A]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s. 3.48]. The period after which goods may be sold or otherwise disposed of is - <ol style="list-style-type: none"> a. Perishable goods - three (3) days, b. Animals - seven (7) days, c. Prescribed non-perishable goods - one (1) month, and d. Other non-perishable goods - two (2) months.
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Delegation is only to be used where reasonable efforts to identify and contact an owner have failed. 2. Disposal of confiscated or uncollected goods, including abandoned vehicles, with an estimated market value less than \$20,000, may 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> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services Director Community Development Director Corporate Services Director Infrastructure Services Manager Regulatory Services Ranger
Subdelegate conditions	Coordinator Ranger Services and Ranger are limited to s. 3.47A.
Statutory framework	<i>Local Government Act 1995</i>
Policy	Nil

Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	01.01.05 Close Thoroughfares to Vehicles
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • 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 (4) weeks [s. 3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding four (4) weeks and before doing so, to - <ol style="list-style-type: none"> a. give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons, and persons who own prescribed land; and b. consider submissions relevant to the road closure/s proposed [s. 3.50(1a), s. 3.50(2) and s. 3.50(4)]. 3. Authority to revoke an order to close a thoroughfare [s. 3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse impact on users of the thoroughfare [s. 3.50A] 5. Before doing anything to which s. 3.51 applies, take action to notify impacted owners and give public notice which allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s. 3.51].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. 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)]. 2. Maintain access to adjoining land [s. 3.52(3)] (relevant to a Townsite only).
Express power to subdelegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Roads Director Community Development Director Corporate Services Director Infrastructure Services Manager Operations
Subdelegate conditions	Nil

Statutory framework	<i>Local Government Act 1995</i> <i>Local Government (Uniform Local Provisions) Regulations 1996</i> <i>Road Traffic (Events on Roads) Regulations 1991</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - record keeping requirements amended	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision OCM102/2023
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	01.01.06 Obstruction of Pathways and Thoroughfares
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> <ul style="list-style-type: none"> • 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	<ol style="list-style-type: none"> 1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a pathway on land which is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> a. prevent damage to the pathway, or b. prevent inconvenience to the public or danger from falling materials [r. 5(2)]. 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 which may obstruct the public thoroughfare [r. 6(2) and r. 6(4)]. 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 [r. 6(6)]. 4. Authority to require an owner or occupier of land to remove any thing which has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [r. 7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant which is encroaching, without lawful authority on a public thoroughfare [r. 7].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. 2. Permission may only be granted where the proponent has - <ol style="list-style-type: none"> a. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. b. Provided a bond, sufficient to the value of works which may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. c. Provided evidence of sufficient Public Liability Insurance, as determined from time to time. d. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees

Subdelegates	Director Community Development Director Corporate Services Director Infrastructure Services Manager Operations Manager Regulatory Services
Subdelegate conditions	Nil
Statutory framework	<i>Local Government Act 1995</i> <i>Local Government (Uniform Local Provisions) Regulations 1996</i> <i>Road Traffic (Events on Roads) Regulations 1991</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegation in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no changes.	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	01.01.07 Gates Across Public Thoroughfares
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> <ul style="list-style-type: none"> • r .9 Permission to have gate across public thoroughfare - Sch. 9.1 cl. 5(1)
Function	<ol style="list-style-type: none"> 1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare which permits the passage of vehicle traffic and prevents livestock straying [r. 9(1)]. 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)]. 3. Authority to impose conditions on granting permission [r. 9(4)]. 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 [r. 9(5)]. 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 [r. 9(6)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. 2. Each approval provided must be recorded in the Shire's statutory Register of Gates in accordance with Regulation 8 of the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. 3. No locks are to be fitted to the gates.
Express power to subdelegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Development Director Corporate Services Director Infrastructure Services Manager Operations
Subdelegate conditions	Conditions imposed on the delegate also apply to the sub delegates.
Statutory framework	<i>Local Government (Uniform Local Provisions) Regulations 1996</i>
Policy	Nil

Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated conditions and sub delegate conditions.	Council Decision - OCM 102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	01.01.08 Public Thoroughfare - Dangerous Excavations
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> <ul style="list-style-type: none"> • r. 11(1), r. 11(4), r. 11(6) and r. 11(8) Dangerous excavation in or near public thoroughfare - Sch. 9.1 cl. 6
Function	<ol style="list-style-type: none"> 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 [r. 11(1)]. 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 [r. 11(4)]. 3. Authority to impose conditions on granting permission [r. 11(6)]. 4. Authority to renew a permission granted or vary at any time any condition imposed on a permission granted [r. 11(8)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. 2. Permission may only be granted where the proponent has: <ol 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, which 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, as appropriate. d. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Development Director Corporate Services Director Infrastructure Services Manager Operations
Subdelegate conditions	Conditions imposed on the delegate also apply to the sub delegates.
Statutory framework	<i>Local Government Act 1995</i> <i>Local Government (Uniform Local Provisions) Regulations 1996</i>

Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated subdelegate conditions.	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	01.01.09 Crossing - Construction, Repair and Removal
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> <ul style="list-style-type: none"> • 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) • r. 14 Role of Commissioner of Main Roads in some cases - Sch. 9.1 cl. 7(2) • r. 15 Contribution to cost of crossing
Function	<ol style="list-style-type: none"> 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 [r. 12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [r. 12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [r. 13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [r. 13(2)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.
Express power to subdelegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Subdelegates	<p>Director Community Development Director Corporate Services Director Infrastructure Services Manager Operations</p>

Subdelegate conditions	<ol style="list-style-type: none"> 1. Council encourages land owners to install vehicle crossovers in a timely manner. 2. Council will offer a subsidy towards the costs of a crossing to encourage landowners to install crossovers. 3. Specifications shall be developed and will form the basis for calculation of the subsidy payment. 4. The vehicle crossing subsidy will be reviewed on a regular basis and will be based upon payment as a maximum of up to one-half of the cost of a standard crossing (as determined from time to time) from the road surface to the front boundary of the property. 5. Specifications for the different circumstances within the district will be determined and, once determined, each crossing must be constructed in accordance with the Shire's specifications, with the remaining cost to be payable by the property owner. 6. In the instance where an existing vehicle crossing has reached the end of its lifecycle, a subsidy may be payable if the crossing is replaced in accordance with the Shire's specification and standards. Any additional costs associated with the replacement of the crossing is the responsibility of the owner. 7. Maintenance and upkeep of the crossing to a safe and useable standard is the responsibility of the property owner. 8. The procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> must be complied with.
Statutory framework	<i>Local Government Act 1995</i> <i>Local Government (Uniform Local Provisions) Regulations 1996</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated subdelegate conditions.	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	01.01.10 Private Works on, over or under Public Places
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> <ul style="list-style-type: none"> • r. 17 Private works on, over, or under public places - Sch. 9.1 cl. 8
Function	<ol style="list-style-type: none"> 1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place which is local government property [r. 17(3)]. 2. Authority to impose conditions on permission including those prescribed in r. 17(5) and r. 17(6) [r. 17(5)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. 2. Permission may only be granted where the proponent has: <ol 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, which 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, as appropriate. d. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity 3. Permission cannot be provided for a permanent or unreasonable obstruction of the ordinary and reasonable use of the public thoroughfare or other public place.
Express power to subdelegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Development Director Corporate Services Director Infrastructure Services Manager Operations
Subdelegate conditions	Conditions imposed on the delegate also apply to the sub delegates.
Statutory framework	<i>Local Government Act 1995</i> <i>Local Government (Uniform Local Provisions) 1996</i>
Policy	Nil

Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated subdelegate conditions.	Council Decision OCM102/2023
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	01.01.11 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) 1996</i> <ul style="list-style-type: none"> • r. 21(1) Wind erosion and sand drifts - Sch.9.1 cl.12
Function	<ol style="list-style-type: none"> 1. Authority to give notice to an owner / occupier of land if it is considered clearing the owner / occupier's land may cause local government land having a common boundary, to be adversely affected by wind erosion or sand drift [ULP r.21(1)]. 2. Authority to give notice to an owner / occupier of land to prevent, or to minimise, sand drifts likely to adversely impact other land.
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate powers and duties to other employees
Subdelegates	Director Community Development Director Corporate Services Director Infrastructure Services Manager Operations Manager Regulatory Services
Subdelegate conditions	Nil
Statutory framework	<i>Local Government Act 1995</i> <i>Local Government (Uniform Local Provisions) Regulations 1996</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no changes.	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	01.01.12 Disposing of Property
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO • s.5.43 Limits on delegations to the CEO
Express power or duty delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 3.58(2) and s. 3.58(3) Disposing of Property <p><i>Local Government (Functions and General) Regulations 1995</i></p> <ul style="list-style-type: none"> • r. 30 Dispositions of property excluded from Act s. 3.58
Function	<ol style="list-style-type: none"> 1. Authority to dispose of property to - <ol style="list-style-type: none"> 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)]. 2. Authority to dispose of property by private treaty, only in accordance with s. 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s. 3.58(3)]. 3. Authority to deal with exempt dispositions, as prescribed in r.30 specifically: <ol style="list-style-type: none"> a. employee and other residential tenancy arrangements [r.30(2)(d) and (g)], b. community based leases and licence to bodies defined in r.30(2)(b), subject to the requirements of s.3.58 of the Act.
Delegates	Chief Executive Officer

<p>Conditions</p>	<ol style="list-style-type: none"> 1. Disposal of assets / property is limited to matters specified in the Annual Budget and, in any other case, a Council resolution is required. 2. In accordance with s. 5.43(d) of the <i>Local Government Act 1995</i>, disposal of property, for any single project or, where not part of a project and part of a single transaction, is limited to a maximum value of \$75,000 or less. 3. When determining the method of disposal - <ol style="list-style-type: none"> a. Where a public auction is determined as the method of disposal - <ol style="list-style-type: none"> i. Reserve price has been set by independent valuation. ii. Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. b. Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the Chief Executive Officer is to determine if better value could be achieved through another disposal method and, if so, must determine not to accept any tender and use an alternative disposal method. c. Where a private treaty is determined [s. 3.58(3)] as the method of disposal, authority to: <ol style="list-style-type: none"> i. Negotiate the sale of the property up to a -10% variance on the valuation; and ii. Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded. d. Where the market value of the assets / property (other than land) is determined as being less than \$20,000 [r. 30(3)] disposal will be undertaken in accordance with Council Policy – Disposal of Property (Other than Land). e. For the purposes of trade in of fleet, plant or machinery, the entire consideration received for the disposition (the property being traded in) is used to purchase other property, and where the total consideration for the other property (being purchased) is not more, or worth more, than \$75 000, where approved in the adopted budget. f. Where the property is determined as having a \$nil market value then, as a minimum, the disposal must ensure environmentally responsible disposal.
<p>Express power to subdelegate</p>	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
<p>Subdelegates</p>	<p>Chief Financial Officer Director Community Development Director Corporate Services Director Infrastructure Services Fleet Manager Manager Airport Services Manager Finance</p>

<p>Subdelegate conditions</p>	<ol style="list-style-type: none"> 1. Director Infrastructure Services and Fleet Manager – Authority to dispose of fleet, plant and machinery only, inclusive of the ability to trade in existing fleet, plant and machinery and equipment, as part of the procurement process to purchase new fleet, plant and machinery (where funds are budgeted) as per the prescribed values stated in Clause 4 of the conditions. 2. Director Corporate Services, Chief Financial Officer and Manager Finance – Authority to disposal of assets/property (other than land, fleet, plant and machinery under the value of \$20,000. 3. Manager Airport Services – Authority to dispose of confiscated or uncollected property under the value of \$20,000. <ul style="list-style-type: none"> • Goods confiscated during the cabin baggage screening process which are declined to be recovered by their owner at the time may be disposed of, by the most economical means, after being held for a period of 7 days; • Goods abandoned within the Onslow Airport Terminal are deemed lost property and if not claimed and collected are to be managed in accordance with Part 5 of the Shire of Ashburton Public Places and Local Government Property Local Law 2023, depending on value assessment. • Detailed records are to be kept for good confiscated and retained during cabin baggage screening and for any goods abandoned. 4. Director Community Development and/or the Director Corporate Services – in respect to employee residential tenancies may only endorse residential tenancy agreements for Shire owned or leased premises, where the employee accommodation has been pre-approved by the Chief Executive Officer, as per the Organisational Practice – Residential Employee Accommodation. 5. Director Community Development - in respect to endorsing residential tenancy agreements at the Onslow Seniors Citizens and Carinya Units following considerations of eligible applications by the Onslow Senior Citizens and Carinya Units Working Group. 6. Director Community Development endorsing - <ul style="list-style-type: none"> • lease agreements (on the standard approved template and in accordance with Council Policy - Community Leases and Licences) with exempt bodies as prescribed in r.30 (b) to occupy Shire premises or Crown land managed by the Shire (where a management order provides the power to lease), for not more than 5 years, with a 5 year option period; and • licence agreements (on the standard approved template and in accordance with Council Policy - Community Leases and Licences) with exempt bodies prescribed in r.30(b) for non-exclusive use of Shire premises or Crown land managed by the Shire (where a management order provides the power to licence) for not more than 2 years, with a 2 year option period.
<p>Statutory framework</p>	<p><i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i></p>
<p>Policy</p>	<p>Council Policy – Disposal of Property (Other than Land) Council Policy – Community Leases and Licences Organisational Practice – Residential Employee Accommodation</p>
<p>Record keeping</p>	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.

Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
11 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates and conditions imposed	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - Updated delegated functions and delegate and subdelegate conditions.	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	Corrected legislation reference. Updated sub delegates, subdelegate conditions and function.	Record number 2451054
27 Jun 2024	Amended delegation	Updated sub delegates and conditions for subdelegate 3 to provide requirements for managing and disposing of goods. Added conditions for the Deputy Chief Executive Officer relating to employee tenancy arrangements.	GV01/2452087
20 May 2025	Amended delegation	New condition 3(e) added to support the trade in of existing fleet, plant and machinery where new fleet, plant and machinery specifically approved in the budget is to be purchased.	Council Decision 076/2025
9 Jun 2025	Amended delegation	Minor typographical error corrected. Deputy Chief Executive Officer added as a subdelegate to consider tenancy agreements (exempt dispositions) at the Onslow Senior Citizens and Carinya Units following consideration of eligible applications by Senior Citizens and Carinya Units Working Group.	Record No: 2554364
18 Nov 2025	Amended delegation	Reference added to s.5.43. Provisions added for the delegate to be able to deal with exempt dispositions, as prescribed in the regulations for employee and other residential tenancy arrangements and community-based leases and licences to bodies defined in r.30(2)(b), subject to the requirements of s.3.58 of the Act.	18 November 2025 - Council Decision 214/2025
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended. Conditions updated.	GV01 - Record No: 2554950

Delegation	01.01.13 Expressions of Interest for Goods and Services
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> <ul style="list-style-type: none"> • 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 for the supply of goods or services [r. 21]. 2. Authority to provide state wide advertising seeking Expressions of Interest before inviting tenders [r. 21]. 3. 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 [r. 23].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Deputy Chief Executive Officer Director Community Development Director Corporate Services Director Infrastructure Services
Subdelegate conditions	Nil
Statutory framework	<i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i>
Policy	Council Policy - Purchasing and Procurement
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020

Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 238418
13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review No amendments	Record number 2451054

Delegation	01.01.14 Tenders for Goods and Services
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 3.57 Tenders for providing goods or services <p><i>Local Government (Functions and General) Regulations 1996</i></p> <ul style="list-style-type: none"> • 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

<p>Function</p>	<ol style="list-style-type: none"> 1. Authority to call tenders [r. 11(1)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely there is more than one supplier, determine a sole supplier arrangement [r. 11(f)]. 3. Authority to invite tenders although not required to do so [r. 13]. 4. Authority to determine, in writing, before tenders are called, the criteria for acceptance of tenders [r. 14(2a)]. 5. Authority to determine the information to be disclosed to those interested in submitting a tender [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 [r. 14(5)]. 7. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [r. 18(4)]. 8. Authority to accept, or reject tenders, only within the certain \$value detailed as a condition on this delegation and in accordance with legislation [r. 18(2) and r. 18(4)]. 9. Authority to determine 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 within the \$value detailed as a condition on this delegation, and to then enter into minor variations with the successful tenderer before entering into a contract [r. 20(1) and r. 20(3)]. 10. Authority to seek clarification from tenderers in relation to information contained in their tender submission [r. 18(4a)]. 11. Authority to decline any tender [r. 18(5)]. 12. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [r. 20(2)]. 13. Authority to - <ol style="list-style-type: none"> a. vary a contract after it has been entered into, with a successful tenderer provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 15%, or to a maximum of \$500,000 whichever is the lesser value [F&G r.21A(a)], and b. exercise an extension option which was included in the original tender specification and contract in accordance with r. 11(2)(j). [r. 21A]. 14. Authority to accept another tender where within six (6) months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [r. 18(6) and r. 18(7)].
<p>Delegates</p>	<p>Chief Executive Officer</p>

Conditions	<ol style="list-style-type: none"> 1. Sole supplier arrangements may only be approved where a record is retained which evidences - <ol style="list-style-type: none"> a. A detailed specification, b. The outcomes of market testing of the specification, c. The reasons why market testing has not met the requirements of the specification, and d. Rationale for why the supply is unique and cannot be sourced through other suppliers. 2. 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 - <ol style="list-style-type: none"> a. Proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government, b. Current supply contract expiry is imminent, c. Value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and d. The tender specification includes a provision the tender will only be awarded subject to the budget adoption by Council. 3. The cost of the variation/s must be available within the approved project budget (should additional funds be needed Council approval is required). 4. The \$value referred to in the 'Function' section of this delegation is \$3.0 million, except where the tender invited relates to projects funded through the Inspire Community Partnership Agreement with Rio Tinto, where such projects are supported by the Inspire Working Team, and where Council have included the project cost in the Annual Budget, the \$value is \$5.0 million.
Express power to subdelegate	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Subdelegates	<p>Deputy Chief Executive Officer Director Community Development Director Corporate Services Director Infrastructure Services</p>
Subdelegate conditions	<ol style="list-style-type: none"> 1. For the sub-delegates listed, the value limit referred to in the 'Function' section is \$1.5million, with funds being in budget and the standard assessment process for tender submissions being applied. 2. Subdelegates are prohibited from exercising their delegation to award/reject a tender under point 8 of this delegation, where they are a member of the tender assessment panel for that particular tender.
Statutory framework	<p><i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i> <i>State Records Act 2000</i></p>
Policy	<p>Council Policy - Purchasing and Procurement</p>
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	<p>8 September 2020</p>
Adoption references	<p>OCM 8.9.2020 - 139/2020</p>
Last reviewed	<p>20 May 2025</p>

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no changes.	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. Updated sub delegates, and conditions amended.	Record number 2451054
15 Apr 2025	Amended delegation	Amendment to enable the Chief Executive Officer to determine tenders for projects funded through the Inspire Community Partnership Agreement to the value of \$5M.	Council Decision 054/2025
20 May 2025	Amended delegation	Function 13(a) amended to provide clear guidance where contracts are to be varied, with an increase in the percentage provisions and a set upper threshold. Condition 4 amended to increase the value, where the Chief Executive Officer can approve a tender from \$2 million to \$3 million.	Council Decision 076/2025
9 Jun 2025	Amended delegation	Amended subdelegates conditions and value limit is set a \$1.5 million. Additional conditions added for subdelegates.	Record No: 2554364

Delegation	01.01.15 Panels of Pre-Qualified Suppliers for Goods and Services
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government (Functions and General) Regulation 1996</i> <ul style="list-style-type: none"> • 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) and r. 24AD(6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers; • r. 24AH(2), r. 24AH(3), r. 24AH(4) and r. 24AH(5) Rejecting and accepting applications to join panel of pre-qualified suppliers.
Function	<ol style="list-style-type: none"> 1. Authority to determine there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [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 [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 [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, and fails to comply with any other requirement specified in the invitation [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 [r. 24AH(3)]. 6. Authority to request clarification of information provided in a submission by an applicant [r. 24AH(4)]. 7. Authority to decline to accept any application [r. 24AH(5)]. 8. Authority to establish a panel of pre-qualified suppliers, where a need has been determined under point 1, up to a maximum \$value detailed as a condition on this delegation [r.24AB]. 9. 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 [r. 24AJ(1)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. The \$ value referred to in the 'Function' section of this delegation is \$3.0 million.
Express power to subdelegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Deputy Chief Executive Officer Director Community Development Director Corporate Services Director Infrastructure Services

Subdelegate conditions	1. For sub-delegates, the \$value referred to in the 'Function' section of this delegation is \$250,000.
Statutory framework	<i>Local Government Act 1995</i> <i>Local Government Act (Functions and General) Regulations 1996</i>
Policy	Council Policy - Purchasing and Procurement Council Policy - Execution of Documents and Affixing the Common Seal Organisational Practice - Signing of Documents
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	19 August 2025
Adoption references	Original Adoption OCM 8/9/2020 - 139/2020.
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no changes.	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
19 Aug 2025	Amended delegation	Functions updated. Conditions amended. Policy references updated	Council Decision - OCM153/2025

Delegation	01.01.16 Payments from the Municipal or Trust Funds
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government (Financial Management) Regulations 1996</i> <ul style="list-style-type: none"> • r. 12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Function	1. The Chief Executive Officer is delegated authority to make payments from the municipal or trust funds [r. 12(1)(a)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Procedures are to be systematically documented and retained, and must include references to enable recognition of statutory requirements and assign responsibility for actions to position titles. 2. Procedures are to be regularly reviewed for continuing compliance and confirmed as 'fit for purpose' by relevant auditing bodies. 3. The authority to make payments is unlimited, although consideration must be given to limits provided for in Council's annual budget.
Express power to subdelegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • 5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Chief Financial Officer Deputy Chief Executive Officer Director Community Development Director Corporate Services Director Infrastructure Services Manager Finance
Subdelegate conditions	<ol style="list-style-type: none"> 1. Delegates must comply with procedures approved by the Chief Executive Officer, as determined from time to time. 2. Payments by Cheque and Electronic Funds Transfer transactions must be approved jointly by two (2) sub-delegates.
Statutory framework	<i>Local Government Act 1995</i> <i>Local Government (Audit) Regulations 1996</i> <i>Local Government (Financial Management) Regulations 1996</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the Local Government (Administration) Regulations 1996.

Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no changes.	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review No amendments	Record number 2451054
19 Apr 2024	Amended delegation	CEO approval to add sub delegate - Executive Manager Waste and Business Development for one off activities	Record Number 2451695
14 May 2024	Amended delegation	Removed Executive Manager Waste and Business Development, as a delegate.	Record number 2451695
27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)

Delegation	01.01.17 Defer, Grant Discounts, Waive or Write Off Debts
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 6.12 Power to defer, grant discounts, waive or write off debts
Function	<ol style="list-style-type: none"> 1. Waive a debt 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"> 1. All debt waivers, discounts, concession and write offs must be consistent with Council Policy, where applicable. 2. A debt may only be written off where all necessary measures have been taken to locate or contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovery action were to be taken. 3. The maximum value of any debt waiver, discount, concession or write-off is \$10,000, excluding legal fees and penalty interest.
Express power to subdelegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Chief Financial Officer Deputy Chief Executive Officer Director Corporate Services Manager Finance
Subdelegate conditions	<ol style="list-style-type: none"> 1. Chief Financial Officer and Manager Finance may: <ol style="list-style-type: none"> a. waive rates and fees and charges where such waiver is a correction on behalf of the Shire of Ashburton, limited to a value less than \$1,000 per customer within a financial year. b. waive or suspend interest up to \$1,000 when a debtor enters into and complies with a payment arrangement for a period no longer than 12 months. c. waive fees and charges to assist a not-for-profit community group or charitable entity that is fulfilling a service, social or cultural outcome within the Shire of Ashburton up to \$5,000.
Statutory framework	<i>Local Government Act 1995</i>
Policy	Council Policy – Debt Recovery

Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates and imposed conditions	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated policy reference.	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review No amendments	Record number 2451054
27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer and corrected typographical error in subdelegate conditions	(GV01/2452087)
20 May 2025	Amended delegation	Condition 3 amended. The maximum value of any debt waiver, discount, concession or write of amount is \$10,000, excluding any legal fees or penalty interest amount. This amendment provides added guidance.	Council Decision 076/2025

Delegation	01.01.18 Power to Invest and Manage Investments
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996</i> <ul style="list-style-type: none"> • r. 19 Investments, control procedures for • r. 19C Investment of money, restrictions on [Act s. 6.14(2)(a)]
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 [r. 19].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. All investment activity must comply with r. 19C and Council Policy, as applicable. 2. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the monthly financial reporting to Council. 3. Procedures are to be systematically documented and retained in accordance with the Shire's Record Keeping Plan, and must include references to enable recognition of statutory requirements and assign responsibility for actions to position titles. 4. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee on a regular basis.
Express power to subdelegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Chief Financial Officer Deputy Chief Executive Officer Director Corporate Services Manager Finance
Subdelegate conditions	<ol style="list-style-type: none"> 1. Investment decisions are limited to a maximum of \$10 million per transaction on the term deposit market.
Statutory framework	<i>Banking Act 1959</i> <i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Trustees Act 1962</i>
Policy	Council Policy - Investments

Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision OCM 102/2023
21 Dec 2023	Amended delegation	CEO annual review No amendments	Record number 2451054
27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)

Delegation	01.01.19 Rate Record - Amendment
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 6.39(2) Rate record • s. 6.40 Effect of amendment of rate record
Function	1. Authority to determine any requirement to amend the rate record to ensure information contained in the record is correct, including for the five (5) years preceding the current financial year [s.6.39(2)(b)].
Delegates	Chief Executive Officer
Conditions	1. The effective date for valuations will apply in accordance with determinations supplied by the Valuer General.
Express power to subdelegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Chief Financial Officer Deputy Chief Executive Officer Director Corporate Services Manager Finance
Subdelegate conditions	Nil
Statutory framework	<i>Fire and Emergency Services Act 1998</i> <i>Local Government Act 1995</i> <i>Rates and Charges (Rebates and Deferments) Act 1992</i> <i>Valuation of Land Act 1978</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)

Delegation	01.01.20 Rate Record - Objections
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 6.76 Grounds of objection
Function	<ol style="list-style-type: none"> 1. Authority to extend the time for a person to make an objection to a rate record [s. 6.76 (4)]. 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)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. 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.
Express power to subdelegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Chief Financial Officer Deputy Chief Executive Officer Director Corporate Services Manager Finance
Subdelegate conditions	Nil
Statutory framework	<i>Fire and Emergency Services Act 1998</i> <i>Local Government Act 1995</i> <i>Rates and Charges (Rebates and Deferments) Act 1992</i> <i>Valuation of Land Act 1978</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020

Last reviewed	20 May 2025
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Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)

Delegation	01.01.21 Agreement as to Payment of Rates and Service Charges
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • 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	1. 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> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Chief Financial Officer Deputy Chief Executive Officer Director Corporate Services Manager Finance
Subdelegate conditions	Nil
Statutory framework	<i>Fire and Emergency Services Act 1998</i> <i>Local Government Act 1995</i> <i>Rates and Charges (Rebates and Deferments) Act 1992</i> <i>Valuation of Land Act 1978</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision - OCM 102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)

Delegation	01.01.22 Determine Due Date for Rates or Service Charges
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 6.50 Rates or service charges due and payable
Function	1. Authority to determine the dates on which rates or service charges become due and payable to the Shire [s. 6.50].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Chief Financial Officer Deputy Chief Executive Officer Director Corporate Services Manager Finance
Subdelegate conditions	Nil
Statutory framework	<i>Fire and Emergency Services Act 1998</i> <i>Local Government Act 1995</i> <i>Rates and Charges (Rebates and Deferments) Act 1992</i> <i>Valuation of Land Act 1978</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)

Delegation	01.01.23 Recovery of Rates or Service Charges
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i>
Express power or duty delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 6.56 Rates or service charges recoverable in court • s. 6.64(3) Actions to be taken
Function	<ol style="list-style-type: none"> 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)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on the land is in arrears [s. 6.64(3)].
Delegates	Chief Executive Officer
Conditions	Recovery action undertaken is to be in accordance with Council Policy, as applicable.
Express power to subdelegate	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Chief Financial Officer Deputy Chief Executive Officer Director Corporate Services Manager Finance
Subdelegate conditions	Nil
Statutory framework	<i>Fire and Emergency Services Act 1998</i> <i>Local Government Act 1995</i> <i>Rates and Charges (Rebates and Deferments) Act 1992</i> <i>Valuation of Land Act 1978</i>
Policy	Council Policy - Debt Recovery
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - policy reference updated	Council Decision - OCM 102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)

Delegation	01.01.24 Recovery of Rates Debts - Require Lessee to Pay Rent
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 6.60(2), s. 6.60(3) and s. 6.60(4) Local Government may require lessee to pay rent
Function	<ol style="list-style-type: none"> 1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire [s. 6.60(2)]. 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)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Recovery action undertaken is to be in accordance with Council policy, as applicable.
Express power to subdelegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Chief Financial Officer Deputy Chief Executive Officer Director Corporate Services Manager Finance
Subdelegate conditions	Nil
Statutory framework	<i>Fire and Emergency Services Act 1998</i> <i>Local Government Act 1995</i> <i>Rates and Charges (Rebates and Deferments) Act 1992</i> <i>Valuation of Land Act 1978</i>
Policy	Council Policy - Debt Recovery
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegation in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - policy reference updated	Council Decision - OCM102/2023
27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)

Delegation	01.01.25 Recovery of Rates Debts - Actions to Take Possession of the Land
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • 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	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 6.64(1) Actions to be taken • s. 6.69(2) Right to pay rates, service charges and costs, and stay proceedings • s. 6.71 Power to transfer land to Crown or local government • s. 6.74 Power to have land revested in Crown if rates in arrears 3 years
Function	<ol style="list-style-type: none"> 1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three (3) years [s. 6.64(1)], including: <ol style="list-style-type: none"> a. lease the land, or b. sell the land; or where land is offered for sale and a contract of sale has not been entered into after twelve (12) months: <ol style="list-style-type: none"> i. cause the land to be transferred to the Crown [s. 6.71 and s. 6.74]; ii. cause the land to be transferred to the Shire of Ashburton [s. 6.71]. 2. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within seven (7) days of, and prior to, the proposed sale [s. 6.69(2)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. This Delegation cannot be used where a decision relates to exercising a power of sale without having, within the previous three (3) years, attempted to recover the outstanding rates / charges through a court of competent jurisdiction.
Express power to subdelegate	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Deputy Chief Executive Officer Director Corporate Services
Subdelegate conditions	Nil
Statutory framework	<p><i>Fire and Emergency Services Act 1998</i> <i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Rates and Charges (Rebates and Deferments) Act 1992</i> <i>Valuation of Land Act 1978</i></p>
Policy	Council Policy - Debt Recovery

Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the Local Government (Administration) Regulations 1996.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - policy reference updated	Council Decision - OCM 102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Delegation	01.01.26 Notices Requiring Things to be done by Owner or Occupier of Land and Additional Powers when Notice is given, Undertake Works on Land which is not Local Government Property and Powers of Entry
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 3.25(1) Notices requiring certain things to be done by owner or occupier of land • s. 3.26(2) and s. 3.26(3) Additional powers when notices given • s. 3.27(1) Particular things local governments can do on land which is not local government property
Function	1. Authority to give a person who is the owner or, where applicable, the occupier of land, notice in writing relating to the land requiring the person to do anything specified in the notice, which is prescribed OR is for the purpose of remedying or mitigating the impacts of any offence against the <i>Local Government Act 1995</i> .
Delegates	Chief Executive Officer
Conditions	1. Compliance with Council Policy, as applicable.
Express power to subdelegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Development Director Corporate Services Director Infrastructure Services
Subdelegate conditions	Nil
Statutory framework	<i>Local Government Act 1995</i> <i>Local Government (Uniform Local Provisions) Regulations 1996</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022

Last reviewed	20 May 2025
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Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	01.01.27 Appointment of an Acting Chief Executive Officer
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.36(1)(a) CEO of the local government
Function	1. Authority to appoint a Director or Deputy Chief Executive Officer to the position of Acting Chief Executive Officer for periods of absence by the Chief Executive Officer of no longer than thirty (30) days [s. 5.36(1)(a)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Statutory framework	<i>Local Government Act 1995</i>
Policy	Council Policy - Senior Employees Council Policy - Appointment of Acting or Temporary Chief Executive Officer
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - policy reference included	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
18 Jun 2024	Amended delegation	Updated the Functions section to add the position of Deputy Chief Executive Officer.	Council Resolution (118/2024)
17 Dec 2025	Amended delegation	Administrative update. Policy references corrected.	---

Delegation	01.01.28 Authority to Approve Small Assistance Donations and Inspiring Youth Leaders Fund Grants
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s.6.12 Power to defer, grant discounts, waive or write off debts
Function	1. Authority to approve Small Assistance Donations and Inspiring Youth Leaders Fund Grants that comply with the associated Council Policy.
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Funding is to be available in the current budget. 2. Applications must comply with the Community Grants, Donations and Funding Guidelines. 3. Reports are to be prepared and presented to Council in June and December annually on the number of Small Assistance Donations and Inspiring Youth Leaders Fund Grants approved.
Express power to subdelegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Development
Subdelegate conditions	Conditions imposed on the delegate also apply to the sub delegates.
Statutory framework	<i>Local Government Act 1995</i>
Policy	Council Policy - Community Donations, Grants and Funding Community Grants, Donations and Funding Guidelines
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the Local Government (Administration) Regulations 1996.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Title of delegation updated. Function and policy reference updated. Conditions aligned	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
20 Aug 2024	Amended delegation	Updated: delegation title; included reference to the Inspiring Youth Leaders Fund grant; delegation conditions amended to ensure applications comply with the Community Grants, Donations and Funding Guidelines, and introduced biannual reporting to Council on grants approved through this delegation	Council Decision 161/2024

Delegation	01.01.29 Power to Appoint Persons to Receive and Withdraw Complaints
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<p><i>Local Government (Model Code of Conduct) Regulations 2021</i></p> <ul style="list-style-type: none"> • r 11(3) authorise 1 or more persons to receive complaints and withdrawals of complaints alleging a breach of a requirements set out in Division 3 of the regulations.
Function	1. Authorise in writing, 1 or more persons to receive complaints and withdrawals of complaints.
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<p>Local Government Act 1995</p> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Subdelegate conditions	Nil
Statutory framework	<i>Local Government Act 1995</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	16 February 2021
Adoption references	Council Decision - 016/2021
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
16 Feb 2021	New delegation	16 February 2021- Ordinary Council Meeting	Council Decision - 016/2021
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Delegation	01.01.30 Rate Concessions
Category	01.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	The power, under section 6.47, to grant other concessions in relation to a rate.
Function	To decide whether to grant a concession in relation to a rate in respect of which a written application for a rate concession has been made by the leaseholder of pastoral land in the district that is within the Unimproved Value Pastoral Rating category – subject to, and in accordance with, the Conditions specified below.
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. The principal factor in considering each application is the capacity of the applicant to pay. 2. A concession cannot exceed \$20,000 per rating year. 3. A concession may be granted only in respect of one rating year. 4. A concession is not transferable.
Express power to subdelegate	Local Government Act 1995 • s. 5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services
Subdelegate conditions	In accordance with all conditions applicable to the delegate.
Statutory framework	Local Government Act 1995 <ul style="list-style-type: none"> • s.5.42 Delegation of some powers or duties to the CEO • s.6.47 Concessions <p>Subject to the <i>Rates and Charges (Rebates and Deferments) Act 1992</i>, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.</p>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the Local Government (Administration) Regulations 1996. 2. All applications and determinations made in respect to a rates concession granted or declined are to be recorded in the records management system.
Date adopted	18 June 2024

Adoption references	Council resolution (118/2024)
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
18 Jun 2024	New delegation	New delegation to the Chief Executive Officer permitting the determination of applications for rates concessions. Conditions have been provided: <ul style="list-style-type: none"> • application must be in writing. • principal factor in considering each application is the capacity of the applicant to pay. • a concession cannot exceed \$20,000 per rating year. • to limit concessions being approved for more than one rating period; and • that concessions granted are not transferable. 	Council resolution (118/2024)
27 Jun 2024	Amended delegation	Added Director Corporate Services as delegate and applied conditions.	(GV01/2452087)

Delegation	01.02.02 Infringement Notices
Category	01.02 Chief Executive Officer to Shire Employees
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • 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	<ol style="list-style-type: none"> 1. Authority to consider an owner of a vehicle's submission, the vehicle which is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s. 9.13(6)(b)]. 2. Authority to extend the twenty-eight (28) day period within which payment of a modified penalty may be paid, whether or not the period of twenty-eight (28) days has elapsed [s. 9.19]. 3. Authority to withdraw an infringement notice within one (1) 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].
Delegates	Director Corporate Services Manager Regulatory Services
Conditions	<ol style="list-style-type: none"> 1. A delegate who participated in a decision to issue an infringement notice must not determine any matter related to the infringement notice.
Express power to subdelegate	Nil
Statutory framework	<i>Local Government Act 1995</i> <i>Caravan Parks and Camping Grounds Act 1995</i> <i>Cat Act 2011</i> <i>Cemeteries Act 1986</i> <i>Control of Vehicles (Off-road Areas) Act 1978</i> <i>Dog Act 1976;</i> <i>Litter Act 1979;</i> and all related subsidiary legislation.
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	12 April 2022

Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
21 Dec 2022	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
21 Dec 2023	Amended delegation	CEO annual review. Amended list of sub-delegates and legislation references updated	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	01.02.03 Acknowledge Receipt of Primary and Annual Returns
Category	01.02 Chief Executive Officer to Shire Employees
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	<ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s.5.77 Acknowledging receipt of returns
Function	1. On receipt of a return under section 5.75 or 5.76 from a person, give the person a written acknowledgement of having received the return.
Delegates	Director Corporate Services Manager Governance
Conditions	<ol style="list-style-type: none"> 1. Excludes giving an acknowledgment of a return under section 5.75 or 5.76 from the Chief Executive Officer, this acknowledgement is to be signed by the President (s 5.77). 2. Before issuing a written acknowledgement, the relevant delegate is to review the content of a return lodged and consider any probity risks which may be evident from the disclosures, in context of the disclosing relevant persons position, and report risks identified to the Chief Executive Officer to enable mitigation to be applied. 3. The delegates must not acknowledge their own respective returns.
Express power to subdelegate	Nil
Subdelegate conditions	Not applicable
Statutory framework	<i>Local Government Act 1995</i>
Policy	Nil
Record keeping	Each instance of this sub delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	21 December 2023
Adoption references	Record number – 2451054
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	01.02.04 Appoint – Authorised Persons and Officers
Category	01.02 Chief Executive Officer to Shire Employees
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	s.5.44 CEO may delegate powers and duties to other employees
Express power or duty delegated	Section 9.10(2) – Appointment of Authorised Persons for the purposes of the: (a) Local Government Act 1995 (b) Caravan Parks and Camping Grounds Act 1995; (c) Cat Act 2011; (d) Cemeteries Act 1986; (e) Control of Vehicles (Off-road Areas) Act 1978; (f) Dog Act 1976; (g) subsidiary legislation made under an Act referred to in any of paragraphs (a) to (f); (h) a written law prescribed for the purposes of this section; specified means specified in the instrument of appointment
Function	To appoint in writing specified employees (persons) or classes of persons to be authorised persons for the purposes of 1 or more specified laws or specified provisions of 1 or more specified laws to support legislative functions and effective law and order in the district. Any appointment made may be made subject to any specified conditions or limitations.
Delegates	Director Corporate Services
Conditions	Nil
Statutory framework	<i>Local Government Act 1995</i>
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> . 2. A record of each appointment is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to each Authorised Person, and copies of these documents are to be retained in the assigned records management system.
Date adopted	21 December 2023
Adoption references	Record Number – 2451054
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	01.02.05 Extension or Variation of Hours – Consumption of Alcohol on Shire Property – Permit Approvals
Category	01.02 Chief Executive Officer to Shire Employees
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	Local Government Act 1995 <ul style="list-style-type: none"> • s.5.44 CEO may delegate powers and duties to other employees
Express power or duty delegated	To consider variations or extensions of hours (where a Shire permit is to be issued) for the consumption of alcohol in and on Shire of Ashburton owned or managed facilities and public reserves where the related event is proposed to exceed the parameters outlined in the "Function" section.
Function	Where an event is to be held and alcohol consumed, it is not to: <ul style="list-style-type: none"> • exceed six hours in any one day, • must not commence prior to 11am and must cease before the following times: <ul style="list-style-type: none"> ◦ Monday – Thursday 10.00pm; ◦ Friday and Saturday 12.00am (midnight); and ◦ Sunday 9.00pm.
Delegates	Director Community Development Director Corporate Services Director Infrastructure Services
Conditions	Prior to approving an extension or variation of hours, the written approval of the Officer In Charge of WA Police (in the relevant town) is required. Note: The requirement for any additional approvals such as an occasional licence, or other form of licence through Racing Gaming and Liquor remains the responsibility of the applicant seeking hold and event where alcohol is to be consumed in and on Shire owned or managed facilities and public reserves.
Express power to subdelegate	Not applicable
Statutory framework	<i>Local Government Act 1995</i>
Policy	Council Policy – Consumption of Alcohol on Shire Property
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	2 September 2024
Adoption references	Record number 2452519
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	01.02.06 Electoral Enrolment Eligibility Claims and Electoral Roll
Category	01.02 Chief Executive Officer to Shire Employees
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate powers and duties to other employees
Express power or duty delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim • s.4.34 Accuracy of enrolment details to be maintained • s.4.35 Decision that eligibility to enrol under s.4.30 has ended • s.4.37 New roll for each election <p><i>Local Government (Election) Regulations 1997</i></p> <ul style="list-style-type: none"> • r.13(2) & (4)
Function	<p>Function - the authority to</p> <ul style="list-style-type: none"> • determine a ward for an enrolment eligibility claim made in respect of rateable property situated partly in one ward and partly in another ward or wards, section 4.31 (1B) where no ward has been nominated by the applicant [section 4.31(1B)]. • determine the eligibility of enrolment under section 4.30(1)(a) and (b) and accept to reject the claim accordingly [section 4.32(4)]. • decide to accept or reject a claim made before the close of enrolments, but less than 14 days before the close of nominations [section 4.32(5A)]. • make any enquiries necessary in order to make a decision on an eligibility claim [section 4.32(5)]. • approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their families safety at risk [r.13(2)]. • amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [r.13(4)]. • ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [section 4.34]. • decide that a person is no longer eligible under section 4.30 to be enrolled on the Owners and Occupiers Electoral Roll [section 4.35(1)] and to give notice [section 4.35(2)] and consider submissions [section 4.35(6)], before making such determination. • determine to take any action necessary to give effect to advice received from the Electoral Commissioner [section 4.35(5)]. decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s.4.37(3)].
Delegates	Director Corporate Services Manager Governance
Conditions	Nil
Subdelegate conditions	Not applicable

Statutory framework	<p><i>Local Government Act 1995</i>, Part 4 Division 8 – Eligibility for enrolment</p> <p><i>Local Government (Elections) Regulations 1997</i>, regulations 13(2) and 13(4)</p>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the Local Government (Administration) Regulations 1996. 2. Ensure the Enrolment Eligibility Register is effectively maintained in accordance with s.4.32(6) and s.4.35(7).
Date adopted	17 December 2025
Adoption references	GV01 - Record No: 2554950
Last reviewed	20 May 2025

Delegation	02.01.01 Grant a Building Permit
Category	02.01 Council to Chief Executive Officer
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 127(1) and s. 127(3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 18 Further Information • s. 20 Grant of building permit • s. 22 Further grounds for not granting an application • s. 27(1) and s. 27(3) Impose Conditions on Permit <p>Building Regulations 2012</p> <ul style="list-style-type: none"> • 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) and s. 20(2) and s. 22]. 3. Authority to impose, vary or revoke conditions on a building permit [s. 27(1) and s. 27(3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r. 23], subject to being satisfied 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)]. 5. Authority to impose any condition on the building permit extension which could have been imposed under s. 27 [r. 24(2)]. 6. 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> <ul style="list-style-type: none"> • s. 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Infrastructure Services
Subdelegate conditions	Nil

Statutory framework	<i>Building Act 2011</i> <i>Building Code of Australia</i> <i>Building Regulations 2012</i> <i>Building Services (Registration Act) 2011</i> <i>Caravan Parks and Camping Grounds Act 1995</i> <i>Caravan Parks and Camping Grounds Regulations 1997</i> <i>Home Building Contracts Act 1991</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Home Building Contracts Act 1991</i> <i>Heritage Act 2018</i>
Policy	Organisational Practice - Building Services
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>; and 2. pursuant to s.130 of the <i>Building Act 2011</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated statutory references and recordkeeping requirements	Council Decision - OCM102/2023
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	02.01.02 Grant a Demolition Permit
Category	02.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 127(1) and s. 127(3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 18 Further Information • s. 21 Grant of demolition permits. • s.22 Further grounds for not granting an application • s. 27(1) and s. 27(3) Impose Conditions on Permit <i>Building Regulations 2012</i> <ul style="list-style-type: none"> • 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 all s. 21(1) requirements have been satisfied [s. 20(1) and s. 20(2) and s. 22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s. 27(1) and s. 27 (3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r. 23], subject to being satisfied 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)]. 5. Authority to impose any condition on the demolition permit extension which could have been imposed under s. 27 [r. 24(2)]. 6. 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> <ul style="list-style-type: none"> • s. 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Infrastructure Services
Subdelegate conditions	Nil

Statutory framework	<i>Building Act 2011</i> <i>Building Code of Australia</i> <i>Building Regulations 2012</i> <i>Building Services (Registration Act) 2011</i> <i>Building Services(Complaint Resolution and Administration) Act 2011</i> <i>Building and Construction Industry Raining Levy Act 1990</i> <i>Caravan Parks and Camping Grounds Act 1995</i> <i>Caravan Parks and Camping Grounds Regulations 1997</i> <i>Home Building Contracts Act 1991</i> <i>Heritage Act 2018</i>
Policy	Organisational Practice - Building Services
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>: and 2. pursuant to s.130 of the <i>Building Act 2011</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated statutory references and recordkeeping requirements	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	02.01.03 Occupancy Permits or Building Approval Certificates
Category	02.01 Council to Chief Executive Officer
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 127(1) and s. 127(3) Delegations: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 55 Further information • s. 58 Grant of occupancy permit, building approval certificate • s. 60 Notice of decision not to grant occupancy permit or grant building approval certificate • s. 62(1) and s. 62(3) Conditions imposed by permit authority • s. 65(4) Extension of period of duration <p>Building Regulations 2012</p> <ul style="list-style-type: none"> • 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 s. 62(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> <ul style="list-style-type: none"> • s. 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Infrastructure Services
Subdelegate conditions	Nil
Statutory framework	<i>Building Act 2011</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Building Services (Complaint Resolution and Administration) Act 2011</i>
Policy	Nil

Record keeping	<ol style="list-style-type: none"> Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>; and pursuant to s.130 of the <i>Building Act 2011</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated statutory references and recordkeeping requirements	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	02.01.04 Designate Employees as Authorised Persons
Category	02.01 Council to Chief Executive Officer
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> • s. 127(1), s. 127(3) and s. 127(6A) Delegation: special permit authorities and local government
Express power or duty delegated	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> • s. 96(3) Authorised persons • s. 99(3) Limitation on powers of authorised person
Function	<ol style="list-style-type: none"> 1. Authority to designate an employee as an authorised person [s. 96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers which may be exercised by the person [s. 99(3)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Decisions under this delegated authority should be in accordance with r. 5 of the <i>Building Regulations 2012</i>. 2. Only employees appointed under s. 9.10 of the <i>Local Government Act 1995</i> and authorised for the purpose of performing functions under s. 9.16 of the <i>Local Government Act 1995</i> may be appointed as Authorised Officers for the purposes of r. 70 (2) of the <i>Building Regulations 2012</i>.
Express power to subdelegate	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> • s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Infrastructure Services
Subdelegate conditions	Nil
Statutory framework	<p><i>Building Act 2011</i> <i>Building Regulations 2012</i></p>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the Local Government (Administration) Regulations 1996. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.

Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - included sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - Designated employee update.	GV01 - Record No: 2554950

Delegation	02.01.05 Building Orders
Category	02.01 Council to Chief Executive Officer
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> • s.127(1) s. 127(3) Delegation: special permit authorities and local government
Express power or duty delegated	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> • s. 110(1) A permit authority may make a building order • s. 111(1) Notice of proposed building order other than building order (emergency) • s. 117(1) and s. 117(2) A permit authority may revoke a building order or notify that it remains in effect • s. 118(2) and s. 118(3) Permit authority may give effect to building order if non-compliance • s. 133(1) A permit authority may commence a prosecution for an offence against this Act
Function	<ol style="list-style-type: none"> 1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> a. Building work b. Demolition work c. An existing building or incidental structure [s. 110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s. 111(1)(c)]. 3. Authority to revoke a building order [s. 117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> a. take any action specified in the order; or b. commence or complete any work specified in the order; or c. 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)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s. 118(3)]. 6. Authority to initiate a prosecution pursuant to s. 133(1) for non-compliance with a building order made pursuant to s. 110 of the <i>Building Act 2011</i>.
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> • s. 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Infrastructure Services
Subdelegate conditions	Nil

Statutory framework	<i>Building Act 2011</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised <ol style="list-style-type: none"> a. is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. b. pursuant to s.130 of the <i>Building Act 2011</i>
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated recordkeeping requirements	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	02.01.06 Inspection and Copies of Building Records
Category	02.01 Council to Chief Executive Officer
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 127(1) and s. 127(3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011</i> <ul style="list-style-type: none"> • 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> <ul style="list-style-type: none"> • s. 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Infrastructure Services
Subdelegate conditions	Nil
Statutory framework	<i>Building Act 2011</i> <i>Freedom of Information Act 1992</i> <i>State Records Act 2000</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised a. is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> ; and b. pursuant to s.130 of the <i>Building Act 2011</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated recordkeeping requirements	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	02.01.07 Referrals and Issuing Certificates
Category	02.01 Council to Chief Executive Officer
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 127(1) and s. 127(3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 145A Local Government functions
Function	<ol style="list-style-type: none"> 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)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the district [s. 145A(2)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. If the applicant is the Chief Executive Officer, there is no delegation.
Express power to subdelegate	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Infrastructure Services
Subdelegate conditions	<ol style="list-style-type: none"> 1. Decisions under this delegated authority must be in accordance with r. 5 of the <i>Building Regulations 2012</i>.
Statutory framework	<i>Building Act 2011</i> <i>Building Regulations 2012</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised: <ol style="list-style-type: none"> a. is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>; and b. pursuant to s.130 of the <i>Building Act 2011</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated recordkeeping requirements	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	02.01.08 Private Pool Barrier - Alternative and Performance Solutions
Category	02.01 Council to Chief Executive Officer
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 127(1) s. 127(3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012</i> <ul style="list-style-type: none"> • r. 51 Approvals by permit authority
Function	<ol style="list-style-type: none"> 1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied the alternative requirements will restrict access by young children as effectively as if they were compliant with AS 1926.1 [r. 51(2)]. 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)]. 3. Authority to approve alternative solutions to a Building Code approved pool barrier requirement if satisfied the performance solution complies with the relevant performance requirements [r. 51(5)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Infrastructure Services
Subdelegate conditions	Nil
Statutory framework	<i>Building Act 2011</i> <i>Building Regulations 2012</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised: <ol style="list-style-type: none"> a. is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>; and b. pursuant to s.130 of the <i>Building Act 2011</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020

Last reviewed	20 May 2025
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Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - included sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated recordkeeping requirements	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	02.01.09 Smoke Alarms - Alternative Solutions
Category	02.01 Council to Chief Executive Officer
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 127(1) and s. 127(3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012</i> <ul style="list-style-type: none"> • r. 55 Terms Used (alternative building solution approval) • r. 61 Local Government approval of battery powered smoke alarms
Function	<ol style="list-style-type: none"> 1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r. 55]. 2. 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].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Building Act 2011</i> <ul style="list-style-type: none"> • s. 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Infrastructure Services
Subdelegate conditions	Nil
Statutory framework	<i>Building Act 2011</i> <i>Building Regulations 2012</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised: <ol style="list-style-type: none"> a. is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>; and b. pursuant to s.130 of the <i>Building Act 2011</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - included sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - updated recordkeeping requirements	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	03.01.01 Make Request to Fire and Emergency Services Commissioner - Control of Fire
Category	03.01 Council to Chief Executive Officer
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 13(4) Duties and powers of bush fire liaison officers
Function	1. Authority to request the Fire and Emergency Services Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s. 13(4)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	Prohibited
Statutory framework	<i>Bush Fires Act 1954</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Delegation	03.01.02 Prohibited and Restricted Burning Times - Control Activities
Category	02.01 Council to Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • s. 48 Delegation by local government
Express power or duty delegated	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • s. 17(7) Prohibited burning times may be declared by Minister • s. 18(11) Restricted burning times may be declared by Fire and Emergency Services Commissioner • s. 22(6) and s. 22(7) Burning on exempt land and land adjoining exempt land • s. 27(2) and s. 27(3) Prohibition on use of tractors or engines except under certain conditions • s. 28(4) and s. 28(5) Occupier of land to extinguish bush fire occurring on own land <p><i>Bush Fire Regulations 1954</i></p> <ul style="list-style-type: none"> • r. 15(2) Permit to burn (Act s. 18), form of and apply for after refusal etc. • r. 15C(1) and r. 15C(2) Local government may prohibit burning on certain days • 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

Function	<p><i>Control activities for restricted burning times</i></p> <ol style="list-style-type: none"> 1. Authority, where a permitted burn fire escapes, or is out of control in the opinion of the Bush Fire Control Officer, or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of, or extinguishing, an out of control permitted burn [s. 18(11)]. 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 and require the occupier of adjoining land to provide, by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s. 22(6) and s. 22(7)]. 3. Authority to determine to prohibit burning on Sundays or specified days which are public holidays in the district [r. 15C]. <p><i>Control activities for prohibited and restricted burning times</i></p> <ol style="list-style-type: none"> 1. Authority to determine permits to burn during prohibited burning times which have previously been refused by a Bush Fire Control Officer [r. 15]. 2. Authority to declare 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]. 3. Authority to determine, during a Prohibited or Restricted Burning Time, if a firebreak around a landing ground for an aero plane has been satisfactorily prepared [r. 39B(2)]. 4. 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)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during 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) and s. 27(3)]. 6. Authority to recover the cost of measures taken by the Shire or Bush Fire Control Officer, to extinguish a fire burning during Prohibited or Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s. 28(1) and 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)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	Prohibited
Statutory framework	<p><i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i> <i>Conservation and Land Management Act 1984</i></p>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020

Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM 102/2023

Delegation	03.01.03 Control of Operations Likely to Create Bush Fire Danger
Category	03.01 Council to Chief Executive Officer
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954</i> <ul style="list-style-type: none"> • r. 39C(3) Welding and cutting apparatus, use of in open air • r. 39CA(5) Bee smoker devices, use of in restricted or prohibited burning times etc. • r. 39D(2) Explosives, use of • r. 39E(3) Fireworks, use of
Function	<ol style="list-style-type: none"> 1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol 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, 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)]. 2. 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 which is burning) [s.27D].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	Prohibited
Statutory framework	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i> <i>Conservation and Land Management Act 1984</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020

Last reviewed	20 May 2025
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Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Delegation	03.01.04 Burning Garden Refuse and Open-Air Fires
Category	03.01 Council to Chief Executive Officer
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • s. 48 Delegation by local government
Express power or duty delegated	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • s. 24F(2)(b)(ii) and s. 24F(4) Burning garden refuse during limited burning times • s. 24G(2) Minister or local government may further restrict burning of garden refuse • s. 25(1)(a), s. 25(1)(b), s. 25(1a) and s. 25(1b) No fire to be lit in open air unless certain precautions taken • s. 25A(5) Power of Minister to exempt from provisions of section 25 <p><i>Bush Fires Regulations 1954</i></p> <ul style="list-style-type: none"> • r. 27(3) Permit, issue of
Function	<ol style="list-style-type: none"> 1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within two (2) metres of a building or fence, only where satisfied it is not likely to create a fire hazard [s. 24F(2)(b)(ii) and s. 24F(4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse which is otherwise permitted under s. 24F [s. 24G(2)]. 3. 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)]. 4. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plant growing upon any land within the district [r. 34]. 5. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ol style="list-style-type: none"> a. camping or cooking [s. 25(1)(a)]. b. conversion of bush into charcoal, or for the production of lime, in consultation with an authorised <i>Conservation and Land Management Act 1984</i> officer [s. 25(1)(b)]. 6. Authority to prohibit the lighting of fires in the open air for the purposes of camping or cooking for such periods during the prohibited burning times as specified in a note published in the Government Gazette and newspaper circulating in the district and authority to vary such notice [s. 25(1a) and s. 25(1b)]. 7. 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 the person from lighting a fire and to determine conditions on the notice [s. 25A(5)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	Prohibited

Statutory framework	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i> <i>Conservation and Land Management Act 1984</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Delegation	03.01.05 Firebreaks
Category	03.01 Council to Chief Executive Officer
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 33(1), s. 33(4), s. 33(5) and s. 33(6) Local government may require occupier of land to plough or clear fire-breaks
Function	<ol style="list-style-type: none"> 1. Authority to give written notice to an owner or occupier of land, or all owners or occupiers of land within the district, requiring, to the satisfaction of the Shire: <ol style="list-style-type: none"> a. clearing of firebreaks as determined necessary and specified in the notice; and 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 c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. Authority to direct a Bush Fire Control Officer, or any other employee, 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)]. 3. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s. 33(5)]. Authority to carry out on the land, at the request and expense of the owner, any works for the removal or abatement of a fire danger [s. 33(6)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	Prohibited
Statutory framework	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Delegation	03.01.06 Appoint Bush Fire Control Officers
Category	03.01 Council to Chief Executive Officer
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 38(1), s. 38(5A), s. 38(8), s. 38(10) and s. 38(14) Local Government may appoint bush fire control officer
Function	<ol style="list-style-type: none"> 1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and <ol style="list-style-type: none"> a. of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and b. determine the respective seniority of the other Bush Fire Officers so appointed [s. 38(1)] 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire [s. 38(5A)]. 3. Authority to appoint a Fire Weather Officer, selected from 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 s. 38(9)]. 4. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s. 38(10)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. An appointment made under s. 38(1) shall cause a local public notice to be published [s. 38(2A)]. 2. Records of names, addresses and usual occupations are to be maintained for all Bush Fire Control Officers appointed [s. 50(1)(b)].
	Prohibited
Statutory framework	
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	8 September 2020

Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Delegation	03.01.07 Control and Extinguishment of Bush Fires
Category	03.01 Council to Chief Executive Officer
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 46(1A) Bush fire control officer or forest officer may postpone lighting fire
Function	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)]. Where it is proposed the fire will be lit on land within three (3) kilometres of the boundary of forest land, and an authorised Conservation and Land Management Act 1984 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)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	Prohibited
Statutory framework	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i> <i>Conservation and Land Management Act 1984</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Delegation	03.01.08 Apply for Declaration as an Approved Area
Category	03.01 Council to Chief Executive Officer
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 52(1) Approved area may be declared
Function	1. Authority to apply to the Minister to have the local government district, or part of the district, declared as an approved area [s. 52(1)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	Prohibited
Statutory framework	<i>Bush Fires Act 1954</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
11 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Delegation	03.01.09 Recovery of Expenses Incurred Through Contraventions of this Act
Category	03.01 Council to Chief Executive Officer
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 58(3) General penalty and recovery of expenses incurred
Function	1. Authority to recover expenses incurred as a result of an offence against the <i>Bush Fires Act 1954</i> , being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire, or those acting on behalf of the Shire, to do [s. 58].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	Prohibited
Statutory framework	<i>Bush Fires Act 1954</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Delegation	03.01.10 Prosecution of Offences and Infringement Notices
Category	03.01 Council to Chief Executive Officer
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s 59(3) Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 59 Prosecution of offences • s. 59A(1) and s. 59A(2) Alternative procedure - infringement notices (Prosecutors)
Function	<ol style="list-style-type: none"> 1. Authority to consider allegations of offences alleged to have been committed against this Act [s. 59(3)]. 2. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s. 59(3)]. 3. Authority to exercise the functions under s. 59A(2) which is to serve an infringement notice for an offence against the <i>Bush Fires Act 1954</i> [s. 59A(1)].
Delegates	Chief Bushfire Control Officer Chief Executive Officer Coordinator Ranger Services Director Community Development Director Corporate Services Director Infrastructure Services Manager Regulatory Services Ranger
Conditions	<ol style="list-style-type: none"> 1. Prosecution of Offences: Chief Executive Officer Directors Manager Regulatory Services, following advice to the responsible Director. 2. Alternative Procedure (Infringement Notices): Coordinator Ranger Services Rangers. 3. Withdrawal of Infringement Notices: Chief Executive Officer Directors.
Express power to subdelegate	Prohibited
Statutory framework	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i>
Policy	Nil

Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - Updated express power to delegate. Added delegates and updated conditions	Council Decision - OCM102/2023
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended and conditions updated.	GV01 - Record No: 2554950

Delegation	03.01.11 Notify Fire and Emergency Services Commissioner of Losses Caused by Bush Fires
Category	03.01 Council to Chief Executive Officer
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Regulations 1954</i> <ul style="list-style-type: none"> • r. 43 Bush fires and losses caused, notification of
Function	1. Authority to send to the Fire and Emergency Services Commissioner in the month of June in each year particulars of losses caused by bush fires in the district during the preceding twelve (12) months (r. 43(2)). Each notice received by the local government may be forwarded to the Fire and Emergency Services Commissioner in order to comply with r. 43(2) [r. 43(3)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	Prohibited
Statutory framework	<i>Bush Fires Regulations 1954</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Delegation	04.01.01 Cat Registrations
Category	04.01 Council to Chief Executive Officer
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • s. 44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • s. 9 Registration • s. 10 Cancellation of registration • s. 11 Registration numbers, certificates and tags • s. 12 Registration of cats <i>Cat Regulations 2012</i> <ul style="list-style-type: none"> • Sch. 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 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 [Sch. 3, cl. 1(4)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. 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> <ul style="list-style-type: none"> • s. 45 Delegation by CEO of local government

Subdelegates	<p>Business Administration Trainee Coordinator Ranger Services Coordinator Records and Customer Service Council Support Officer Customer Service Officer - Onslow Customer Service Officer - Tom Price Deputy Chief Executive Officer Library Officer - Onslow Library Officer - Pannawonica Library Officer - Paraburdoo Manager Libraries Manager Regulatory Services Ranger Records and Customer Service Coordinator Records Officer Senior Records Officer</p>
Subdelegate conditions	<p>1. The Authority to reduce or waive any fee is not subdelegated.</p>
Statutory framework	<p><i>Cat Act 2011</i> <i>Cat Regulations 2012</i></p>
Policy	<p>Nil</p>
Record keeping	<p>1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.</p>
Date adopted	<p>12 April 2022</p>
Adoption references	<p>Council Decision 039/2022</p>
Last reviewed	<p>20 May 2025</p>

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
15 Aug 2023	Amended delegation	Sub-delegates updated	Record number 2350219
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
10 Jul 2024	Amended delegation	CEO approved amendment for delegation to add new position Senior Records Officer	GV01/2452170
30 Sep 2024	Amended delegation	Added updated position title of Coordinator Records and Customer Service and Council Support Officer as a subdelegates.	Record Number 2452717
7 Oct 2024	Amended delegation	Added updated position of Coordinator Records and Customer Service and Council Support Officer as Delegates.	Record Number 2452717
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	04.01.02 Cat Control Notices
Category	04.01 Council to Chief Executive Officer
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • s. 44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • s. 26 Cat control notice may be given to cat owner • s. 27 Cats may be seized
Function	<ol style="list-style-type: none"> 1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire's district [s. 26]. 2. Authority to seize any cat if there are reasonable grounds [s. 27].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • s. 45 Delegation by CEO of local government
Subdelegates	Coordinator Ranger Services Manager Regulatory Services Ranger
Subdelegate conditions	Nil
Statutory framework	<i>Cat Act 2011</i> <i>Cat Regulations 2012</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	04.01.03 Approval to Breed Cats
Category	04.01 Council to Chief Executive Officer
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • s. 44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • 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	<ol style="list-style-type: none"> 1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s. 37 (1) and s. 37(2)]. 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. 37(4)]. 3. Authority to cancel an approval to breed cats [s. 38]. 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)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. 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> <ul style="list-style-type: none"> • s. 45 Delegation by CEO of local government
Subdelegates	Coordinator Ranger Services Manager Regulatory Services
Subdelegate conditions	Nil
Statutory framework	<i>Cat Act 2011</i> <i>Cat Regulations 2012</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020

Last reviewed	20 May 2025
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Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	04.01.04 Recovery of Costs - Destruction of Cats
Category	04.01 Council to Chief Executive Officer
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • s. 44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • 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 [s. 49(3)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • s. 45 Delegation by CEO of local government
Subdelegates	Director Corporate Services Manager Regulatory Services
Subdelegate conditions	Nil
Statutory framework	<i>Cat Act 2011</i> <i>Cat Regulations 2012</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	04.01.05 Applications to Keep Additional Cats
Category	04.01 Council to Chief Executive Officer
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • s. 44 Delegation by local government
Express power or duty delegated	<i>Cat (Uniform Local Provisions) Regulations 2013</i> <ul style="list-style-type: none"> • r. 8 Application to keep additional number of cats • r. 9 Grant of approval to keep additional number of cat
Function	<ol style="list-style-type: none"> 1. Authority to require any document or additional information required to determine an application [r. 8(3)]. 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)]. 3. Authority to grant or refuse approval for additional number of cats specified in an 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].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. 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>.
Express power to subdelegate	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • s. 45 Delegation by CEO of local government
Subdelegates	Coordinator Ranger Services Director Corporate Services Manager Regulatory Services
Subdelegate conditions	Nil
Statutory framework	<i>Cat Act 2011</i> <i>Cat Regulations 2012</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020

Last reviewed	20 May 2025
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Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	04.02.01 Infringement Notices - Extensions and Withdrawals
Category	04.02 Chief Executive Officer to Shire Employees
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • s. 45 Delegation by CEO of local government
Express power or duty delegated	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • s. 64 Extension of time • s. 65 Withdrawal of notice
Function	<ol style="list-style-type: none"> 1. Authority to extend the period of twenty-eight (28) days within which the modified penalty may be paid and the extension may be allowed whether or not the period of twenty-eight (28) days has elapsed [s. 64]. 2. Authority, within one (1) year of the infringement notice being given, and whether or not the modified penalty has been paid, to withdraw an infringement notice [s. 65].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • s. 45 Delegation by CEO of local government
Subdelegates	Director Corporate Services Manager Regulatory Services
Subdelegate conditions	A sub delegate who issued an infringement notice must not determine an extension or withdrawal related to that infringement notice.
Statutory framework	<i>Cat Act 2011</i> <i>Cat Regulations 2012</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
21 Dec 2023	Amended delegation	CEO annual review. Amended subdelegate conditions.	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No:2554950

Delegation	05.01.01 Dog Registrations
Category	05.01 Council to Chief Executive Officer
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s. 10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s. 14 Register of dogs • s. 16(2a), s. 16(3), s. 16(3c), s. 16(3A) and s. 16(6) Registration procedures
Function	<ol style="list-style-type: none"> 1. Authority to keep and accurate and up-to-date record of all registered dogs and correct any errors found in the register [s. 14]. 2. Authority to refuse to register a dog [s. 16(3)]. 3. Authority to register a dog [s. 16(2a)]. 4. Authority to cancel a registration of a person banned from owning or keeping a dog [s. 16(3A)]. 5. Authority to cancel a registration if a dog has died [s. 16(3c)]. 6. Authority to provide a registration certificate [s. 16(6)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s. 10AA(3) Delegation of local government powers and duties
Subdelegate conditions	Nil
Statutory framework	<i>Dog Act 1976</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Delegation	05.01.02 Refuse or Cancel Registration
Category	05.01 Council to Chief Executive Officer
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s. 17A(2) If no application for registration made • s. 17(4) and s. 17(6) Refusal or cancellation of registration
Function	<ol style="list-style-type: none"> 1. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal, for the decision to be reviewed [s. 17(4)]. 2. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found in contravention of s. 31, s. 32 or s. 33A, and had not been claimed [s. 17(6)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s. 10AA(3) Delegation of local government powers and duties
Subdelegates	Coordinator Ranger Services Manager Regulatory Services Ranger
Subdelegate conditions	Nil
Statutory framework	<i>Dog Act 1976</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	05.01.03 Recovery of Money Due Under this Act
Category	05.01 Council to Chief Executive Officer
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s. 10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • 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)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s. 10AA(3) Delegation of local government powers and duties
Subdelegates	Chief Financial Officer Deputy Chief Executive Officer Director Corporate Services Manager Finance
Subdelegate conditions	Nil
Statutory framework	<i>Dog Act 1976</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
27 Jun 2024	Amended delegation	Added the new position of Chief Financial Officer as a sub delegate to provide additional operational capacity to recover fees payable under the Dog Act 1976 should circumstances arise.	CEO approved amendment - (GV01/2452087)

Delegation	05.01.04 Dispose of or Sell Dogs Liable to be Destroyed
Category	05.01 Council to Chief Executive Officer
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s. 29(11) Power to seize dogs
Function	1. Authority to dispose of or sell a dog which is liable to be destroyed [s. 29(11)].
Delegates	Chief Executive Officer
Conditions	1. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express power to subdelegate	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s. 10AA(3) Delegation of local government powers and duties
Subdelegates	Coordinator Ranger Services Manager Regulatory Services
Subdelegate conditions	Nil
Statutory framework	<i>Dog Act 1976</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	05.01.05 Declare Dangerous Dog
Category	05.01 Council to Chief Executive Officer
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s. 10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • 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 [s. 33E(1)]
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s.10AA(3) Delegation of local government powers and duties
Subdelegates	Coordinator Ranger Services Manager Regulatory Services
Subdelegate conditions	The subdelegates – authorised, before declaring a dog dangerous, must be satisfied with the evidence available that the dog: <ul style="list-style-type: none"> a. has caused injury or damage by an attack on, or chasing, a person, animal or vehicle; or has, b. repeatedly, shown a tendency — <ul style="list-style-type: none"> i. to attack, or chase, a person, animal or vehicle even though no injury has been caused by that behaviour; or ii. to threaten to attack.
Statutory framework	<i>Dog Act 1976</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	05.01.06 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke
Category	05.01 Council to Chief Executive Officer
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s. 10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s. 33F(6) Owners to be notified of making of declaration • s. 33G(4) Seizure and destruction • s. 33H(1), s. 33H(2) and s. 33H(5) Local government may revoke declaration or proposal to destroy
Function	<ol style="list-style-type: none"> 1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s. 33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s. 33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied the dog can be kept without likelihood of any contravention of this Act [s. 33H(1)]. 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)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s. 10AA(3) Delegation of local government powers and duties
Subdelegates	Director Corporate Services
Subdelegate conditions	Nil
Statutory framework	<i>Dog Act 1976</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020

Last reviewed	20 May 2025
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Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - included sub-delegate	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	05.01.07 Authorise Registration Officers
Category	05.01 Council to Chief Executive Officer
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s. 10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s. 3 Registration Officer
Function	1. Authority to authorise registration officers to exercise the powers and duties conferred on a registration officer under the <i>Dog Act 1976</i> .
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s. 10AA(3) Delegation of local government powers and duties
Subdelegates	Director Corporate Services
Subdelegate conditions	Nil
Statutory framework	<i>Dog Act 1976</i> <i>Dog Regulations 2013</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - included sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	05.01.08 Limitation of Numbers - Exemptions
Category	01.01 Council to Chief Executive Officer
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. 26(3) limitations as to numbers
Function	<p>1. Where by a local law under the <i>Dog Act 1976</i> a local government has placed a limit on the keeping of dogs in any specified area, but the local government is satisfied in relation to any particular premises that the provisions of the <i>Dog Act 1976</i> relating to approved kennel establishments need not be applied in the circumstances grant an exemption in respect of premises but any such exemption -</p> <ul style="list-style-type: none"> • may be subject to conditions including a condition that it applies only to the dogs specified in the exemption; and cannot authorise the keeping in or on those premises of: <ul style="list-style-type: none"> ◦ more than 6 dogs that have reached 3 months of age; or ◦ a dog under that age unless it is a pup of a dog whose keeping is authorised by the exemption; and, <p>may be revoked or varied at any time.</p> <p>2. Reference must be made to s.26 of the Act for all requirements and limitations.</p>
Delegates	Chief Executive Officer
Conditions	Nil
Subdelegates	Coordinator Ranger Services Manager Regulatory Services
Subdelegate conditions	Nil
Statutory framework	<i>Dog Act 1976</i> • s. 10AA(3) Delegation of local government powers and duties <i>Dog Regulations 2013</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the Local Government (Administration) Regulations 1996 and within the official recordkeeping system.
Date adopted	12 June 2023
Adoption references	Council Decision - OCM102/2023

Last reviewed	20 May 2025
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Amendments			
Date	Type	Amendment	References
21 Dec 2023	Amended delegation	CEO annual review. Updated list of subdelegates.	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	06.01.01 Prohibition Orders
Category	06.01 Council to Chief Executive Officer
Head of power	06 Food Act 2008
Delegator	Local Government
Express power to delegate	<i>Food Act 2008</i> <ul style="list-style-type: none"> • s. 118(2)(b), s. 118(3) and s. 118(4) Functions of enforcement agencies and delegation
Express power or duty delegated	<i>Food Act 2008</i> <ul style="list-style-type: none"> • s. 65(1) Prohibition orders • s. 66 Certificate of clearance to be given in certain circumstances • s. 67(4) Request for re-inspection
Function	<ol style="list-style-type: none"> 1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s. 65 of the <i>Food Act 2008</i> [s. 65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s. 66]. 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)].
Delegates	Chief Executive Officer Coordinator Environmental Health Services Deputy Chief Executive Officer Environmental Health Officer Executive Manager Land, Property and Regulatory Services Manager Regulatory Services
Conditions	<ol style="list-style-type: none"> 1. In accordance with s. 118(3)(b), this delegation is subject to relevant Department of Health Guidelines, as amended from time to time. 2. The Coordinator Environmental Health Services or the Environmental Health Officer are not permitted to issue Prohibition Orders without prior consultation with another delegate.
Express power to subdelegate	Not provided for.
Statutory framework	<i>Food Act 2008</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - amended list of delegates and updated conditions	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
18 Jun 2024	Amended delegation	Update list of delegates to include Coordinator Environmental Health Services and amended conditions	Council resolution (118/2024)

Delegation	06.01.02 Food Business Registrations
Category	06.01 Council to Chief Executive Officer
Head of power	06 Food Act 2008
Delegator	Local Government
Express power to delegate	<i>Food Act 2008</i> <ul style="list-style-type: none"> • s. 118(2)(b), s. 118(3) and s. 118(4) Functions of enforcement agencies and delegation
Express power or duty delegated	<i>Food Act 2008</i> <ul style="list-style-type: none"> • s. 110(1) and s. 110(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 s. 110(5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s. 112].
Delegates	<p>Chief Executive Officer Coordinator Environmental Health Services Deputy Chief Executive Officer Environmental Health Officer Executive Manager Land, Property and Regulatory Services Manager Regulatory Services</p>
Conditions	<ol style="list-style-type: none"> 1. In accordance with s. 118(3)(b), this delegation is subject to relevant Department of Health Guidelines, as amended from time to time.
Express power to subdelegate	Not provided for.
Statutory framework	<i>Food Act 2008</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - amended list of delegates	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
18 Jun 2024	Amended delegation	Update list of delegates to include Coordinator Environmental Health Services.	Council resolution (118/2024)

Delegation	06.01.03 Appoint Authorised Officers and Designated Officers
Category	06.01 Council to Chief Executive Officer
Head of power	06 Food Act 2008
Delegator	Local Government
Express power to delegate	<i>Food Act 2008</i> <ul style="list-style-type: none"> • s. 118(2)(b), s. 118(3) and s. 118(4) Functions of enforcement agencies and delegation
Express power or duty delegated	<i>Food Act 2008</i> <ul style="list-style-type: none"> • s. 122 Appointment of authorised officers • s. 126(13) Appointment of designated officers
Function	<ol style="list-style-type: none"> 1. Authority to appoint persons to undertake the functions of an enforcement agency under the <i>Food Act 2008</i> [s. 118(1)]. 2. Authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> [s. 122(1)]. 3. Authority to appoint an Authorised Officer appointed under s. 122(1) of the <i>Food Act 2008</i> or s. 24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s. 126(13)]. 4. 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 purposes 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)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. In accordance with s. 118(3)(b), this delegation is subject to relevant Department of Health Guidelines, as amended from time to time. 2. A register of authorised officers appointed is to be maintained [s. 122(3)]. 3. Authorised Officers are to be issued with a Certificate of Authority [s. 123(1)].
Express power to subdelegate	Not provided for.
Statutory framework	<i>Food Act 2008</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022

Last reviewed	20 May 2025
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Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Delegation	07.01.01 Give Notice Requiring Obliteration of Graffiti
Category	07.01 Council to Chief Executive Officer
Head of power	07 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • s. 16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • s. 18(2) Notice requiring removal of graffiti • s. 19(3) and s. 19(4) Additional powers when notice is given
Function	<ol style="list-style-type: none"> 1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s. 18(2)]. 2. 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 costs incurred as a debt due from the person who failed to comply with the notice [s. 19(4)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • s.17 Delegation by CEO of local government
Subdelegates	Director Community Development Director Corporate Services Director Infrastructure Services
Subdelegate conditions	Nil
Statutory framework	<i>Graffiti Vandalism Act 2016</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	07.01.02 Notices – Deal with Objections and Give Effect to Notices
Category	07.01 Council to Chief Executive Officer
Head of power	07 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • s. 16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • s. 22(3) Objection may be lodged • s. 24(1)(b) and s. 24(3) Suspension of effect of notice
Function	<ol style="list-style-type: none"> 1. Authority to deal with an objection to a notice [s. 22(3)]. 2. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> a. determine and take action to give effect to the notice, where it is determined there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s. 24(1)(b), and b. to give notice to the affected person, before taking the necessary action [s. 24(3)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • s. 17 Delegation by CEO of local government
Subdelegates	Director Community Development Director Infrastructure Services
Subdelegate conditions	Nil
Statutory framework	<i>Graffiti Vandalism Act 2016</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review- no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	07.01.03 Obliterate Graffiti on Private Property
Category	07.01 Council to Chief Executive Officer
Head of power	07 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • s. 16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • s. 25(1) Local government graffiti powers on land not local government property
Function	1. Authority to determine to obliterate graffiti 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 [s. 25(1)].
Delegates	Chief Executive Officer
Conditions	1. Subject to exercising Powers of Entry legislative requirements.
Express power to subdelegate	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • s. 17 Delegation by CEO of local government
Subdelegates	Director Community Development Director Infrastructure Services
Subdelegate conditions	Nil
Statutory framework	<i>Graffiti Vandalism Act 2016</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	07.01.04 Powers of Entry
Category	07.01 Council to Chief Executive Officer
Head of power	07 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • s. 16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • s. 28 Notice of entry • s. 29 Entry under warrant
Function	<ol style="list-style-type: none"> 1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s. 28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s. 29].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • s. 17 Delegation by CEO of local government
Subdelegates	Director Community Development Director Corporate Services Director Infrastructure Services
Subdelegate conditions	Nil
Statutory framework	<i>Graffiti Vandalism Act 2016</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	08.01.01 Directions Regarding Unauthorised / Illegal Development
Category	08.01 Council to Chief Executive Officer
Head of power	08 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Planning and Development Act 2005</i> <ul style="list-style-type: none"> • s. 214(2), s. 214(3) and s. 214(5) Illegal development, responsible powers as to
Function	<ol style="list-style-type: none"> 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 the part of the development which is undertaken in contravention of the planning scheme, interim development order or planning control area requirements. 2. Authority to 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. Authority to give a written direction to the person whose duty it is to execute work to execute the work where it appears the 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> <ul style="list-style-type: none"> • s. 5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services
Subdelegate conditions	<ol style="list-style-type: none"> 1. The delegate must consult with the Chief Executive Officer before issuing a written direction. 2. All prosecutions are to be authorised in advance by the Chief Executive Officer prior to action being taken.
Statutory framework	<i>Planning and Development Act 2005</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020

Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. Updated sub delegate conditions.	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	08.01.02 Determination of Development Applications
Category	08.01 Council to Chief Executive Officer
Head of power	08 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	<p><i>Planning and Development (Local Planning) Schemes Regulations 2015</i></p> <ul style="list-style-type: none"> • cl. 82 Sch. 2 Delegations by local government
Express power or duty delegated	<p><i>Planning and Development (Local Planning Schemes) Regulations 2015</i></p> <ul style="list-style-type: none"> • Parts 3, 4, 6, 7, 8, 9 of Schedule 2 (Deemed Provisions)
Function	<ol style="list-style-type: none"> 1. Authority to make determinations of an application for development approval under cl. 68 of Sch. 2 of the <i>Planning and Development (Local Planning Scheme) Regulations</i>, and subsection 31(2) of the <i>State Administrative Tribunal Act 2004</i>. 2. Authority for advertising of applications and proposals under cl. 5.7 of the Shire of Ashburton Local Planning Scheme No. 7, cl. 64 and subclauses 66(1) and 77(3) of Sch. 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>. 3. Authority to make determinations regarding accompanying material requirements for applications for development approval, including refusal to accept an application, under cl. 11, 63 and 85 of Sch. 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>. 4. Authority to amend or cancel development approval, including waiving or varying a requirement in Part 8 or Part 9 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> for minor amendments and temporary works or use, under cl. 77 and subclauses 61(1)(f) and 61(2)(d) of Sch. 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>. 5. Authority to provide additional variety of delegated powers - <ol style="list-style-type: none"> a. Exercise discretion, determine and apply conditions to all applications for development approval made under the Shire of Ashburton Local Planning Scheme No. 7, b. Exercise discretion and affirm, vary or set aside a decision made on an application for development approval following a request by the State Administrative Tribunal for a reconsideration to be made under s. 31 of the <i>State Administrative Tribunal Act 2004</i>, c. Determine the requirement for, and extent of, advertising of applications and proposals made under the Shire of Ashburton Local Planning Scheme No. 7, d. Determine the type and extent of accompanying material required to be lodged with applications and proposals made under the Shire of Ashburton Local Planning Scheme No. 7 and whether an application should be accepted or rejected, e. Exercise discretion, determine and apply conditions to all applications to amend or cancel a development approval, f. Exercise discretion, determine and apply conditions to all applications made to extend the period within which a development approved must be substantially commenced, g. Exercise discretion, determine and apply conditions to all applications made under r. 17A of the <i>Planning and Development (Development Assessment Panels) Regulations 2011</i> to amend or cancel a development approval made by a Development Assessment Panel, and h. Waive or vary a requirement in Part 8 or Part 9 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> in respect of an application where the application is considered to relate to a minor amendment to the development approval.

Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Delegation only to be exercised following appropriate consideration of the matters listed in cl. 67, cl. 68 and cl. 69 of Sch. 2 (Deemed Provisions). 2. Where applications are required to undergo consultation in accordance with cl. 64 of Sch. 2(8) and cl. 66 of Sch. 2(9), delegation can only be exercised where concerns raised through consultation is not relevant to planning considerations or where concerns can be addressed by way of conditions or mitigated by design. 3. Where concerns raised are relevant planning consideration which cannot be addressed or mitigated through conditions, a report to Council is to be prepared only where the objection relates to a variation to the Scheme or R-Codes. 4. Delegation can only be exercised to the extent the Scheme, or Council Policy, provides for variations and, where a variation to the Council Policy is proposed, a report to Council shall be prepared.
Express power to subdelegate	<p><i>Planning and Development (Local Planning) Schemes Regulations 2015</i></p> <ul style="list-style-type: none"> • cl. 83 Sch. 2 Local government CEO may delegate powers
Subdelegates	Coordinator Planning and Lands Director Infrastructure Services
Subdelegate conditions	<ol style="list-style-type: none"> 1. The conditions on the delegate apply to the subdelegates. 2. The Coordinator of Planning and Lands must consult with the Director Infrastructure Services prior to making a determination on a development application under this delegation.
Statutory framework	<p><i>Planning and Development Act 2005</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i></p>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. Updated sub delegate conditions.	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	08.01.03 Structure Plans and Local Development Plans
Category	08.01 Council to Chief Executive Officer
Head of power	08 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	<p><i>Planning and Development (Local Planning) Schemes Regulations 2015</i></p> <ul style="list-style-type: none"> • cl. 82 Sch. 2 Delegations by local government
Express power or duty delegated	<p><i>Planning and Development (Local Planning Schemes) Regulations 2015</i></p> <ul style="list-style-type: none"> • Part 4, Part 5 and Part 6 Sch. 2 <ul style="list-style-type: none"> i. cl. 17 Action by local government on receipt of application ii. cl. 18 Advertising structure plan iii. cl. 19 Consideration of submission iv. cl. 20 Local government report to Commission v. cl. 29 Amendment of structure plan vi. cl. 48 Preparation of local development plan vii. cl. 50 Advertising of local development plan viii. cl. 51 Consideration of submission ix. cl. 52 Decision of local government x. cl. 53 Local development plan may provide for later approval of details of development xi. cl. 58 Revocation of local development plan xii. cl. 59 Amendment of local development plan
Function	<ol style="list-style-type: none"> 1. Authority to determine if a proposed structure plan complies with r. 16(1) or if further information is required [r. 17(1)]. 2. Authority to determine whether to advertise a proposed structure plan and seek comment from any public authority or utility provider [r. 18(1)]. 3. Authority to consider any submissions made in respect of a proposed structure plan [r. 19(1)]. 4. Authority to prepare a report on the proposed structure plan and provide it to the Commission [r. 20(1)]. 5. Authority to determine if amendment to a Structure Plan requires advertising [r. 29(3)]. 6. Authority to determine if a proposed local development plan complies or if further information is required, and give the applicant an estimate of the fee for dealing with the application under regulation [r. 49(1)]. 7. Authority to determine whether to advertise a proposed local development plan and seek comment from any public authority or utility service provider [r. 50(1)]. 8. Authority to consider any submission made in respect of a proposed local development plan [r. 51]. 9. Authority to determine a local development plan for approval, approval subject to modification or refusal [r. 52(1)]. 10. Authority to approve a local development plan which provides for further details [r. 53]. 11. Authority to amend a local development plan [r. 59(1)]. 12. Authority to determine whether to advertise an amendment of a local development plan [r. 59(4)].
Delegates	Chief Executive Officer

Conditions	<ol style="list-style-type: none"> 1. Delegation only to be exercised following appropriate consideration of the matters listed under cl. 48 Sch. 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> and the local development plan is consistent with the Shire's Town Planning Scheme. 2. Authority to not advertise a local development plan can only be exercised where it can be demonstrated it would not adversely impact the owners or occupiers within the area covered by the plan or an adjoining area. 3. Authority to determine a Local Development Plan can only be exercised if it is aligned with the relevant Local Planning Policy.
Express power to subdelegate	<p><i>Planning and Development (Local Planning) Schemes Regulations 2015</i></p> <ul style="list-style-type: none"> • cl. 83 Sch. 2 Local government CEO may delegate powers
Subdelegate conditions	Nil
Statutory framework	<p><i>Planning and Development Act 2005</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i></p>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - Removed sub-delegates.	GV01 - Record No: 2554950

Delegation	09.01.01 Designation of Authorised Officers
Category	09.01 Council to Chief Executive Officer
Head of power	09 Public Health Act 2016
Delegator	Local Government
Express power to delegate	<p><i>Public Health Act 2016</i></p> <ul style="list-style-type: none"> • s. 21 Enforcement agency may delegate <p><i>Health (Asbestos) Regulations 1992</i></p> <ul style="list-style-type: none"> • r. 15D(7) Infringement notices
Express power or duty delegated	<p><i>Public Health Act 2016</i></p> <ul style="list-style-type: none"> • s. 24(1) and s. 24(3) Designation of authorised officers <p><i>Health (Asbestos) Regulations 1992</i></p> <ul style="list-style-type: none"> • r. 15D(5) Infringement Notices
Function	<ol style="list-style-type: none"> 1. Authority to designate a person or class of persons as authorised officers for the purposed of - <ol 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, including - <ol style="list-style-type: none"> i. an environmental health officer or environmental health officers as a class, or ii. a person who is not an environmental health officer or a class of persons who are not environmental health officers, or iii. a mixture of the two [s. 24(3)]. 2. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purpose of the <i>Criminal Act 2004</i> Part 2 [r. 15D(5)]
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Persons to be appointed as authorised environmental health officers must satisfy the criteria published in Government Gazette No 22 of 24 January 2017 - <i>Public Health Act 2016</i> - Guidelines on the Designation of Authorised Officer. 2. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r. 15D(6)].
Express power to subdelegate	Not provided for.
Statutory framework	<p><i>Criminal Act 2004</i> <i>Criminal Investigation Act 2006</i> <i>Health (Asbestos) Regulations 1992</i> <i>Public Health Act 2016</i></p>
Policy	Nil

Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	8 September 2020
Adoption references	OCM 8.9.2020 - 139/2020
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Delegation	AA.01.01 Local Government Act 1995 - Execution of Documents
Category	AA.01 Council to Chief Executive Officer
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 9.49(A)(4) Execution of documents
Express power or duty delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 9.49A(4) & (5) Execution of documents
Function	1. Authority to sign documents, including deeds, on behalf of the local government.
Delegates	Chief Executive Officer
Conditions	1. The execution of the document must not be inconsistent with a Council Resolution or Policy.
Express power to subdelegate	Prohibited
Statutory framework	<i>Local Government Act 1995</i>
Policy	Council Policy - Execution of Documents and Affixing the Common Seal Directive - Signing of Documents
Record keeping	<ol style="list-style-type: none"> 1. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 2. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
20 May 2025	Amended delegation	Functions section simplified to improve alignment with the provisions of 9.49A of the Local Government Act 1995. Conditions 1 and 2 amalgamated and simplified to remove unnecessary wording.	Council Decision 076/025

Delegation	AA.01.02 Planning and Development Act 2005 - Commencing a prosecution for contravening a provision of the planning scheme (s. 218) and commencing a prosecution for failure to comply with directions (s. 214)
Category	AA.01 Council to Chief Executive Officer
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Local Government
Express power to delegate	<i>Criminal Procedure Act 2004</i> <ul style="list-style-type: none"> • s. 20 Who can commence prosecution
Function	<p>1. Commence a prosecution for a breach of the Local Planning Scheme [s. 218] and commence a prosecution for a failure to comply with directions [s. 214].</p> <p><i>The Planning and Development Act 2005 is silent on who may bring a prosecution under s. 214 and s. 218, although it states a person who contravenes these sections commits an offence.</i></p> <p><i>The Criminal Procedure Act provides an authorised person in relation to an offence is a person who is authorised to commence a prosecution, in writing, by a public authority.</i></p>
Delegates	Chief Executive Officer
Conditions	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this appointment being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the Local Government (Administration) Regulations 1996. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Council annual review. No amendments	OCM 102/2023

Delegation	AA.01.03 Gaming and Wagering Commission Act 1987 - Appointment of Authorised Officer
Category	AA.01 Council to Chief Executive Officer
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Local Government
Express power to delegate	<p><i>Gaming and Wagering Commission Act 1987</i></p> <ul style="list-style-type: none"> • s. 21(2) Authorised officers, appointment and duties of and reports by • s. 55(3) Approving premises for gaming
Function	<ol style="list-style-type: none"> 1. If the Commission requests, the Chief Executive Officer is to be the Authorised Officer. 2. The Chief Executive Officer is authorised to provide, if requested, the relevant reports.
Delegates	Chief Executive Officer
Conditions	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this appointment being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Delegation	AA.02.01 Local Government Act 1995 - Appoint Authorised Persons
Category	AA.02 Chief Executive Officer to Shire Employees
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 9.10 Appointment of authorised persons
Express power or duty delegated	As outlined in the Function section.
Function	<p><i>Caravan Parks and Camping Grounds Act 1995</i> and subsidiary legislation</p> <ul style="list-style-type: none"> • Authorised Person <p><i>Cat Act 2011</i> and subsidiary legislation</p> <ul style="list-style-type: none"> • Authorised Person — s.48 <p><i>Cemetries Act 1986</i> and subsidiary legislation</p> <ul style="list-style-type: none"> • Authorised Person—s.63 <p><i>Control of Vehicles (Off-road Areas) Act 1978</i> and subsidiary legislation</p> <ul style="list-style-type: none"> • Authorised Person—s.38 <p><i>Dog Act 1976</i> and subsidiary legislation</p> <ul style="list-style-type: none"> • Authorised Person, generally • Registration Officer—s.3 • Employee Authorised—s.44(2)(b) <p><i>Litter Act 1979</i> and subsidiary legislation</p> <ul style="list-style-type: none"> • Authorised Officer <p><i>Local Government (Miscellaneous Provisions) Act 1960</i></p> <ul style="list-style-type: none"> • Poundkeeper and Ranger—s.449 <p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Authorised Person—Sections 9.11, 9.13, 9.15, 9.16 and 9.24 • Authorised Employee—Section 9.31 <p>Regulations made under the <i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Authorised Person/Officer <p><i>Shire of Ashburton Local Laws</i></p> <ul style="list-style-type: none"> • Authorised Person/Officer

Delegates	Coordinator Environmental Health Services Coordinator Ranger Services Environmental Health Officer Ranger
Conditions	<ol style="list-style-type: none"> 1. All Authorised Persons are to be issued with an identity card and are to produce their identity card whenever required to do so. 2. Prosecutions in a Court of competent jurisdiction under any of the laws mentioned in Function section are not to be commenced without the approval of the Chief Executive Officer. 3. The appointment of the Coordinator Environmental Health Officer and the Environmental Health Officer as an Authorised Person/Officer is limited the Shire of Ashburton Health Local Laws and the <i>Caravan Parks and Camping Grounds Act 1995</i> and subsidiary legislation.
Express power to subdelegate	Nil
Record keeping	<ol style="list-style-type: none"> 1. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 2. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
21 Dec 2023	Amended delegation	CEO annual review. Updated subdelegates (authorised persons/officers). Updated legislation and conditions	Record number 2451054
27 Jun 2024	Amended delegation	Updated list of authorised persons/ officers to include Coordinator Environmental Health Services and amended conditions	(GV01/2452087)

Delegation	AA.02.02 Building Act 2011 - Designate Employees as Authorised Persons
Category	AA.02 Chief Executive Officer to Shire Employees
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Chief Executive Officer
Express power to delegate	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> • s. 127(6A) Delegation: special permit authorities and local government
Function	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> • s. 93(2)(d) Changing building standards, requirements, as to existing buildings • s. 100 Entry powers • s. 102 Obtaining information and documents • s. 103 Use of force and assistance • s. 106 Entry warrant to enter place • s. 109 Execution of warrant <p><i>Building Regulations 2012</i></p> <ul style="list-style-type: none"> • r. 53(1) Inspection of barrier to private swimming pool
Delegates	<p>Coordinator Planning and Lands Coordinator Ranger Services Environmental Health Support Officer Planning & Lands Officer Ranger</p>
Conditions	<ol style="list-style-type: none"> 1. In accordance with s. 97, each authorised person shall have an identity card as described in s. 97(2). 2. All Authorised Persons are required to produce their identity card in accordance with s. 98. 3. In accordance with s. 99 adhere to the limitation on powers of authorised persons. <p>Limitations: The authority of Royal Lifesaving Club of Western Australia employees specified in a contract for services is limited to s.100 and s.103 to achieve an inspection for the purposes of r.53, and for the purposes of s.106 with the prior written approval of the Manager Regulatory Services. The Coordinator Ranger Services, Rangers and Environmental Health Support Officer authority under this appointment as authorised persons is specifically limited to s.100 and s.103 where a Shire led program is being undertaken to achieve an inspection for the purposes of r.53.</p>
Express power to subdelegate	Nil
Subdelegate conditions	N/A

Record keeping	<ol style="list-style-type: none"> 1. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 2. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
21 Dec 2023	Amended delegation	CEO annual review. Updated list of designated employees as authorised persons and conditions amended.	Record number 2451054
10 Jan 2024	Amended delegation	CEO update of designated employees as authorised persons and limitations	Record number 2451101
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	AA.02.03 Bush Fires Act 1954 - Appoint Bush Fire Control Officer/s
Category	AA.02 Chief Executive Officer to Shire Employees
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Chief Executive Officer
Express power to delegate	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • s. 38(1) Local government may appoint Bush Fire Control Officer/s
Function	<p>1. Appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i>, and</p> <p>a. Of those Officers, appoint the Chief Bush Fire Control Officer and the Deputy Bush Fire Control Officers, and</p> <p>b. Determine the respective seniority of the other Bush Fire Control Officers so appointed [s. 38(1)].</p> <p>2. Appoint a Fire Weather Officer, selected from 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 s. 38(9)] and appoint Deputy Fire Weather Officer/s as considered necessary, and where two (2) or more deputies are appointed, determine seniority [s. 38(10)].</p> <p>In accordance with s. 38A(2), the Shire must not appoint a Chief Bush Fire Control Officer under s. 38(1) when the designation of the Chief Bush Fire Control Officer has been undertaken by the Fire and Emergency Services Commissioner in accordance with s. 38A(1).</p> <p>Function 2 is subject to the Shire of Ashburton being an approved Local Government and the FES Commissioner publishing the appointment of a fire weather officer and deputy Fire Weather Officer in the Government Gazette.</p> <p>Refer to Delegation 03.01.06 where the CEO has delegated authority to appoint Fire Control and Fire Weather Officers.</p>
Delegates	Coordinator Ranger Services Ranger

Conditions	<ol style="list-style-type: none"> 1. An appointment made under s. 38(1) shall cause a local public notice to be published [s. 38(2A)]. 2. Records of names, addresses, and usual occupations are to be maintained for all appointed Bush Fire Control Officers [s. 50(1)(b)]. 3. Appointments of Fire Weather Officers to be published in the Government Gazette by the FES Commissioner 4. Each appointed Bush Fire Control Officer must be assigned a category (Operational, Permit Issuing or Enforcement) and may only carry out those functions assigned to their category as follows - <ul style="list-style-type: none"> • Operational Bush Fire Control Officer (Part IV, Division 1) • Enforcement Bush Fire Control Officer (Part III, Division 5 and s. 39) • Permit Issuing Bush Fire Control Officer (Part III, Division 6 and Part IV, Division 1)
Express power to subdelegate	N/A
Subdelegate conditions	N/A
Record keeping	<ol style="list-style-type: none"> 1. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 2. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
21 Dec 2023	Amended delegation	CEO annual review. Updated Fire Control Officers and Fire Weather Officer appointments. Amended conditions and recordkeeping requirements.	Record number 2451054

Delegation	AA.02.04 Dog Act 1976 - Authorise Registration Officers
Category	AA.02 Chief Executive Officer to Shire Employees
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Chief Executive Officer
Express power to delegate	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s. 3 Registration officer
Function	<p>1. Perform functions in the <i>Dog Act 1976</i> related to the registration of dogs. The following functions are performed under authorisation -</p> <ul style="list-style-type: none"> • s. 16(2a) Register a dog • s. 16(3A) Cancel a registration of a person banned from owning or keeping a dog under s. 46 • s. 16(3c) Cancel a registration if a dog has died • s. 16(6) Provide the registration certificate.
Delegates	<p>Business Administration Trainee Coordinator Ranger Services Coordinator Records and Customer Service Council Support Officer Customer Service Officer - Onslow Customer Service Officer - Tom Price Library Officer - Onslow Library Officer - Pannawonica Library Officer - Paraburdoo Manager Libraries Manager Regulatory Services Ranger Records and Customer Service Coordinator Records Officer Senior Records Officer</p>
Conditions	<p>1. Registration Officers shall be provided with an identification card in accordance with s. 11(3) of the <i>Dog Act 1976</i> and Form 1 of the <i>Dog Regulations 2013</i>.</p>
Record keeping	<p>1. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record.</p> <p>2. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.</p>
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
15 Aug 2023	Amended delegation	CEO review. Amended list of sub-delegates - appointed Dog Registration officers	Record number 2350219
21 Dec 2023	Amended delegation	CEO annual review. Recordkeeping requirements amended.	Record number 2451054
10 Jul 2024	Amended delegation	CEO approved amendment for authorisation to add new position Senior Records Officer	GV01/2452170
30 Sep 2024	Amended delegation	Added updated position title Coordinator Records and Customer Service and the Council Support Officers position as authorised registration officers.	Record number 2452717
7 Oct 2024	Amended delegation	Added updated position title Coordinator Records and Customer Service and the Council Support Officers position as authorised registration officers.	Record number 2452717
17 Dec 2025	Amended delegation	CEO review - Authorised Registration Officers	GV01 - Record No: 2554950

Delegation	AA.02.05 Food Act 2008 - Appoint Authorised Officers and Designated Officers
Category	AA.02 Chief Executive Officer to Shire Employees
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Chief Executive Officer
Express power to delegate	<i>Food Act 2008</i> s. 122 Appointment of authorised officers
Express power or duty delegated	Food Act 2008 s. 122 Appointment of authorised officers
Function	<ul style="list-style-type: none"> • Authority to enter, inspect and seize [s. 38] • Power of seizure [s. 40] • Application for warrant to enter premises [s. 41] • Seized items [s. 49] • Destruction of filthy, decomposed or putrid matter [s. 51] • Grounds for serving improvement notice [s. 62] • Extend the period for action to be taken in accordance with the notice [s. 64] • Compliance with improvement notice [s. 64] • Taking of samples [s. 74, s. 75, s. 76, s. 77, s. 78, and s. 79] • Issue infringement notices [s. 126(2)] • 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)]d) • Designated Officer for the purposes of issuing infringement notices under the <i>Food Act 2008</i> [s. 126(13)]
Delegates	Coordinator Environmental Health Services Environmental Health Officer
Conditions	<ol style="list-style-type: none"> 1. In accordance with s. 118(3)(b) this authorisation is subject to relevant Department of Health Guidelines, as amended from time to time. 2. Appointment of Authorised Officers - Appointment of persons to assist with the discharge of duties of an Authorised Officer.
Record keeping	<ol style="list-style-type: none"> 1. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 2. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
21 Dec 2023	Amended delegation	CEO annual review. Updated list of authorised persons. Recordkeeping requirements amended.	Record number 2451054
27 Jun 2024	Amended delegation	Updated list of authorised persons to include Coordinator Environmental Health Services	(GV01/2452087)

Delegation	AA.02.06 Planning and Development (Local Planning Schemes) Regulations 2015 - Entry and Inspection Powers
Category	AA.02 Chief Executive Officer to Shire Employees
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Chief Executive Officer
Express power to delegate	<i>Planning and Development (Local Planning) Schemes Regulations 2015</i> <ul style="list-style-type: none"> • Part 10 Div. 1 r. 79(1)
Function	<ol style="list-style-type: none"> 1. As per Part 10 Div. 1 r. 79(2) and authorised officer may, for the purpose of monitoring whether the local planning scheme is being complied with, at any reasonable time, and with any assistance reasonably required - <ol style="list-style-type: none"> a. enter any building or land in the Scheme area, and b. inspect the building or land and anything in, or on, the building or land.
Delegates	Coordinator Planning and Lands Director Infrastructure Services Planning & Lands Officer
Conditions	Nil
Record keeping	<ol style="list-style-type: none"> 1. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 2. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
21 Dec 2023	Amended delegation	CEO annual review. Updated list of authorised persons. Recordkeeping requirements amended.	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - Delegates amended.	GV01 - Record No: 2554950

Delegation	AA.02.07 Freedom of Information Act 1992
Category	AA.02 Chief Executive Officer to Shire Employees
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Chief Executive Officer
Express power to delegate	<i>Freedom of Information Act 1992</i> <ul style="list-style-type: none"> • s. 100 Who in agency makes decisions
Function	1. The authority to determine decisions made under the <i>Freedom of Information Act 1992</i> [s. 100(1)(b)].
Delegates	Coordinator Records and Customer Service Manager Governance
Conditions	<ol style="list-style-type: none"> 1. The Records and Customer Service Coordinator is responsible for all decisions made under the Freedom of Information Act 1992 [s. 100(1)(b)], excluding internal reviews conducted per s. 39. 2. Internal reviews conducted per s. 39 – Manager Governance <p>Assessment of applications is to be conducted in accordance with s. 30 Notice under s. 13(1)(b) of decision, form etc. of</p>
Record keeping	1. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
21 Dec 2023	Amended delegation	CEO annual review. Updated list of authorised persons. Recordkeeping requirements amended.	Record number 2451054
30 Sep 2024	Amended delegation	Added updated position title Coordinator Records and Customer Service as an authorised person.	Record number 2452717
7 Oct 2024	Amended delegation	Added updated position title Coordinator Records and Customer Service as an authorised person.	Record number 2452717

Delegation	AA.02.08 Public Health Act 2016 - Delegation of Authorised Officers
Category	AA.02 Chief Executive Officer to Shire Employees
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Chief Executive Officer
Express power to delegate	<i>Public Health Act 2016</i> <ul style="list-style-type: none"> • s. 24 Designation of authorised officers
Function	Designated as an authorised officer for the purposes of - <ol style="list-style-type: none"> 1. Part 8, Part 9, Part 14 and Part 16 of the <i>Public Health Act 2016</i>, 2. s. 145(1), s. 157(2), s. 173 (paragraph (a) of the definition of authorised person), s. 181, s. 183, s. 184(1), s. 227(1), s. 228(1), s. 234(1), s. 257, s. 262(3), s. 265(1), s. 267(1)(c), s. 268 (a), s. 277(1)(b), s. 277(3), s. 280(2), s. 349(1), s. 351(1), s. 351(2), s. 351(5), s. 352(1), s. 352 (2), s. 358(2) and s. 375, and 3. the <i>Tobacco Products Control Act 2006</i>.
Delegates	Coordinator Environmental Health Services Environmental Health Officer
Conditions	<ol style="list-style-type: none"> 1. In accordance with s. 118(3)(b), this delegation is subject to relevant Department of Health Guidelines, as amended from time to time. 2. A Certificate of Authority as an authorised officer must be issued [s. 30].
Record keeping	<ol style="list-style-type: none"> 1. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 2. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
21 Dec 2023	Amended delegation	CEO annual review. Updated authorised persons.	Record number 2451054
27 Jun 2024	Amended delegation	Updated list of authorised persons to include Coordinator Environmental Health Services	(GV01/2452087)

Delegation	AA.02.09 Public Interest Disclosure Act 2003 - Public Interest Disclosure Officer
Category	AA.02 Chief Executive Officer to Shire Employees
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Chief Executive Officer
Express power to delegate	<i>Public Interest Disclosure Act 2003</i> <ul style="list-style-type: none"> • s. 23(1)(a) Principal executive officer of public authority, duties of
Function	1. The Principal Executive Officer (Chief Executive Officer) designates the occupant of a specified position within the authority as the person responsible for receiving disclosures of public interest information.
Delegates	Director Corporate Services
Conditions	1. Annual reporting of information is to be done in accordance with the <i>Public Interest Disclosure Act 2003</i> and any other applicable legislation.
Record keeping	1. A record of each Authorisation (designation as a Public Interest Disclosure Officer) is to be retained in the Authorised Persons Register and retained as a local government record in the records management system. 2. The Public Sector Commission is to be advised in writing of appointments.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
21 Dec 2023	Amended delegation	CEO annual review. Amended record keeping requirements.	Record number 2451054

Delegation	AA.02.10 Fines, Penalties and Infringement Notices Enforcement Act 1994 - Designation of Authorised Officers
Category	AA.02 Chief Executive Officer to Shire Employees
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Chief Executive Officer
Express power to delegate	<i>Fines, Penalties and Infringement Notices Enforcement Act 1994</i> <ul style="list-style-type: none"> • s.13(3) Approved prosecuting authorities and officers
Function	<ul style="list-style-type: none"> • s.13.(2) Give the Registrar written notice of designated prosecuting officer/s for the purpose of section 16 and s.22, and amend from time to time, as required (s.13(3)) • s. 16(1) Register an infringement notice with the Registry • s. 22(1) Withdraw proceedings after final demand been sent in respect of an infringement notice • r. 11A Giving documents to Registry via Electronic Case Management Systems
Delegates	Coordinator Ranger Services Director Community Development Director Corporate Services Director Infrastructure Services Manager Regulatory Services Ranger
Conditions	<ol style="list-style-type: none"> 1. Authorised Prosecutions Officers (except Directors) must ensure they have written permission from their Director or the Chief Executive Officer before withdrawing proceedings in accordance with s. 22 of the <i>Fines, Penalties and Infringement Notices Enforcement Act 1994</i>. 2. Approved users are to ensure compliance with r. 11A(2), r. 11A(3) and r. 11A(4) of the Fines, Penalties and Infringement Notices Enforcement Regulations 1994.
Record keeping	<ol style="list-style-type: none"> 1. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
21 Dec 2023	Amended delegation	CEO annual review. Functions and record keeping requirements updated. Amended list of prosecuting officers	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - Authorised Officers updated. Conditions aligned.	GV01 - Record No: 2554950

Delegation	AA.02.11 Planning and Development Act 2005 - Issue and Vary Infringement Notices
Category	AA.02 Chief Executive Officer to Shire Employees
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Chief Executive Officer
Express power to delegate	<i>Planning and Development Act 2005</i> <ul style="list-style-type: none"> • s. 234(1) Delegated persons, appointment of
Function	<ul style="list-style-type: none"> • s. 228 Giving of infringement notice • s. 230 Extending time to pay modified penalty • s. 231 Withdrawal of infringement notice
Delegates	Director Infrastructure Services
Conditions	The delegated (authorised) persons specified may not withdraw infringement notices they have issued.
Subdelegate conditions	N/A
Record keeping	<ol style="list-style-type: none"> 1. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 2. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
21 Dec 2023	Amended delegation	CEO annual review. Functions and record keeping requirements updated. Amended list of prosecuting officers	Record number 2451054
17 Dec 2025	Amended delegation	CEO review - Authorised Officers update	GV01 - Record No: 2554950

Delegation	AA.02.12 Wittenoom Legal Claims
Category	AA.02 Chief Executive Officer to Shire Employees
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995</i>
Express power or duty delegated	s. 9.29 (1)(b) Representing local government in court
Function	Authority to provide instructions to Shire Solicitors specifically in relation to Wittenoom based asbestos claims against the Shire of Ashburton, and to settle those claims.
Delegates	Director Corporate Services
Conditions	<ol style="list-style-type: none"> 1. Limit of Shire of Ashburton's portion of claim able to be settled to be either: <ol style="list-style-type: none"> a. Maximum of \$150,000; or b. a portion not greater than 12.5% of the claim.gb 2. Before settling a claim, where legal advice recommends such action, the authorised employee is to consult with the CEO. 3. Details of settled and pending claims are to be reported to Audit and Risk Mangement (Audit, Risk and Improvement) Committee on a biannual basis.
Statutory framework	<i>Local Government Act 1995</i>
Policy	Nil
Record keeping	1. All documents relating to any claims submitted or determined are to be recorded in the Shire's record keeping system in accordance with the Recordkeeping Plan.
Date adopted	21 December 2023
Adoption references	Record Number – 2451054
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
9 Jun 2025	Amended delegation	The maximum value of claims for settlement increased to \$150k.	Record No: 2554364

Delegation	AA.02.13 Appointment of Authorised Employees - Prescribed Single House Development
Category	08.02 Chief Executive Officer to Shire Employees
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Chief Executive Officer
Express power to delegate	<p>Planning and Development (Local Planning Schemes) Amendment (Single House Development) Regulations 2024</p> <p>Section 84D. Authorisation of employees (1) The local government CEO may authorise any employee of the local government to perform prescribed development approval functions for and on behalf of the local government in relation to a prescribed single house development.</p>
Express power or duty delegated	Consider and determine applications submitted (perform prescribed development approval functions for and on behalf of the local government) in relation to prescribed single house development.
Function	From 1 July 2024 the authorised employees (delegates) are permitted to perform prescribed development approval functions in relation to prescribed single house development, as defined in clause 84B of the Regulations, subject to the development proposal submitted complying with the requirements of the Shire of Ashburton Local Planning Scheme.
Delegates	Coordinator Planning and Lands Director Infrastructure Services
Conditions	This authorisation does not apply where an application for a prescribed single house development relates to a heritage protected place in the district.
Statutory framework	<i>Planning and Development Act 2005</i> Shire of Ashburton Local Planning Scheme <i>Planning and Development (Local Planning Schemes) Amendment (Single House Development) Regulations 2024</i>
Date adopted	27 June 2024
Adoption references	GV01/2452087
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
17 Dec 2025	Amended delegation	CEO review - Authorised Officers updated,	GV01 - Record No: 2554950

Delegation	AA.02.14 Authorisation - Local Government Development Assessment Panel Functions
Category	02.02 Chief Executive Officer to Shire Employees
Head of power	08 Planning and Development Act 2005
Delegator	Chief Executive Officer
Express power to delegate	Power for the Chief Executive Officer to appoint an authorised employee: <ul style="list-style-type: none"> • Regulation 6 of the <i>Local Government (Development Assessment Panels) Regulations 2025</i>
Express power or duty delegated	For Development Assessment Panels (DAP) applications made from 1 May 2025, on behalf of the Shire of Ashburton as a local government: <ul style="list-style-type: none"> • the DAP functions specified in Regulation 12 of the <i>Planning and Development (Development Assessment Panels) Regulations 2011</i>
Function	To perform the functions of the Shire of Ashburton, as a local government under Regulation 12 of the <i>Planning and Development (Development Assessment Panels) Regulations 2011</i> (the Regulations): <ul style="list-style-type: none"> • including responsible authority reports and other matters as prescribed in the Regulations.
Delegates	Coordinator Planning and Lands Deputy Chief Executive Officer Planning & Lands Officer
Conditions	The authorised employees may only lodge planning documents prepared under this authorisation after obtaining approval from the Chief Executive Officer.
Statutory framework	<ul style="list-style-type: none"> • Regulation 6 of the <i>Local Government (Development Assessment Panels) Regulations 2025</i>
Record keeping	All documents created under this authorisation must be recorded in the Shire's Recordkeeping system.
Date adopted	9 June 2025
Adoption references	Record No: 2554364
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
25 Sep 2025	Amended delegation	Update of authorised employees.	Refer to Synergy Record No: 2554780

Delegation	AA.02.15 Designated Officers - Short-Term Rental Accommodation Act 2024
Category	AA.02 Chief Executive Officer to Shire Employees
Delegator	Chief Executive Officer
Express power to delegate	Regulation 9(3) of the Short-Term Rental Accommodation Regulations 2024 provides: (3) The designation of an officer by a local government under section 29(4) of the Act must be made on behalf of the local government by its chief executive officer.
Express power or duty delegated	Lodge (on behalf of the Shire of Ashburton, as an officer being designated under section 29(1) with regard to section 29(4)) with the Commissioner a section 29 Certificate seeking the suspension or cancellation of a Short-Term Rental accommodation for registered premises within the district of the Shire of Ashburton.
Function	Lodged a section 29 Certificate seeking the suspension or cancellation of a Short-Term Rental accommodation for registered premises within the district of the Shire of Ashburton.
Delegates	Coordinator Planning and Lands Planning & Lands Officer
Conditions	Prior to lodging a Certificate consultation is required with the Executive Leadership Team. Certificates prepared for lodgement must: <ul style="list-style-type: none"> • clearly identify the premises in question; • describe the nature of the issue that has prompted the request; • specify whether the desired outcome is a suspension or cancellation of the STRA registration; and • include any supporting materials, such as written notices previously issued to the accommodation provider.
Express power to subdelegate	Not applicable
Statutory framework	<i>Short-Term Rental Accommodation Act 2024</i> s.29 (1) Certificate evidence of certain matters may be relied on by Commissioner <i>Short-Term Rental Accommodation Regulations 2024</i> r. 9(3) Certificate evidence
Policy	Nil
Date adopted	17 December 2025
Adoption references	CEO Endorsed - GV01 - Record No: 2554950
Last reviewed	20 May 2025

Delegation	AA.04.01 Local Government Act 1995 - Execution of Documents
Category	AA.04 Council to Others
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 9.49A(4) Execution of documents
Function	<p>1. Execute documents and / or deeds on behalf of the Shire.</p> <p><i>A document may be executed by affixing the common seal or signing by a person or persons authorised by the local government.</i></p> <p><i>Council is not permitted to delegate the function of authorising a person to sign documents on behalf of the local government, however may authorise specific employees to execute documents on its behalf.</i></p>
Delegates	Deputy Chief Executive Officer Director Community Development Director Corporate Services Director Infrastructure Services
Conditions	<ol style="list-style-type: none"> 1. The execution of the document must not be inconsistent with a Council Policy or Council Resolution. 2. Authorisation of the use of the common seal must be in accordance with the relevant Council Policy. 3. This appointment is restricted to executing documents which are to a value of \$250,000 or less.
Subdelegate conditions	Nil
Statutory framework	<i>Local Government Act 1995</i> s. 9.49A(4) Execution of documents
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this appointment being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Annual review. Updated list of persons authorised.	Council Decision - OCM102/2023

Delegation	AA.04.02 Health (Miscellaneous Provisions) Act 1911 - Powers of Local Government - Appointment of Authorised Persons
Category	AA.04 Council to Others
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Local Government
Express power to delegate	<i>Health (Miscellaneous Provisions) Act 1911</i>
Express power or duty delegated	s.26 – Powers of Local Government – Health (Miscellaneous Provisions) Act 1911
Function	Appointment of such persons for the purpose of discharging all or any of the powers and functions of the local government under the <i>Health (Miscellaneous Provisions) Act 1911</i> and its subsidiary legislation.
Delegates	Chief Executive Officer Coordinator Environmental Health Services Deputy Chief Executive Officer Environmental Health Officer Executive Manager Land, Property and Regulatory Services
Conditions	<ol style="list-style-type: none"> 1. Commence legal proceedings under the <i>Health (Miscellaneous Provisions) Act 1911</i> and associated regulations and local laws. 2. Serve health orders in connection with requirements and repairs to businesses, shops and dwellings in accordance with the provisions of s. 354 of the <i>Health (Miscellaneous Provisions) Act 1911</i>. 3. Undertake delegations with respect to the <i>Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974</i>. 4. Order remises within the Shire to be connected to sewer mains when such mains are available [s. 72 <i>Health Act 1911</i>]. 5. Sign and issue licences and registrations issued under the <i>Health (Miscellaneous Provisions) Act 1911</i>. 6. Approvals for larger events and gatherings requiring risk management plans under the <i>Health (Public Building) Regulations 1992</i> may only be done following discussion with the Chief Executive Officer. 7. Not to expend funds for the carrying out of works in default of a notice served without separate budget approval by Council. 8. The Coordinator Environmental Health Services or an Environmental Health Officer is not permitted to commence legal proceedings, unless approved by the Chief Executive Officer.
Express power to subdelegate	Nil
Subdelegate conditions	N/A
Statutory framework	s.26 – Powers of Local Government – <i>Health (Miscellaneous Provisions) Act 1911</i>
Policy	N/A

Record keeping	<ol style="list-style-type: none"> 1. Each instance of undertaking a function of this delegation it is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Updated statutory references to clearly the express power to delegate (appoint). Updated the list of delegates (appointees) and simplified the reference to the Health (Miscellaneous Provisions) Act 1911 generally, to include subsidiary legislation made. Conditions and recordkeeping requirements updated.	Council Decision - OCM102/2023
18 Jun 2024	Amended delegation	Updated list of authorised persons to include Coordinator Environmental Health Services and conditions amended	Council resolution (118/2024)

Delegation	AA.04.04 Litter Act 1979 - Appointment of Authorised Officers to Withdraw Infringement Notices
Category	AA.04 Council to Others
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Local Government
Express power to delegate	<i>Litter Act 1979</i> <ul style="list-style-type: none"> • s. 30(4) and 30(4a) Infringement notices
Express power or duty delegated	N/A
Function	1. To approve the withdrawal of infringement notices issued under the <i>Litter Act 1979</i> in accordance with s. 30(4).
Delegates	Chief Executive Officer Deputy Chief Executive Officer Executive Manager Land, Property and Regulatory Services Manager Regulatory Services
Conditions	1. This authority cannot be sub-delegated.
Express power to subdelegate	Not applicable
Subdelegate conditions	Nil
Statutory framework	s.30(4)and 30 (4a) Infringement notices
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this appointment being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Updated authorised persons (delegates)	Council Decision - OCM102/0223

Delegation	AA.04.05 Control of Vehicles (Off-Road Areas) Act 1978 - Appointment of Authorised Persons to Withdraw Infringement Notices
Category	AA.04 Council to Others
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Local Government
Express power to delegate	<i>Control of Vehicles (Off-Road Areas) Act 1978</i> <ul style="list-style-type: none"> • s. 37(5) Person authorised by the local government to withdraw an infringement notice
Express power or duty delegated	s. 37(5) Person authorised by the local government to withdraw an infringement notice
Function	1. Withdraw an infringement notice within twenty-eight (28) days after the service of the notice.
Delegates	Deputy Chief Executive Officer Executive Manager Land, Property and Regulatory Services Manager Regulatory Services
Conditions	1. Withdrawal of infringements are to be notified to the Chief Executive Officer by memo.
Subdelegate conditions	N/A
Statutory framework	s. 37(5) Person authorised by the local government to withdraw an infringement notice
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this appointment being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Updated persons authorised to withdraw infringement notices	Council Decision - OCM102/2023

Delegation	AA.04.06 Local Government Act 1995 - Power to Remove and Impound
Category	AA.04 Council to Others
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s. 3.39 Power to remove and impound
Express power or duty delegated	Local Government Act 1995 s. 3.39 Power to remove and impound
Function	1. Authorise employees to remove and impound any goods which are involved in a contravention which can lead to impounding.
Delegates	Coordinator Environmental Health Services Coordinator Ranger Services Deputy Chief Executive Officer Director Infrastructure Services Environmental Health Officer Manager Regulatory Services Ranger
Conditions	The related powers apply - <ul style="list-style-type: none"> • s. 3.40A(4) Abandoned vehicle wreck may be taken • s. 3.42 Impounded non-perishable goods • s. 3.44 Notice to collect goods if not confiscated • s. 3.46 Goods may be withheld until costs paid <p>The Coordinator Environmental Health Services or an Environmental Health Officer may only remove and impound a goods which are involved in a contravention of the Health Local Law 2013, as prescribed.</p>
Express power to subdelegate	Nil
Subdelegate conditions	N/A
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this appointment being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022

Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Updated authorised employees and conditions	Council Decision - OCM102/2023
18 Jun 2024	Amended delegation	1. Updated delegates to include Coordinator Environmental Health Services position to align with the current organisational structure. 2. In conditions, added the position of Coordinator Environmental Health Services to only deal with removing and impounding goods for a contravention of the Health Local Law 2013.	Council resolution (118/2024)

Delegation	AA.04.07 Authorising Persons - Liquor Control Act 1988
Category	AA.04 Council to Others
Head of power	AA Liquor Control Act 1988
Delegator	Local Government
Express power to delegate	Appointment of Authorised Persons Liquor Control Act 1988 s.69(8) Advertising, referring investigating and intervening in applications
Express power or duty delegated	Authorised persons to consider applications under 69, 73 and 74 of the Liquor Control Act 1988 s.69(8) Advertising, referring investigating and intervening in applications
Function	<p>1. Applications referred under sections 69, 73 and 74 of the Act. Intervene in proceedings before the licensing authority for the purpose of introducing evidence or making representations in relation to the requirements of — (a) the Health (Miscellaneous Provisions) Act 1911; or (aa) the Food Act 2008; or (b) any written law relating to sewerage or drainage; or (c) the Local Government Act 1995 or the Building Act 2011, in so far as that Act relates to health matters, and may submit a report to the licensing authority on those matters.</p> <p>2. Applications referred under section 39 of the Act. Provide a certificate to the Licensing Authority whether or not the premises that is subject to an application complies with all relevant requirements of — (a) the Health (Miscellaneous Provisions) Act 1911; and (aa) the Food Act 2008; and (b) any written law relating to sewerage or drainage; and (c) the Local Government Act 1995; and (d) the Building Act 2011, and where the premises do not so comply, the manner in which the premises could be made to comply or that the premises could not reasonably be made to comply.</p> <p>3. Applications referred under section 40 of the Act. Provide a certificate (of a planning authority as to whether use of premises complies with planning laws) to the Licensing Authority whether or not the premises that is subject to an application stating that the proposed use of the premises: (a) will comply with the requirements of the written laws relating to planning specified; or (b) would comply with the requirements specified if consent were to be given by a specified authority, if it is known whether that authority will give the consent, and what specified conditions or specifications should be, or are likely to be, imposed; or (c) will not comply with the requirements specified for the reasons specified.</p>

Delegates	Chief Executive Officer Coordinator Environmental Health Services Coordinator Planning and Lands Deputy Chief Executive Officer Environmental Health Officer Executive Manager Land, Property and Regulatory Services Manager Regulatory Services Planning & Lands Officer
Conditions	<ol style="list-style-type: none"> 1. Manager Regulatory Services, Coordinator Environmental Health Services and an Environmental Health Officer not permitted to deal with applications under sections 40. 2. Coordinator Planning and Lands limited to providing responses to applications under section 40. 3. Planning and Lands Officer limited to providing responses to applications under section 40, subject to prior consultation with an approved delegate.
Express power to subdelegate	Nil
Subdelegate conditions	N/A
Statutory framework	Appointing Authorising persons Liquor Control Act 1988 (the Act) s.69(8) Advertising, referring investigating and intervening in applications
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this appointment being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the Local Government (Administration) Regulations 1996. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	13 June 2023
Adoption references	Council Decision – OCM 102/2023
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
13 Jun 2023	New delegation	Council appointed Authorised Persons	Council Decision – OCM 102/2023
18 Jun 2024	Amended delegation	<ol style="list-style-type: none"> 1. Updated delegates to include Coordinator Environmental Health Services position to align with the current organisational structure. 2. Conditions updated to limit the Coordinator Environment Health Services dealing with applications under section 40 of the Liquor Control Act 1988. 	Council resolution (118/2024)

Delegation	AA.04.08 Execution of Waste Service Agreements - Pilbara Regional Waste Management Facility
Category	AA.04 Council to Others
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	Authorisation pursuant to Section 9.49A(4) of the <i>Local Government Act 1995</i> .
Express power or duty delegated	<p>Authorises any to of:</p> <ul style="list-style-type: none"> (a) Chief Executive Officer; (b) Chief Financial Officer; (c) Director Corporate Services; and (d) Director Infrastructure Services. <p>to execute a waste services agreement with Enviropacific Services Ltd or any variation thereto or discharge or waiver thereof meeting the criteria set out in the Function section:</p>

<p>Function</p>	<p>Any variation thereto or discharge or waiver thereof meeting the following criteria:</p> <ol style="list-style-type: none"> 1. the receipt and disposal of approximately 22,000 tonnes of Class III and 800 tonnes of Class IV waste material, with a minimum delivery volume of 1 tonne; 2. the on-site receipt and disposal of waste by Enviropacific Services Ltd being subject to: <ol style="list-style-type: none"> (i) a Waste Acceptance Approval being obtained from the PRWMF Principal Technical Consultant, based on testing results from a certified National Association of Testing Authorities accredited laboratory (ii) the reasonable directions (including in relation to matters of health, safety, and environment) and usual practices of Pilbara Regional Waste Management Facility staff; 3. compliance with the <i>Environmental Protection (Controlled Waste) Regulations 2004</i> (WA); 4. compliance with the <i>Waste Avoidance and Resource Recovery Levy Regulations 2008</i> (WA); 5. a consignment fee of \$160 for each waste type (if required); 6. a handling fee of \$160 per load (if required); 7. waste services rates as follows: <ol style="list-style-type: none"> 1. \$237.77 per tonne (excluding GST and landfill levy) for volumes between 0 and 4,999 tonnes for Class III waste indexed at WA CPI; 2. \$230.77 per tonne (excluding GST and landfill levy) for volumes between 5,000 and 9,999 tonnes for Class III waste indexed at WA CPI; 3. \$223.00 per tonne (excluding GST and landfill levy) for volumes between 10,000 and 14,999 tonnes for Class III waste indexed at WA CPI; 4. \$215.99 per tonne (excluding GST and landfill levy) for volumes between 15,000 and 19,999 tonnes for Class III waste indexed at WA CPI; 5. \$210.99 per tonne (excluding GST and landfill levy) for volumes between 20,000 and 22,999 tonnes for Class III waste indexed at WA CPI; 6. \$206.98 per tonne (excluding GST and landfill levy) for volumes greater than 23,000 tonnes for Class III waste indexed at WA CPI; 7. \$400.00 per tonne (excluding GST and landfill levy) for volumes between 0 and 4,999 tonnes for Class IV waste indexed at WA CPI; 8. \$390.00 per tonne (excluding GST and landfill levy) for volumes exceeding 5,000 for Class IV indexed at WA CPI; and a mechanism for rates whereby the discounted rate(s) for the anticipated volume(s) will apply on the first delivery but if, within a six-month period, a delivery volume(s) do(es) not achieve the anticipated volume(s) required for applying the corresponding discounted rate(s) an adjustment is made to apply the discounted rate(s) corresponding to the actual volume delivered within that six-month period; 8. agreement to a value of up to approximately \$5,000,000 (exclusive of GST, landfill levy, consignment fee and handling fee); 9. agreement term of up to six-months; 10. the provision of financial security within a time from the commencement of the agreement to be agreed in the form of a deposit of \$500,000 and a bank guarantee \$1,000,000; and 11. other standard or reasonable terms and conditions, as considered appropriate.
<p>Delegates</p>	<p>Chief Executive Officer Chief Financial Officer Director Corporate Services Director Infrastructure Services</p>
<p>Conditions</p>	<ol style="list-style-type: none"> 1. Notes, in accordance with section 9.49A(5) of the <i>Local Government Act 1995</i> (WA), that the authorisation made pursuant to section 9.49A(4) of the <i>Local Government Act 1995</i> (WA) excludes the execution of an agreement as a deed. 2. Following entry into the waste services agreement with Enviropacific Services Limited, a report on the agreement is to be presented to the Shire of Ashburton Waste Management Committee.

Statutory framework	• S. 9.49A(4) <i>Local Government Act 1995</i>
Policy	Nil
Record keeping	Waste Services agreement/s executed must be recorded in the Shire's Recordkeeping system.
Date adopted	15 April 2025
Adoption references	Council Decision 065/2025 - 15 April 2025
Last reviewed	20 May 2025

Delegation	AA.06.01 Environmental Protection Act 1986, Environmental Protection (Noise) Regulations 1997
Category	AA.06 External Government Entity to Shire Employees
Head of power	AA Appointed Authorised Persons and Officers
Delegator	Department of Water and Environmental Regulation
Express power to delegate	<p><i>Environmental Protection Act 1986</i></p> <ul style="list-style-type: none"> • s. 87 Authorised person, appointment of • s. 88 Inspectors, appointment and purposes of
Function	<ol style="list-style-type: none"> 1. Authority to appoint persons to be Authorised Persons for the purposes of the <i>Environmental Protection Act 1986</i> [s. 87]. 2. Authority to appoint persons to be an Inspector for the purposes of the <i>Environmental Protection Act 1986</i> [s. 87].
Delegates	Coordinator Environmental Health Services Environmental Health Officer
Conditions	<p>Limitations on this appointment as an Authorised Persons and Inspector:</p> <p>The ability to stop, search and inspection of vehicles powers under section 91A, or the use of assistance and force powers under section 89A of the <i>Environmental Protection Act 1986</i> is not granted.</p>
Policy	Nil
Record keeping	Nil
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Updated appointment of Authorised Person and updated conditions	Council Decision - OCM102/2023
18 Jun 2024	Amended delegation	Updated delegates to include Coordinator Environmental Health Services position to align with the current organisational structure.	Council resolution (118/2024)

Delegation	EE.05.01 Environmental Protection Act 1986, Environmental Protection (Noise) Regulations 1997
Category	EE.05 External Government Entity to Chief Executive Officer
Head of power	EE External Government Entities
Delegator	Department of Water and Environmental Regulation
Express power to delegate	<i>Environmental Protection Act 1986</i> <ul style="list-style-type: none"> • s. 20 Delegation by CEO
Express power or duty delegated	<i>Environmental Protection Act 1986</i> <ul style="list-style-type: none"> • s. 65(1) Environmental protection notices, issue and effect of • Part V Environmental regulation
Function	<ol style="list-style-type: none"> 1. Authority to give to the owner or the occupier, or both the owner and the occupier, of the premises an environmental protection notice in respect of the premises [s. 65(1)]. 2. Authority to use all powers and duties of the Chief Executive Officer in respect of an environmental protection notice issued under s. 65(1) [Part V]. <p><i>Note - For full disclosure refer to Government Gazette, Issue 47, 19 March 2004, page 919.</i></p>
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. All the powers and duties of the Chief Executive Officer of the Department of Water and Environmental Regulation, where any noise is being or is likely being emitted from any premises not being premises licenced under the <i>Environmental Protection Act 1986</i>, to serve an environmental protection notice under s. 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer of the Department of Water and Environmental Regulation under Part V of the <i>Environmental Protection Act 1986</i>.
Statutory framework	<i>Environmental Protection Act 1986</i> <i>Environmental Protection (Noise) Regulations 1997</i>
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Annual council review, no change	Council Decision - OCM102/2023

Delegation	EE.05.02 Environmental Protection Act 1986, Environmental Protection (Noise) Regulations 1997
Category	EE.05 External Government Entity to Chief Executive Officer
Head of power	EE External Government Entities
Delegator	Department of Water and Environmental Regulation
Express power to delegate	<i>Environmental Protection Act 1986</i> <ul style="list-style-type: none"> • s. 20 Delegation by CEO
Express power or duty delegated	<i>Environmental Protection (Noise) Regulations 1997</i> <ul style="list-style-type: none"> • r. 13 Construction sites
Function	<p>1. Authority to require an occupier of a construction site to prepare a noise management plan and, by written notice to the occupier, designate a measure in the plan to be ancillary [r. 13].</p> <p><i>Note - For full disclosure refer to Government Gazette, Issue 71, 16 May 2014, page 1548. (Delegation No: 119)</i></p>
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. All the powers and duties of the Chief Executive Officer of the Department of Water and Environmental Regulation, where any noise is being or is likely being emitted from any premises not being premises licenced under the <i>Environmental Protection Act 1986</i>, to serve an environmental protection notice under s. 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer of the Department of Water and Environmental Regulation under Part V of the <i>Environmental Protection Act 1986</i>. 2. Any employee of the Shire who is appointed as an Authorised Person under the s. 87 of the <i>Environmental Protection Act 1985</i> is also delegated this authority.
Statutory framework	<i>Environmental Protection Act 1986</i> <i>Environmental Protection (Noise) Regulations 1997</i>
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Annual council review, no change	Council Decision - OCM102/2023

Delegation	EE.05.03 Environmental Protection Act 1986, Environmental Protection (Noise) Regulations 1997
Category	EE.05 External Government Entity to Chief Executive Officer
Head of power	EE External Government Entities
Delegator	Department of Water and Environmental Regulation
Express power to delegate	<i>Environmental Protection Act 1986</i> <ul style="list-style-type: none"> • s. 20 Delegation by CEO
Express power or duty delegated	<i>Environmental Protection Act 1986</i> <ul style="list-style-type: none"> • s. 87 Authorised persons, appointment of • s. 88 Inspectors, appointment and purposes of
Function	<ul style="list-style-type: none"> • Authority to appoint persons to be Authorised Persons for the purposes of s. 87. • Authority to appoint persons to be an Inspector for the purposes of s. 88.
Delegates	Chief Executive Officer
Statutory framework	<i>Environmental Protection Act 1986</i>
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Annual council review, no change	Council Decision - OCM102/2023

Delegation	EE.05.04 Planning and Development Act 2005
Category	EE.05 External Government Entity to Chief Executive Officer
Head of power	EE External Government Entities
Delegator	Department of Lands
Express power to delegate	<i>Planning and Development Act 2005</i> <ul style="list-style-type: none"> • s. 267A Crown and State land, who may sign documents as to
Express power or duty delegated	<i>Planning and Development Act 2005</i> <ul style="list-style-type: none"> • Column One (1) of the Schedule
Function	<p>1. Authority to sign as owner in respect of Crown Land which is a reserve managed by the local government, in respect of s. 99(2), s. 103(2), s. 115, s. 122A, s. 162, s. 163 and s. 171A.</p> <p><i>Note - For full disclosure refer to AUTH 2016/2 - Authorisation Instrument from the Minister for Land (Department of Lands File 1738/2002v8; 858/2001v9).</i></p>
Delegates	Chief Executive Officer
Conditions	1. Column Three (3) of the Schedule.
Statutory framework	<i>Planning and Development Act 2005</i>
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Annual council review, no change	Council Decision - OCM102/2023

Delegation	EE.05.05 Strata Titles Act 1985
Category	EE.05 External Government Entity to Chief Executive Officer
Head of power	EE External Government Entities
Delegator	Western Australian Planning Commission
Express power to delegate	<i>Planning and Development Act 2005</i> <ul style="list-style-type: none"> • s. 16 Delegation by Commission
Express power or duty delegated	<i>Strata Titles Act 1985</i> <ul style="list-style-type: none"> • cl. 1 Sch. 1 Determine applications under s. 15 except those listed in subsections (a) - (e) • cl. 2 Sch. 1 Determine applications under s. 21 and s. 22
Function	<ol style="list-style-type: none"> 1. Authority to act under s. 15 of the <i>Strata Titles Act 1985</i> as set out in cl. 1 Sch. 1, within the district, subject to the conditions set out in cl. 3 Sch. 1. 2. Authority to act under s. 21 and s. 22 of the <i>Strata Titles Act 1985</i> as set out in cl. 2 Sch. 1, within the district, subject to the conditions set out in cl. 3 Sch. 1. <p><i>Note - For full disclosure refer to Government Gazette, Issue 34, 29 January 2021, page 449.</i></p>
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Undertaking of cl. 3 Sch.1 Reporting requirements to Western Australian Planning Commission.
Statutory framework	<i>Strata Titles Act 1985</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Council annual review, no changes	Council Decision - OCM102/2023

Delegation	EE.05.06 Main Roads Act 1930
Category	EE.05 External Government Entity to Chief Executive Officer
Head of power	EE External Government Entities
Delegator	Main Roads Western Australia
Express power to delegate	<i>Main Roads Act 1930</i> <ul style="list-style-type: none"> • s. 297(2) Road Traffic Code 2000
Express power or duty delegated	Nil
Function	<p>1. Authority to erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any -</p> <ul style="list-style-type: none"> a. "Event" subject to an order from the Commissioner of Police pursuant to Part VA of the <i>Road Traffic Act 1974</i>, b. Race meeting or speed test for which the Minister referred to in s. 83 of the <i>Road Traffic Act 1974</i> has, under this provision, temporarily suspended the operation of any provisions of the <i>Road Traffic Act 1974</i> or regulations made under this Act, or c. Public meeting or procession the subject of a permit granted by the Commissioner of Police under the <i>Public Order in Streets Act 1984</i>, or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under the applicable legislation, on a road (other than a main road) within the district. <p><i>Note - For full disclosure refer to Instrument of Authorisation 31 October 2004 (IN04/12354).</i></p>
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. The Authorised Body shall at all times observe, perform and comply with the provisions of the 'Traffic Management for Events Code of Practice' (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia. 2. The Authorised Body shall develop and implement procedures which will satisfy the Commissioner the traffic management implemented by the Authorised Body, its employees, agents and contractors will, in all respects, conform to and comply with the requirements of the Code. 3. The Authorised Body shall ensure its representatives comply with the terms and conditions identified above at point 2 and point 3 above as if they were named in those points in place of the Authorised Body.
Express power to subdelegate	Nil
Subdelegate conditions	N/A

Statutory framework	<i>Main Roads Act 1930</i> <i>Public Order in Streets Act 1984</i> <i>Road Traffic Act 1974</i> <i>Road Traffic Code 2000</i>
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Annual council review, no change	Council Decision - OCM102/2023

Delegation	EE.05.07 Australian Citizenship Act 2007
Category	EE.05 External Government Entity to Chief Executive Officer
Head of power	EE External Government Entities
Delegator	Department of Home Affairs
Express power to delegate	<p><i>Australian Citizenship Act 2007</i></p> <ul style="list-style-type: none"> • s. 27(5) Minister may, by legislative instrument, authorise a class of persons for the purpose of paragraph (3)(c)
Express power or duty delegated	N/A
Function	<p>1. Authority to receive a Pledge of Commitment as a Citizen of the Commonwealth of Australia.</p> <p><i>Note - For full disclosure refer Citizenship (LIN 20/084: Class of Persons Who May Receive a Pledge of Commitment) Instrument 2020.</i></p>
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	N/A
Subdelegate conditions	Nil
Statutory framework	<i>Australian Citizenship Act 2007</i>
Policy	List of Approved Persons
Record keeping	<ol style="list-style-type: none"> 1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i>. 2. A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record. 3. Instruments or Certificates of Authorisation are to be provided to Authorised Persons, and copies of these documents are to be retained in the assigned records management system.
Date adopted	12 April 2022
Adoption references	Council Decision 039/2022
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
13 Jun 2023	Amended delegation	Annual Council review, nil substantive changes. Appended Ministers list of persons approved to receive citizenship pledges	Council Decision - OCM102/2023

Delegation	EE.05.08 Approval for Certain Local Government Vehicles as Special Use Vehicles
Category	EE.05 External Government Entity to Local Government
Head of power	EE External Government Entities
Delegator	Department of Transport
Express power to delegate	<i>Road Traffic (Vehicles) Act 2012</i> <i>Road Traffic (Vehicles) Regulations 2014</i> r. 327(4)(f) Road Traffic (Vehicles) Regulations 2014
Express power or duty delegated	Nil
Function	<p>By way of a delegation instrument dated 7 August 2017, approves vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under.</p> <ol style="list-style-type: none"> 1. the <i>Local Government Act 1995</i>; 2. regulations made under the <i>Local Government Act 1995</i>, 3. a local law. 4. any other legislation empowering a local government to authorise or appoint persons to perform functions on the 5. behalf of the local government (including but not limited to the <i>Dog Act 1976</i>); or <p>any combination of the above paragraphs (a) to (d) as special use vehicle for the purposes of paragraph 'f' of the definition of "special use vehicle" in regulation 327(4) of the Regulations, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the Regulations subject to the conditions:</p> <p>Note - For full disclosure refer to Approval RTVR-2017-202046 – 5 September 2017.</p>
Delegates	Chief Executive Officer

Conditions	<ol style="list-style-type: none"> 1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light. 2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction. 3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position. 4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles. 5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat. 6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle 7. Any vehicle fitted with Flashing lights for the purposes of this approval must. <ol style="list-style-type: none"> a. have words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words 'Ranger', 'Ranger Services', or words to similar unambiguous effect; and b. where the vehicle is a station wagon or van, have the words 'Ranger ', 'Ranger Services', or words to similar unambiguous effect clearly set out on the back of the vehicle. <p>This condition 7 is not intended to prevent the use of additional words on the vehicle.</p>
Express power to subdelegate	N/A
Subdelegate conditions	N/A
Statutory framework	<i>Road Traffic (Vehicles) Act 2012</i> <i>Road Traffic (Vehicles) Regulations 2014</i> <i>r. 327(4)(f) Road Traffic (Vehicles) Regulations 2014</i>
Policy	Nil
Record keeping	Nil
Date adopted	13 June 2023
Adoption references	Instrument of Delegation from the Department of Transport, (7 August 2017) - OCM102/2023
Last reviewed	20 May 2025

Delegation	LL.01.01 Shire of Ashburton Local Laws
Category	01.01 Council to Chief Executive Officer
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
Express power or duty delegated	All of the local government functions, duties and powers expressed in the following local laws: Shire of Ashburton Dogs Local Law 2012 Shire of Ashburton Fencing Local Law 2014 Shire of Ashburton Health Local Law 2013 Shire of Ashburton Public Places and Local Government Property Local Law 2023 Shire of Ashburton Parking and Parking Facilities Local Law 2013 Shire of Ashburton Cemeteries Local Law 2013
Function	Authority to undertake the local governments functions, duties and powers under the listed local laws.
Delegates	Chief Executive Officer
Conditions	Exclusions: Any function, power or duty prescribed in the local laws to make determinations, set fees and charges or where a Council resolution is required.
Express power to subdelegate	Local Government Act 1995 s. 5.44 CEO maydelegate some powers and duties to other employees
Subdelegate conditions	Refer to LL.02.01 and LL.02.02 for sub delegates and conditions
Statutory framework	Shire of Ashburton Local Laws, as prescribed.
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	13 June 2023
Adoption references	Council Decision - OCM102/2023
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
21 Dec 2023	Amended delegation	CEO annual review. Updated sub-delegate conditions.	Record number 2451054

Delegation	LL.02.01 Shire of Ashburton Local Laws
Category	01.02 Chief Executive Officer to Shire Employees
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	Local Government Act 1995 <ul style="list-style-type: none"> • s.5.44 CEO may delegate powers and duties to other employees.
Express power or duty delegated	All of the local governments and the CEO's functions, duties and powers expressed in the following local laws: <i>Shire of Ashburton Dogs Local Law 2012</i> <i>Shire of Ashburton Fencing Local Law 2014</i> <i>Shire of Ashburton Health Local Law 2013</i> <i>Shire of Ashburton Public Places and Local Government Property Local Law 2023</i> <i>Shire of Ashburton Parking and Parking Facilities Local Law 2013</i> <i>Shire of Ashburton Cemeteries Local Law 2013</i>
Function	Authority to undertake the local governments and the CEO's functions, duties and powers under the listed local laws
Delegates	Deputy Chief Executive Officer
Conditions	Exclusions: <ol style="list-style-type: none"> 1. Any function, power or duty prescribed in the local laws to make determinations, set fees and charges or where a Council resolution is required. 2. Determine objections lodged in respect to the Shire of Ashburton Cats Local Law 2023.
Statutory framework	<i>Local Government Act 1995</i>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	21 December 2023
Adoption references	Record number 2451054
Last reviewed	20 May 2025

Delegation	LL.02.02 Shire of Ashburton Local Laws
Category	LL.02 Chief Executive Officer to Shire Employees
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	Local Government Act 1995 <ul style="list-style-type: none"> • s.5.44 CEO may delegate powers and duties to other employees
Express power or duty delegated	All of the local government functions, duties and powers expressed in the following local laws, as provided in the functions subdelegated section: <i>Shire of Ashburton Dogs Local Law 2012</i> <i>Shire of Ashburton Fencing Local Law 2014</i> <i>Shire of Ashburton Health Local Law 2013</i> <i>Shire of Ashburton Public Places and Local Government Property Local Law 2023</i> <i>Shire of Ashburton Parking and Parking Facilities Local Law 2013</i> <i>Shire of Ashburton Cemeteries Local Law 2013</i>

<p>Function</p>	<p>Authority to undertake the local governments functions, duties and powers under the listed local laws, as follows:</p> <ol style="list-style-type: none"> 1. Manager Regulatory Services and Coordinator Ranger Services <ul style="list-style-type: none"> • Shire of Ashburton Dog Local Law 2012 – determine applications for a licence under Part 4 inclusive of determining conditions, revoking, varying or the transfer of a licence. • Shire of Ashburton Parking and Parking Facilities Local Law 2013 – authority to permit parking or driving on a Reserve and allow parking under clause 7.6. subject to a written application, and in any case for less than 24 hours. • Shire of Ashburton Cats Local Law 2023 permits and approvals under Part 2. 2. Manager Regulatory Services <ul style="list-style-type: none"> • Shire of Ashburton Public Places and Local Government Property Local Law 2023 – issue of permits and approvals under Part 9, including renewing, transferring, revoking, suspending or amending. 3. Director Corporate Services, Manager Finance, Senior Finance Officer, Senior Records Officer and Finance Officer <ul style="list-style-type: none"> • Shire of Ashburton Cemeteries Local Law 2013 – authority to determine applications under Part 3 for funerals, burials, cremations or the placement of ashes; under Part 4 for a permit or licence, or under Part 7 for permits/approvals memorials or other work. 4. Coordinator Planning and Lands <ul style="list-style-type: none"> • Shire of Ashburton Fencing Local Law 2014 – authority to consider and determine applications for approval under Part 3 of the local law and issue breach notices for contraventions of the local law. 5. Coordinator Environmental Health Services and Environmental Health Officer and Manager Regulatory Services <ul style="list-style-type: none"> • Shire of Ashburton Heath Local Law 2013 – authority to generally perform functions required to administer and enforce the local law and issue permits, approvals; and registrations/licences for lodging houses, a morgue or an offensive trade, subject to all other statutory consents being first obtained. • Shire of Ashburton Public Places and Local Government Property Local Law 2023 – issue of permits and approvals under Part 9 for matters prescribed in part 7, Division 1, clause 7.2(1)(o), (p), (q) and (r) specifically, including renewing, transferring, revoking, suspending or amending permits or approvals and clause 4.2. 6. Manager Airport Services <ul style="list-style-type: none"> • Shire of Ashburton Public Places and Local Government Property Local Law 2023 – authority to close the Onslow Airport for aircraft movements, only where a runaway surface is considered to be unsafe*. 7. Director Infrastructure Services and Manager Operations <ul style="list-style-type: none"> • Shire of Ashburton Public Places and Local Government Property Local Law 2023 – authority to determine applications for approvals/ permits, (excluding the matters prescribed in clause 7.2(1)(o), (p), (q) and (r)) and to issue notices for matters prescribed in Part 7 of the local law.
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Delegates	Coordinator Environmental Health Services Coordinator Planning and Lands Coordinator Ranger Services Director Corporate Services Director Infrastructure Services Environmental Health Officer Finance Officer Manager Airport Services Manager Finance Manager Operations Manager Regulatory Services Senior Finance Officer Senior Records Officer
Conditions	Exclusions: 1. Any function, power or duty prescribed in the local laws to make determinations, set fees and charges or where a Council resolution is required. 2. Consider and determine objections lodged under the local laws. *Notification: 3. Where Sub Delegate 6 proposes to close a runway for aircraft operations, the CEO's must be notified.
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>
Policy	Nil
Record keeping	1. Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations in accordance with r. 19 of the Local Government (Administration) Regulations 1996.
Date adopted	21 December 2023
Adoption references	Record number 2451054
Last reviewed	20 May 2025

Amendments			
Date	Type	Amendment	References
27 Jun 2024	Amended delegation	Updated delegates to include Coordinator Environmental Health Services and amended subdelegated functions	(GV01/2452087)
3 Sep 2024	Amended delegation	Senior Records Officer added as delegate.	Record Number 2452519
17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

AMENDMENTS

Delegation	Date	Type	Amendment	References
01.01.01 Appoint Authorised Persons	10 Jan 2023	Amended delegation	CEO review - sub-delegates added	Record number 2348418
01.01.01 Appoint Authorised Persons	13 Jun 2023	Amended delegation	Council annual review - amended express power or function delegated.	Council Decision OCM102/2023
01.01.01 Appoint Authorised Persons	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.01 Appoint Authorised Persons	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
01.01.02 Powers of Entry	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.02 Powers of Entry	13 Jun 2023	Amended delegation	Annual Council Review - Delegation conditions updated.	Council Decision OCM 102/2023
01.01.02 Powers of Entry	21 Dec 2023	Amended delegation	CEDO Annual review. No amendments.	Record number 2451054
01.01.02 Powers of Entry	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
01.01.03 Impounding Abandoned Vehicle Wrecks and Goods Involved in Certain Contraventions	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.03 Impounding Abandoned Vehicle Wrecks and Goods Involved in Certain Contraventions	13 Jun 2023	Amended delegation	Council annual review - No changes.	Council Decision OCM102/2023
01.01.03 Impounding Abandoned Vehicle Wrecks and Goods Involved in Certain Contraventions	21 Dec 2023	Amended delegation	CEO annual review. No amendments.	Record number 2451054
01.01.03 Impounding Abandoned Vehicle Wrecks and Goods Involved in Certain Contraventions	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	Date	Type	Amendment	References
01.01.04 Disposing of Confiscated or Uncollected Goods and Sick or Injured Animals	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.04 Disposing of Confiscated or Uncollected Goods and Sick or Injured Animals	13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision OCM102/2023
01.01.04 Disposing of Confiscated or Uncollected Goods and Sick or Injured Animals	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.04 Disposing of Confiscated or Uncollected Goods and Sick or Injured Animals	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
01.01.05 Close Thoroughfares to Vehicles	10 Jan 2023	Amended delegation	CEO review - record keeping requirements amended	Record number 2348418
01.01.05 Close Thoroughfares to Vehicles	13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision OCM102/2023
01.01.05 Close Thoroughfares to Vehicles	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
01.01.06 Obstruction of Pathways and Thoroughfares	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.06 Obstruction of Pathways and Thoroughfares	13 Jun 2023	Amended delegation	Council annual review - no changes.	Council Decision OCM102/2023
01.01.06 Obstruction of Pathways and Thoroughfares	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.06 Obstruction of Pathways and Thoroughfares	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
01.01.07 Gates Across Public Thoroughfares	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
01.01.07 Gates Across Public Thoroughfares	13 Jun 2023	Amended delegation	Council annual review - updated conditions and sub delegate conditions.	Council Decision - OCM 102/2023

Delegation	Date	Type	Amendment	References
01.01.07 Gates Across Public Thoroughfares	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.07 Gates Across Public Thoroughfares	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
01.01.08 Public Thoroughfare - Dangerous Excavations	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
01.01.08 Public Thoroughfare - Dangerous Excavations	13 Jun 2023	Amended delegation	Council annual review - updated subdelegate conditions.	Council Decision OCM102/2023
01.01.08 Public Thoroughfare - Dangerous Excavations	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.08 Public Thoroughfare - Dangerous Excavations	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
01.01.09 Crossing - Construction, Repair and Removal	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
01.01.09 Crossing - Construction, Repair and Removal	13 Jun 2023	Amended delegation	Council annual review - updated subdelegate conditions.	Council Decision OCM102/2023
01.01.09 Crossing - Construction, Repair and Removal	21 Dec 2023	Amended delegation	CEO annual review No amendments	Record number 2451054
01.01.09 Crossing - Construction, Repair and Removal	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
01.01.10 Private Works on, over or under Public Places	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
01.01.10 Private Works on, over or under Public Places	13 Jun 2023	Amended delegation	Council annual review - updated subdelegate conditions.	Council Decision OCM102/2023
01.01.10 Private Works on, over or under Public Places	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	Date	Type	Amendment	References
01.01.11 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.11 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	13 Jun 2023	Amended delegation	Council annual review - no changes.	Council Decision OCM102/2023
01.01.11 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	21 Dec 2023	Amended delegation	CEO annual review No amendments	Record number 2451054
01.01.11 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
01.01.12 Disposing of Property	11 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates and conditions imposed	Record number 2348418
01.01.12 Disposing of Property	13 Jun 2023	Amended delegation	Council annual review - Updated delegated functions and delegate and subdelegate conditions.	Council Decision OCM102/2023
01.01.12 Disposing of Property	21 Dec 2023	Amended delegation	Corrected legislation reference. Updated sub delegates, subdelegate conditions and function.	Record number 2451054
01.01.12 Disposing of Property	27 Jun 2024	Amended delegation	Updated sub delegates and conditions for subdelegate 3 to provide requirements for managing and disposing of goods. Added conditions for the Deputy Chief Executive Officer relating to employee tenancy arrangements.	GV01/2452087
01.01.12 Disposing of Property	20 May 2025	Amended delegation	New condition 3(e) added to support the trade in of existing fleet, plant and machinery where new fleet, plant and machinery specifically approved in the budget is to be purchased.	Council Decision 076/2025

Delegation	Date	Type	Amendment	References
01.01.12 Disposing of Property	9 Jun 2025	Amended delegation	Minor typographical error corrected. Deputy Chief Executive Officer added as a subdelegate to consider tenancy agreements (exempt dispositions) at the Onslow Senior Citizens and Carinya Units following consideration of eligible applications by Senior Citizens and Carinya Units Working Group.	Record No: 2554364
01.01.12 Disposing of Property	18 Nov 2025	Amended delegation	Reference added to s.5.43. Provisions added for the delegate to be able to deal with exempt dispositions, as prescribed in the regulations for employee and other residential tenancy arrangements and community-based leases and licences to bodies defined in r.30(2)(b), subject to the requirements of s.3.58 of the Act.	18 November 2025 - Council Decision 214/2025
01.01.12 Disposing of Property	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended. Conditions updated.	GV01 - Record No: 2554950
01.01.13 Expressions of Interest for Goods and Services	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 238418
01.01.13 Expressions of Interest for Goods and Services	13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision OCM102/2023
01.01.13 Expressions of Interest for Goods and Services	21 Dec 2023	Amended delegation	CEO annual review No amendments	Record number 2451054
01.01.14 Tenders for Goods and Services	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.14 Tenders for Goods and Services	13 Jun 2023	Amended delegation	Council annual review - no changes.	Council Decision OCM102/2023
01.01.14 Tenders for Goods and Services	21 Dec 2023	Amended delegation	CEO annual review. Updated sub delegates, and conditions amended.	Record number 2451054
01.01.14 Tenders for Goods and Services	15 Apr 2025	Amended delegation	Amendment to enable the Chief Executive Officer to determine tenders for projects funded through the Inspire Community Partnership Agreement to the value of \$5M.	Council Decision 054/2025

Delegation	Date	Type	Amendment	References
01.01.14 Tenders for Goods and Services	20 May 2025	Amended delegation	Function 13(a) amended to provide clear guidance where contracts are to be varied, with an increase in the percentage provisions and a set upper threshold. Condition 4 amended to increase the value, where the Chief Executive Officer can approve a tender from \$2 million to \$3 million.	Council Decision 076/2025
01.01.14 Tenders for Goods and Services	9 Jun 2025	Amended delegation	Amended subdelegates conditions and value limit is set a \$1.5 million. Additional conditions added for subdelegates.	Record No: 2554364
01.01.15 Panels of Pre-Qualified Suppliers for Goods and Services	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.15 Panels of Pre-Qualified Suppliers for Goods and Services	13 Jun 2023	Amended delegation	Council annual review - no changes.	Council Decision OCM102/2023
01.01.15 Panels of Pre-Qualified Suppliers for Goods and Services	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.15 Panels of Pre-Qualified Suppliers for Goods and Services	19 Aug 2025	Amended delegation	Functions updated. Conditions amended. Policy references updated	Council Decision - OCM153/2025
01.01.16 Payments from the Municipal or Trust Funds	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.16 Payments from the Municipal or Trust Funds	13 Jun 2023	Amended delegation	Council annual review - no changes.	Council Decision OCM102/2023
01.01.16 Payments from the Municipal or Trust Funds	21 Dec 2023	Amended delegation	CEO annual review No amendments	Record number 2451054
01.01.16 Payments from the Municipal or Trust Funds	19 Apr 2024	Amended delegation	CEO approval to add sub delegate - Executive Manager Waste and Business Development for one off activities	Record Number 2451695
01.01.16 Payments from the Municipal or Trust Funds	14 May 2024	Amended delegation	Removed Executive Manager Waste and Business Development, as a delegate.	Record number 2451695
01.01.16 Payments from the Municipal or Trust Funds	27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)

Delegation	Date	Type	Amendment	References
01.01.17 Defer, Grant Discounts, Waive or Write Off Debts	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates and imposed conditions	Record number 2348418
01.01.17 Defer, Grant Discounts, Waive or Write Off Debts	13 Jun 2023	Amended delegation	Council annual review - updated policy reference.	Council Decision OCM102/2023
01.01.17 Defer, Grant Discounts, Waive or Write Off Debts	21 Dec 2023	Amended delegation	CEO annual review No amendments	Record number 2451054
01.01.17 Defer, Grant Discounts, Waive or Write Off Debts	27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer and corrected typographical error in subdelegate conditions	(GV01/2452087)
01.01.17 Defer, Grant Discounts, Waive or Write Off Debts	20 May 2025	Amended delegation	Condition 3 amended. The maximum value of any debt waiver, discount, concession or write of amount is \$10,000, excluding any legal fees or penalty interest amount. This amendment provides added guidance.	Council Decision 076/2025
01.01.18 Power to Invest and Manage Investments	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.18 Power to Invest and Manage Investments	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision OCM 102/2023
01.01.18 Power to Invest and Manage Investments	21 Dec 2023	Amended delegation	CEO annual review No amendments	Record number 2451054
01.01.18 Power to Invest and Manage Investments	27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)
01.01.19 Rate Record - Amendment	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.19 Rate Record - Amendment	13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision OCM102/2023
01.01.19 Rate Record - Amendment	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.19 Rate Record - Amendment	27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)
01.01.20 Rate Record - Objections	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418

Delegation	Date	Type	Amendment	References
01.01.20 Rate Record - Objections	13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision OCM102/2023
01.01.20 Rate Record - Objections	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.20 Rate Record - Objections	27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)
01.01.21 Agreement as to Payment of Rates and Service Charges	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.21 Agreement as to Payment of Rates and Service Charges	13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision - OCM 102/2023
01.01.21 Agreement as to Payment of Rates and Service Charges	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.21 Agreement as to Payment of Rates and Service Charges	27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)
01.01.22 Determine Due Date for Rates or Service Charges	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.22 Determine Due Date for Rates or Service Charges	13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision - OCM102/2023
01.01.22 Determine Due Date for Rates or Service Charges	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.22 Determine Due Date for Rates or Service Charges	27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)
01.01.23 Recovery of Rates or Service Charges	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.23 Recovery of Rates or Service Charges	13 Jun 2023	Amended delegation	Council annual review - policy reference updated	Council Decision - OCM 102/2023
01.01.23 Recovery of Rates or Service Charges	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Delegation	Date	Type	Amendment	References
01.01.23 Recovery of Rates or Service Charges	27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)
01.01.24 Recovery of Rates Debts - Require Lessee to Pay Rent	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.24 Recovery of Rates Debts - Require Lessee to Pay Rent	13 Jun 2023	Amended delegation	Council annual review - policy reference updated	Council Decision - OCM102/2023
01.01.24 Recovery of Rates Debts - Require Lessee to Pay Rent	27 Jun 2024	Amended delegation	Amended list of sub-delegates to include Chief Financial Officer	(GV01/2452087)
01.01.25 Recovery of Rates Debts - Actions to Take Possession of the Land	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.25 Recovery of Rates Debts - Actions to Take Possession of the Land	13 Jun 2023	Amended delegation	Council annual review - policy reference updated	Council Decision - OCM 102/2023
01.01.25 Recovery of Rates Debts - Actions to Take Possession of the Land	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.26 Notices Requiring Things to be done by Owner or Occupier of Land and Additional Powers when Notice is given, Undertake Works on Land which is not Local Government Property and Powers of Entry	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.26 Notices Requiring Things to be done by Owner or Occupier of Land and Additional Powers when Notice is given, Undertake Works on Land which is not Local Government Property and Powers of Entry	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Delegation	Date	Type	Amendment	References
01.01.26 Notices Requiring Things to be done by Owner or Occupier of Land and Additional Powers when Notice is given, Undertake Works on Land which is not Local Government Property and Powers of Entry	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.26 Notices Requiring Things to be done by Owner or Occupier of Land and Additional Powers when Notice is given, Undertake Works on Land which is not Local Government Property and Powers of Entry	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
01.01.27 Appointment of an Acting Chief Executive Officer	10 Jan 2023	Amended delegation	CEO review - policy reference included	Record number 2348418
01.01.27 Appointment of an Acting Chief Executive Officer	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
01.01.27 Appointment of an Acting Chief Executive Officer	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.27 Appointment of an Acting Chief Executive Officer	18 Jun 2024	Amended delegation	Updated the Functions section to add the position of Deputy Chief Executive Officer.	Council Resolution (118/2024)
01.01.27 Appointment of an Acting Chief Executive Officer	17 Dec 2025	Amended delegation	Administrative update. Policy references corrected.	Nil
01.01.28 Authority to Approve Small Assistance Donations and Inspiring Youth Leaders Fund Grants	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.01.28 Authority to Approve Small Assistance Donations and Inspiring Youth Leaders Fund Grants	13 Jun 2023	Amended delegation	Title of delegation updated. Function and policy reference updated. Conditions aligned	Council Decision - OCM102/2023

Delegation	Date	Type	Amendment	References
01.01.28 Authority to Approve Small Assistance Donations and Inspiring Youth Leaders Fund Grants	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.28 Authority to Approve Small Assistance Donations and Inspiring Youth Leaders Fund Grants	20 Aug 2024	Amended delegation	Updated: delegation title; included reference to the Inspiring Youth Leaders Fund grant; delegation conditions amended to ensure applications comply with the Community Grants, Donations and Funding Guidelines, and introduced biannual reporting to Council on grants approved through this delegation	Council Decision 161/2024
01.01.29 Power to Appoint Persons to Receive and Withdraw Complaints	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
01.01.29 Power to Appoint Persons to Receive and Withdraw Complaints	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
01.01.30 Rate Concessions	18 Jun 2024	New delegation	New delegation to the Chief Executive Officer permitting the determination of applications for rates concessions. Conditions have been provided: <ul style="list-style-type: none"> • application must be in writing. • principal factor in considering each application is the capacity of the applicant to pay. • a concession cannot exceed \$20,000 per rating year. • to limit concessions being approved for more than one rating period; and • that concessions granted are not transferable. 	Council resolution (118/2024)
01.01.30 Rate Concessions	27 Jun 2024	Amended delegation	Added Director Corporate Services as delegate and applied conditions.	(GV01/2452087)
01.02.02 Infringement Notices	21 Dec 2022	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
01.02.02 Infringement Notices	21 Dec 2023	Amended delegation	CEO annual review. Amended list of sub-delegates and legislation references updated	Record number 2451054
01.02.02 Infringement Notices	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	Date	Type	Amendment	References
01.02.03 Acknowledge Receipt of Primary and Annual Returns	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
01.02.04 Appoint – Authorised Persons and Officers	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
01.02.05 Extension or Variation of Hours – Consumption of Alcohol on Shire Property – Permit Approvals	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
02.01.01 Grant a Building Permit	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
02.01.01 Grant a Building Permit	13 Jun 2023	Amended delegation	Council annual review - updated statutory references and recordkeeping requirements	Council Decision - OCM102/2023
02.01.01 Grant a Building Permit	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
02.01.02 Grant a Demolition Permit	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
02.01.02 Grant a Demolition Permit	13 Jun 2023	Amended delegation	Council annual review - updated statutory references and recordkeeping requirements	Council Decision - OCM102/2023
02.01.02 Grant a Demolition Permit	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
02.01.02 Grant a Demolition Permit	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
02.01.03 Occupancy Permits or Building Approval Certificates	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
02.01.03 Occupancy Permits or Building Approval Certificates	13 Jun 2023	Amended delegation	Council annual review - updated statutory references and recordkeeping requirements	Council Decision - OCM102/2023
02.01.03 Occupancy Permits or Building Approval Certificates	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
02.01.03 Occupancy Permits or Building Approval Certificates	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	Date	Type	Amendment	References
02.01.04 Designate Employees as Authorised Persons	10 Jan 2023	Amended delegation	CEO review - included sub-delegates	Record number 2348418
02.01.04 Designate Employees as Authorised Persons	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
02.01.04 Designate Employees as Authorised Persons	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
02.01.04 Designate Employees as Authorised Persons	17 Dec 2025	Amended delegation	CEO review - Designated employee update.	GV01 - Record No: 2554950
02.01.05 Building Orders	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
02.01.05 Building Orders	13 Jun 2023	Amended delegation	Council annual review - updated recordkeeping requirements	Council Decision - OCM102/2023
02.01.05 Building Orders	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
02.01.05 Building Orders	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
02.01.06 Inspection and Copies of Building Records	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
02.01.06 Inspection and Copies of Building Records	13 Jun 2023	Amended delegation	Council annual review - updated recordkeeping requirements	Council Decision - OCM102/2023
02.01.06 Inspection and Copies of Building Records	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
02.01.06 Inspection and Copies of Building Records	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
02.01.07 Referrals and Issuing Certificates	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
02.01.07 Referrals and Issuing Certificates	13 Jun 2023	Amended delegation	Council annual review - updated recordkeeping requirements	Council Decision - OCM102/2023
02.01.07 Referrals and Issuing Certificates	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Delegation	Date	Type	Amendment	References
02.01.07 Referrals and Issuing Certificates	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
02.01.08 Private Pool Barrier - Alternative and Performance Solutions	10 Jan 2023	Amended delegation	CEO review - included sub-delegates	Record number 2348418
02.01.08 Private Pool Barrier - Alternative and Performance Solutions	13 Jun 2023	Amended delegation	Council annual review - updated recordkeeping requirements	Council Decision - OCM102/2023
02.01.08 Private Pool Barrier - Alternative and Performance Solutions	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
02.01.08 Private Pool Barrier - Alternative and Performance Solutions	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
02.01.09 Smoke Alarms - Alternative Solutions	10 Jan 2023	Amended delegation	CEO review - included sub-delegates	Record number 2348418
02.01.09 Smoke Alarms - Alternative Solutions	13 Jun 2023	Amended delegation	Council annual review - updated recordkeeping requirements	Council Decision - OCM102/2023
02.01.09 Smoke Alarms - Alternative Solutions	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
02.01.09 Smoke Alarms - Alternative Solutions	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
03.01.01 Make Request to Fire and Emergency Services Commissioner - Control of Fire	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
03.01.01 Make Request to Fire and Emergency Services Commissioner - Control of Fire	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
03.01.02 Prohibited and Restricted Burning Times - Control Activities	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
03.01.02 Prohibited and Restricted Burning Times - Control Activities	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM 102/2023
03.01.03 Control of Operations Likely to Create Bush Fire Danger	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418

Delegation	Date	Type	Amendment	References
03.01.03 Control of Operations Likely to Create Bush Fire Danger	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
03.01.04 Burning Garden Refuse and Open-Air Fires	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
03.01.04 Burning Garden Refuse and Open-Air Fires	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
03.01.05 Firebreaks	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
03.01.05 Firebreaks	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
03.01.06 Appoint Bush Fire Control Officers	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
03.01.07 Control and Extinguishment of Bush Fires	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
03.01.07 Control and Extinguishment of Bush Fires	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
03.01.08 Apply for Declaration as an Approved Area	11 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
03.01.08 Apply for Declaration as an Approved Area	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
03.01.09 Recovery of Expenses Incurred Through Contraventions of this Act	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
03.01.09 Recovery of Expenses Incurred Through Contraventions of this Act	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
03.01.10 Prosecution of Offences and Infringement Notices	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418

Delegation	Date	Type	Amendment	References
03.01.10 Prosecution of Offences and Infringement Notices	13 Jun 2023	Amended delegation	Council annual review - Updated express power to delegate. Added delegates and updated conditions	Council Decision - OCM102/2023
03.01.10 Prosecution of Offences and Infringement Notices	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended and conditions updated.	GV01 - Record No: 2554950
03.01.11 Notify Fire and Emergency Services Commissioner of Losses Caused by Bush Fires	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
03.01.11 Notify Fire and Emergency Services Commissioner of Losses Caused by Bush Fires	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
03.04.01 Prosecution of Offences and Infringement Notices	13 Jun 2023	Revoked	Deleted delegation as it is a duplication of delegation 03.01.10	Council Decision - OCM102/2023
04.01.01 Cat Registrations	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
04.01.01 Cat Registrations	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
04.01.01 Cat Registrations	15 Aug 2023	Amended delegation	Sub-delegates updated	Record number 2350219
04.01.01 Cat Registrations	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
04.01.01 Cat Registrations	10 Jul 2024	Amended delegation	CEO approved amendment for delegation to add new position Senior Records Officer	GV01/2452170
04.01.01 Cat Registrations	30 Sep 2024	Amended delegation	Added updated position title of Coordinator Records and Customer Service and Council Support Officer as a subdelegates.	Record Number 2452717
04.01.01 Cat Registrations	7 Oct 2024	Amended delegation	Added updated position of Coordinator Records and Customer Service and Council Support Officer as Delegates.	Record Number 2452717
04.01.01 Cat Registrations	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
04.01.02 Cat Control Notices	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418

Delegation	Date	Type	Amendment	References
04.01.02 Cat Control Notices	13 Jun 2023	Amended delegation	Council annual review - no changes	Council Decision - OCM102/2023
04.01.02 Cat Control Notices	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
04.01.02 Cat Control Notices	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
04.01.03 Approval to Breed Cats	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
04.01.03 Approval to Breed Cats	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
04.01.03 Approval to Breed Cats	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
04.01.03 Approval to Breed Cats	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
04.01.04 Recovery of Costs - Destruction of Cats	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
04.01.04 Recovery of Costs - Destruction of Cats	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
04.01.04 Recovery of Costs - Destruction of Cats	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
04.01.04 Recovery of Costs - Destruction of Cats	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
04.01.05 Applications to Keep Additional Cats	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
04.01.05 Applications to Keep Additional Cats	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
04.01.05 Applications to Keep Additional Cats	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
04.01.05 Applications to Keep Additional Cats	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
04.02.01 Infringement Notices - Extensions and Withdrawals	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418

Delegation	Date	Type	Amendment	References
04.02.01 Infringement Notices - Extensions and Withdrawals	21 Dec 2023	Amended delegation	CEO annual review. Amended subdelegate conditions.	Record number 2451054
04.02.01 Infringement Notices - Extensions and Withdrawals	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No:2554950
05.01.01 Dog Registrations	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
05.01.01 Dog Registrations	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
05.01.01 Dog Registrations	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
05.01.02 Refuse or Cancel Registration	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
05.01.02 Refuse or Cancel Registration	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
05.01.02 Refuse or Cancel Registration	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
05.01.02 Refuse or Cancel Registration	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
05.01.03 Recovery of Money Due Under this Act	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
05.01.03 Recovery of Money Due Under this Act	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
05.01.03 Recovery of Money Due Under this Act	27 Jun 2024	Amended delegation	Added the new position of Chief Financial Officer as a sub delegate to provide additional operational capacity to recover fees payable under the Dog Act 1976 should circumstances arise.	CEO approved amendment - (GV01/2452087)
05.01.04 Dispose of or Sell Dogs Liable to be Destroyed	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
05.01.04 Dispose of or Sell Dogs Liable to be Destroyed	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision OCM102/2023

Delegation	Date	Type	Amendment	References
05.01.04 Dispose of or Sell Dogs Liable to be Destroyed	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
05.01.04 Dispose of or Sell Dogs Liable to be Destroyed	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
05.01.05 Declare Dangerous Dog	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
05.01.05 Declare Dangerous Dog	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
05.01.05 Declare Dangerous Dog	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
05.01.05 Declare Dangerous Dog	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
05.01.06 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	10 Jan 2023	Amended delegation	CEO review - included sub-delegate	Record number 2348418
05.01.06 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
05.01.06 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
05.01.06 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
05.01.07 Authorise Registration Officers	10 Jan 2023	Amended delegation	CEO review - included sub-delegates	Record number 2348418
05.01.07 Authorise Registration Officers	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
05.01.07 Authorise Registration Officers	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054

Delegation	Date	Type	Amendment	References
05.01.07 Authorise Registration Officers	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
05.01.08 Limitation of Numbers - Exemptions	21 Dec 2023	Amended delegation	CEO annual review. Updated list of subdelegates.	Record number 2451054
05.01.08 Limitation of Numbers - Exemptions	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
06.01.01 Prohibition Orders	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
06.01.01 Prohibition Orders	13 Jun 2023	Amended delegation	Council annual review - amended list of delegates and updated conditions	Council Decision - OCM102/2023
06.01.01 Prohibition Orders	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
06.01.01 Prohibition Orders	18 Jun 2024	Amended delegation	Update list of delegates to include Coordinator Environmental Health Services and amended conditions	Council resolution (118/2024)
06.01.02 Food Business Registrations	10 Jan 2023	Amended delegation	CEO review - amended record keeping requirements	Record number 2348418
06.01.02 Food Business Registrations	13 Jun 2023	Amended delegation	Council annual review - amended list of delegates	Council Decision - OCM102/2023
06.01.02 Food Business Registrations	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
06.01.02 Food Business Registrations	18 Jun 2024	Amended delegation	Update list of delegates to include Coordinator Environmental Health Services.	Council resolution (118/2024)
06.01.03 Appoint Authorised Officers and Designated Officers	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
06.01.03 Appoint Authorised Officers and Designated Officers	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
07.01.01 Give Notice Requiring Obliteration of Graffiti	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
07.01.01 Give Notice Requiring Obliteration of Graffiti	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Delegation	Date	Type	Amendment	References
07.01.01 Give Notice Requiring Obliteration of Graffiti	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
07.01.01 Give Notice Requiring Obliteration of Graffiti	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
07.01.02 Notices – Deal with Objections and Give Effect to Notices	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
07.01.02 Notices – Deal with Objections and Give Effect to Notices	13 Jun 2023	Amended delegation	Council annual review- no change	Council Decision - OCM102/2023
07.01.02 Notices – Deal with Objections and Give Effect to Notices	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
07.01.02 Notices – Deal with Objections and Give Effect to Notices	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
07.01.03 Obliterate Graffiti on Private Property	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
07.01.03 Obliterate Graffiti on Private Property	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision -OCM102/2023
07.01.03 Obliterate Graffiti on Private Property	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
07.01.03 Obliterate Graffiti on Private Property	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
07.01.04 Powers of Entry	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
07.01.04 Powers of Entry	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
07.01.04 Powers of Entry	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
07.01.04 Powers of Entry	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950

Delegation	Date	Type	Amendment	References
08.01.01 Directions Regarding Unauthorised / Illegal Development	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
08.01.01 Directions Regarding Unauthorised / Illegal Development	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
08.01.01 Directions Regarding Unauthorised / Illegal Development	21 Dec 2023	Amended delegation	CEO annual review. Updated sub delegate conditions.	Record number 2451054
08.01.01 Directions Regarding Unauthorised / Illegal Development	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
08.01.02 Determination of Development Applications	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
08.01.02 Determination of Development Applications	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
08.01.02 Determination of Development Applications	21 Dec 2023	Amended delegation	CEO annual review. Updated sub delegate conditions.	Record number 2451054
08.01.02 Determination of Development Applications	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
08.01.03 Structure Plans and Local Development Plans	10 Jan 2023	Amended delegation	CEO review - amended list of sub-delegates	Record number 2348418
08.01.03 Structure Plans and Local Development Plans	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
08.01.03 Structure Plans and Local Development Plans	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
08.01.03 Structure Plans and Local Development Plans	17 Dec 2025	Amended delegation	CEO review - Removed sub-delegates.	GV01 - Record No: 2554950
09.01.01 Designation of Authorised Officers	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023

Delegation	Date	Type	Amendment	References
AA.01.01 Local Government Act 1995 - Execution of Documents	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
AA.01.01 Local Government Act 1995 - Execution of Documents	20 May 2025	Amended delegation	Functions section simplified to improve alignment with the provisions of 9.49A of the Local Government Act 1995. Conditions 1 and 2 amalgamated and simplified to remove unnecessary wording.	Council Decision 076/025
AA.01.02 Planning and Development Act 2005 - Commencing a prosecution for contravening a provision of the planning scheme (s. 218) and commencing a prosecution for failure to comply with directions (s. 214)	13 Jun 2023	Amended delegation	Council annual review. No amendments	OCM 102/2023
AA.01.03 Gaming and Wagering Commission Act 1987 - Appointment of Authorised Officer	13 Jun 2023	Amended delegation	Council annual review - no change	Council Decision - OCM102/2023
AA.01.03 Gaming and Wagering Commission Act 1987 - Appointment of Authorised Officer	21 Dec 2023	Amended delegation	CEO annual review. No amendments	Record number 2451054
AA.01.04 Dog Act 1976 - Enforcement Proceedings	13 Jun 2023	Revoked	Delegation deleted as the CEO already has the statutory ability to appoint authorised person under the Dog Act 1976 pursuant to section 9.10(2) of the Local Government Act 1995.	Council Decision - OCM102/2023
AA.01.05 Dog Regulations 2013 - Withdraw Infringement Notices	13 Jun 2023	Repealed	The Chief Executive Officer already has the statutory power to appoint authorised persons under the Dog Act 1976 . The delegation is not required.	Council Decision - OCM102/2023
AA.02.01 Local Government Act 1995 - Appoint Authorised Persons	21 Dec 2023	Amended delegation	CEO annual review. Updated subdelegates (authorised persons/officers). Updated legislation and conditions	Record number 2451054
AA.02.01 Local Government Act 1995 - Appoint Authorised Persons	27 Jun 2024	Amended delegation	Updated list of authorised persons/officers to include Coordinator Environmental Health Services and amended conditions	(GV01/2452087)

Delegation	Date	Type	Amendment	References
AA.02.02 Building Act 2011 - Designate Employees as Authorised Persons	21 Dec 2023	Amended delegation	CEO annual review. Updated list of designated employees as authorised persons and conditions amended.	Record number 2451054
AA.02.02 Building Act 2011 - Designate Employees as Authorised Persons	10 Jan 2024	Amended delegation	CEO update of designated employees as authorised persons and limitations	Record number 2451101
AA.02.02 Building Act 2011 - Designate Employees as Authorised Persons	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950
AA.02.03 Bush Fires Act 1954 - Appoint Bush Fire Control Officer/s	21 Dec 2023	Amended delegation	CEO annual review. Updated Fire Control Officers and Fire Weather Officer appointments. Amended conditions and recordkeeping requirements.	Record number 2451054
AA.02.04 Dog Act 1976 - Authorise Registration Officers	15 Aug 2023	Amended delegation	CEO review. Amended list of sub-delegates - appointed Dog Registration officers	Record number 2350219
AA.02.04 Dog Act 1976 - Authorise Registration Officers	21 Dec 2023	Amended delegation	CEO annual review. Recordkeeping requirements amended.	Record number 2451054
AA.02.04 Dog Act 1976 - Authorise Registration Officers	10 Jul 2024	Amended delegation	CEO approved amendment for authorisation to add new position Senior Records Officer	GV01/2452170
AA.02.04 Dog Act 1976 - Authorise Registration Officers	30 Sep 2024	Amended delegation	Added updated position title Coordinator Records and Customer Service and the Council Support Officers position as authorised registration officers.	Record number 2452717
AA.02.04 Dog Act 1976 - Authorise Registration Officers	7 Oct 2024	Amended delegation	Added updated position title Coordinator Records and Customer Service and the Council Support Officers position as authorised registration officers.	Record number 2452717
AA.02.04 Dog Act 1976 - Authorise Registration Officers	17 Dec 2025	Amended delegation	CEO review - Authorised Registration Officers	GV01 - Record No: 2554950
AA.02.05 Food Act 2008 - Appoint Authorised Officers and Designated Officers	21 Dec 2023	Amended delegation	CEO annual review. Updated list of authorised persons. Recordkeeping requirements amended.	Record number 2451054

Delegation	Date	Type	Amendment	References
AA.02.05 Food Act 2008 - Appoint Authorised Officers and Designated Officers	27 Jun 2024	Amended delegation	Updated list of authorised persons to include Coordinator Environmental Health Services	(GV01/2452087)
AA.02.06 Planning and Development (Local Planning Schemes) Regulations 2015 - Entry and Inspection Powers	21 Dec 2023	Amended delegation	CEO annual review. Updated list of authorised persons. Recordkeeping requirements amended.	Record number 2451054
AA.02.06 Planning and Development (Local Planning Schemes) Regulations 2015 - Entry and Inspection Powers	17 Dec 2025	Amended delegation	CEO review - Delegates amended.	GV01 - Record No: 2554950
AA.02.07 Freedom of Information Act 1992	21 Dec 2023	Amended delegation	CEO annual review. Updated list of authorised persons. Recordkeeping requirements amended.	Record number 2451054
AA.02.07 Freedom of Information Act 1992	30 Sep 2024	Amended delegation	Added updated position title Coordinator Records and Customer Service as an authorised person.	Record number 2452717
AA.02.07 Freedom of Information Act 1992	7 Oct 2024	Amended delegation	Added updated position title Coordinator Records and Customer Service as an authorised person.	Record number 2452717
AA.02.08 Public Health Act 2016 - Delegation of Authorised Officers	21 Dec 2023	Amended delegation	CEO annual review. Updated authorised persons.	Record number 2451054
AA.02.08 Public Health Act 2016 - Delegation of Authorised Officers	27 Jun 2024	Amended delegation	Updated list of authorised persons to include Coordinator Environmental Health Services	(GV01/2452087)
AA.02.09 Public Interest Disclosure Act 2003 - Public Interest Disclosure Officer	21 Dec 2023	Amended delegation	CEO annual review. Amended record keeping requirements.	Record number 2451054
AA.02.10 Fines, Penalties and Infringement Notices Enforcement Act 1994 - Designation of Authorised Officers	21 Dec 2023	Amended delegation	CEO annual review. Functions and record keeping requirements updated. Amended list of prosecuting officers	Record number 2451054

Delegation	Date	Type	Amendment	References
AA.02.10 Fines, Penalties and Infringement Notices Enforcement Act 1994 - Designation of Authorised Officers	17 Dec 2025	Amended delegation	CEO review - Authorised Officers updated. Conditions aligned.	GV01 - Record No: 2554950
AA.02.11 Planning and Development Act 2005 - Issue and Vary Infringement Notices	21 Dec 2023	Amended delegation	CEO annual review. Functions and record keeping requirements updated. Amended list of prosecuting officers	Record number 2451054
AA.02.11 Planning and Development Act 2005 - Issue and Vary Infringement Notices	17 Dec 2025	Amended delegation	CEO review - Authorised Officers update	GV01 - Record No: 2554950
AA.02.12 Wittenoom Legal Claims	9 Jun 2025	Amended delegation	The maximum value of claims for settlement increased to \$150k.	Record No: 2554364
AA.02.13 Appointment of Authorised Employees - Prescribed Single House Development	17 Dec 2025	Amended delegation	CEO review - Authorised Officers updated,	GV01 - Record No: 2554950
AA.02.14 Authorisation - Local Government Development Assessment Panel Functions	25 Sep 2025	Amended delegation	Update of authorised employees.	Refer to Synergy Record No: 2554780
AA.04.01 Local Government Act 1995 - Execution of Documents	13 Jun 2023	Amended delegation	Annual review. Updated list of persons authorised.	Council Decision - OCM102/2023
AA.04.02 Health (Miscellaneous Provisions) Act 1911 - Powers of Local Government - Appointment of Authorised Persons	13 Jun 2023	Amended delegation	Updated statutory references to clearly the express power to delegate (appoint). Updated the list of delegates (appointees) and simplified the reference to the Health (Miscellaneous Provisions) Act 1911 generally, to include subsidiary legislation made. Conditions and recordkeeping requirements updated.	Council Decision - OCM102/2023
AA.04.02 Health (Miscellaneous Provisions) Act 1911 - Powers of Local Government - Appointment of Authorised Persons	18 Jun 2024	Amended delegation	Updated list of authorised persons to include Coordinator Environmental Health Services and conditions amended	Council resolution (118/2024)

Delegation	Date	Type	Amendment	References
AA.04.03 Health (Miscellaneous Provisions) Act 1911 - Powers of Local Government, Public Buildings, Events and Gatherings	13 Jun 2023	Revoked	Delegation revoked (deleted) 13 June 2023. Content now covered in delegation AA.04.02	Council Decision - OCM102/2023
AA.04.04 Litter Act 1979 - Appointment of Authorised Officers to Withdraw Infringement Notices	13 Jun 2023	Amended delegation	Updated authorised persons (delegates)	Council Decision - OCM102/0223
AA.04.05 Control of Vehicles (Off-Road Areas) Act 1978 - Appointment of Authorised Persons to Withdraw Infringement Notices	13 Jun 2023	Amended delegation	Updated persons authorised to withdraw infringement notices	Council Decision - OCM102/2023
AA.04.06 Local Government Act 1995 - Power to Remove and Impound	13 Jun 2023	Amended delegation	Updated authorised employees and conditions	Council Decision - OCM102/2023
AA.04.06 Local Government Act 1995 - Power to Remove and Impound	18 Jun 2024	Amended delegation	1. Updated delegates to include Coordinator Environmental Health Services position to align with the current organisational structure. 2. In conditions, added the position of Coordinator Environmental Health Services to only deal with removing and impounding goods for a contravention of the Health Local Law 2013.	Council resolution (118/2024)
AA.04.07 Authorising Persons - Liquor Control Act 1988	13 Jun 2023	New delegation	Council appointed Authorised Persons	Council Decision - OCM 102/2023
AA.04.07 Authorising Persons - Liquor Control Act 1988	18 Jun 2024	Amended delegation	1. Updated delegates to include Coordinator Environmental Health Services position to align with the current organisational structure. 2. Conditions updated to limit the Coordinator Environment Health Services dealing with applications under section 40 of the Liquor Control Act 1988.	Council resolution (118/2024)

Delegation	Date	Type	Amendment	References
AA.06.01 Environmental Protection Act 1986, Environmental Protection (Noise) Regulations 1997	13 Jun 2023	Amended delegation	Updated appointment of Authorised Person and updated conditions	Council Decision - OCM102/2023
AA.06.01 Environmental Protection Act 1986, Environmental Protection (Noise) Regulations 1997	18 Jun 2024	Amended delegation	Updated delegates to include Coordinator Environmental Health Services position to align with the current organisational structure.	Council resolution (118/2024)
EE.05.01 Environmental Protection Act 1986, Environmental Protection (Noise) Regulations 1997	13 Jun 2023	Amended delegation	Annual council review, no change	Council Decision - OCM102/2023
EE.05.02 Environmental Protection Act 1986, Environmental Protection (Noise) Regulations 1997	13 Jun 2023	Amended delegation	Annual council review, no change	Council Decision - OCM102/2023
EE.05.03 Environmental Protection Act 1986, Environmental Protection (Noise) Regulations 1997	13 Jun 2023	Amended delegation	Annual council review, no change	Council Decision - OCM102/2023
EE.05.04 Planning and Development Act 2005	13 Jun 2023	Amended delegation	Annual council review, no change	Council Decision - OCM102/2023
EE.05.05 Strata Titles Act 1985	13 Jun 2023	Amended delegation	Council annual review, no changes	Council Decision - OCM102/2023
EE.05.06 Main Roads Act 1930	13 Jun 2023	Amended delegation	Annual council review, no change	Council Decision - OCM102/2023
EE.05.07 Australian Citizenship Act 2007	13 Jun 2023	Amended delegation	Annual Council review, nil substantive changes. Appended Ministers list of persons approved to receive citizenship pledges	Council Decision - OCM102/2023
LL.01.01 Activities on Thoroughfares and Public Places Local Law 2013 (as amended)	1 Jul 2023	Revoked	Effective 1 July 2023 - Revoked.	Council Decision - OCM102/203
LL.01.01 Shire of Ashburton Local Laws	21 Dec 2023	Amended delegation	CEO annual review. Updated sub-delegate conditions.	Record number 2451054

Delegation	Date	Type	Amendment	References
LL.01.02 Cemeteries Local Law 2013 (as amended)	2 Aug 2023	Revoked	Revoked effective 1 July. 2023	Council Decision - OCM102/203
LL.01.04 Extractive Industries Local Law 2013	2 Aug 2023	Revoked	Revoked. Local Law repealed	Council Decision - OCM102/2023
LL.01.07 Local Government Property Local Law 2013 (as amended)	2 Aug 2023	Revoked	Delegation Revoked - Local Law repealed	Council Decision - OCM102/2023
LL.01.08 Local Law Relating to the Control of Cats 1998	2 Aug 2023	Revoked	Local Law repealed effective from 17 August 2023 when the new Cats Local Law 2023 commences.	Council Decision 11 July 2023 OCM -128/2023
LL.01.09 Local Law Relating to the Management and Control of Public Swimming Pools 1998 (as amended)	2 Aug 2023	Revoked	Revoked. Local Law repealed	Council Decision - OCM102/2023
LL.01.11 Standing Orders Local Law 2012	6 Sep 2023	Revoked	Delegation revoked as no delegable functions within this local law.	Council Decision 102/2023
LL.02.02 Shire of Ashburton Local Laws	27 Jun 2024	Amended delegation	Updated delegates to include Coordinator Environmental Health Services and amended subdelegated functions	(GV01/2452087)
LL.02.02 Shire of Ashburton Local Laws	3 Sep 2024	Amended delegation	Senior Records Officer added as delegate.	Record Number 2452519
LL.02.02 Shire of Ashburton Local Laws	17 Dec 2025	Amended delegation	CEO review - sub-delegates amended.	GV01 - Record No: 2554950