Shire of Derby / West Kimberley

ATTACHMENTS

Item 15.2 Attchment 1

Ordinary Council Meeting
Thursday 23 April 2026



Shire of Derby-West Kimberley
Register of Delegated Authority

REVIEW

There are no reviews to display

DRAFT

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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, Industry Regulations & Safety *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 the CEO's 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.

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DELEGATIONS

Delegation	**1.1.1 Performing Functions Outside the District [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.3.20(1) Performing functions outside district.
Function	Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].
Delegates	Chief Executive Officer
Conditions	a. A decision to undertake a function outside the district, can only be made under this delegation where there is a relevant budget allocation, and the performance of the functions does not negatively impact service levels within the district. Where these conditions are not met, the matter must be referred for Council decision. b. This function is not to be sub-delegated
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees.
Statutory framework	~~Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns~~
Policy	~~PC1~~ Risk and Opportunity Management Policy
Record keeping	Details of the decisions are to be recorded in the Shire's record keeping system

Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
29 Jun 2023	Amended delegation	Review of delegation	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of Delegation	OCM Agenda Item 12.1 Res. No. 48/24.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
22 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.1.2 Compensation - Damage Incurred when Performing Executive Functions [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.3.22(1) Compensation s.3.23 Arbitration
Function	1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)] 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23
Delegates	Chief Executive Officer
Conditions	a. Delegation is limited to settlements which do not exceed a material value of $~~2~~20,000.
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Planning Director Corporate Services Director Infrastructure
Subdelegate conditions	a. Conditions on the delegation also apply to sub-delegation b. Sub-delegation may only be exercised after receiving legal advice
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns
Policy	Not applicable
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
24 May 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
22 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.1.3 Powers of Entry to Perform Local Government Functions [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Function	1. Authority to exercise powers of enter to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28] 2. Authority to give notice of entry [s.3.32] 3. Authority to seek and execute an entry under warrant [s.3.33] 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)] 5. Authority to give notice and effect entry by opening a fence [s.3.36]
Delegates	Chief Executive Officer
Conditions	a. Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Planning Director Infrastructure Manager Assets and Works
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*: s.9.10 Appointment of authorised persons – refer also s.3.32(2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry s.3.34(2) Entry in an emergency – Refer to CEO Delegation Local Laws: • Local Government Property • Activities on Thoroughfares and Trading in Thoroughfares and Public Places

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Policy	~~PC1~~ Risk and Opportunity Management Policy
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. 22323.	Synergy Record No. 22323.
13 Mar 2025	Amended delegation	Review of delegation and amended sub-delegates to include the Manager Assets and Works following the Director Infrastructure and CEO's approval.	Synergy reference No. N23079
23 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.1.4 Declare Vehicle is Abandoned Vehicle Wreck [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.3.40A(4) Abandoned vehicle wreck may be taken
Function	~~Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)]~~ Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)] Note: An abandoned vehicle wreck is as defined by [s.3.40A(4)] and up to a value that has been calculated in accordance with regulation 29A of the *Local Government (Function and General) Regulations 1996)*
Delegates	Chief Executive Officer
Conditions	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.1.5 Confiscated or Uncollected Goods (Disposing of) or alternatively, referred for Council decision.
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	~~Manager Development Services~~ ~~Ranger~~ ~~Senior Ranger~~ ~~Works Supervisor - Fitzroy Crossing~~ Coordinator Rangers, Emergency Management and Community Safety Director Community Planning
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns
Policy	Not applicable.
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
26 May 2022	Amended delegation	Review of delegation, added information to policy and subdelegates.	OCM Agenda Item 11.1 Res. No. 61/22
21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator.	Synergy Record Number N18564
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
22 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.1.5 Confiscated or Uncollected Goods (Disposing of) [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Function	1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47] 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48]
Delegates	Chief Executive Officer
Conditions	a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than $~~20~~50,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Manager Community Development ~~Manager Development Services~~ ~~Ranger~~ ~~Senior Ranger~~ ~~Works Supervisor - Fitzroy Crossing~~ Coordinator Rangers, Emergency Management and Community Safety Director Community Planning Director Infrastructure Manager Assets and Works
Subdelegate conditions	The delegate that authorised the confiscation must not be party to any disposal determination under this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995: Part*~~:Part~~ 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.
Policy	~~Not applicable.~~

Record keeping	Details of decisions are to be recorded in the Shire's record keeping system.

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
26 May 2022	Amended delegation	Review of delegation, added information to policy and subdelegates.	OCM Agenda Item 11.1 Res. No. 61/22
21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. 22323.	---
13 Mar 2025	Amended delegation	Reviewed delegation and made a change to the sub delegation to include the Manager Assets and Works, approved by the Director Infrastructure and CEO.	Synergy reference no.N23079
22 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.1.6 Disposal of Sick or Injured Animals [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Function	1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)] 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48]
Delegates	Chief Executive Officer
Conditions	a. Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Community Development ~~Manager Development Services~~ ~~Ranger~~ ~~Senior Ranger~~ ~~Works Supervisor - Fitzroy Crossing~~ Coordinator Rangers, Emergency Management and Community Safety Director Community Planning Director Infrastructure
Subdelegate conditions	The delegate that authorised the impounding must not be party to any disposal determination under this Delegation
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns
Policy	~~Not applicable~~
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

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Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
26 May 2022	Amended delegation	Review of delegation, added information to policy and subdelegates.	OCM Agenda Item 11.1 Res. No. 61/22
21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. 22323.	---
22 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Resolution Number CCO14/25

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Delegation	**1.1.7 Close Thoroughfares to Vehicles~~/Extra Mass Permits~~ [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.3.50 Closing certain thoroughfares to vehicles s.3.~~50A~~50 A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals

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Function	~~1. Authority to determine (with or without conditions) applications for extra mass permits for roads within the Shire~~ ~~2. Authority to close a thoroughfare (wholly or partially) to all vehicles or particular classes of vehicles for a period not exceeding four-weeks [s.3.50(1)]~~ ~~3. Authority to determine to close a thoroughfare for a period exceeding four-weeks and before doing so, to:~~ ~~• give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land~~ ~~• consider submissions relevant to the road closure(s) proposed [s.3.50(1a), (2) and (4)]~~ ~~4. Authority to revoke an order to close a thoroughfare [s.3.50(6)].~~ ~~5. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A]~~ ~~6. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that 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 [s3.51].~~ 1. Authority to close a thoroughfare (wholly or partially) to all vehicles or particular classes of vehicles for a period not exceeding four-weeks [s.3.50(1)] 2. Authority to determine to close a thoroughfare for a period exceeding four-weeks and before doing so, to: • give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land • consider submissions relevant to the road closure(s) proposed [s.3.50(1a), (2) and (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 effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that 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 [s3.51].
Delegates	Chief Executive Officer
Conditions	a. 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)] b. Maintain access to adjoining land [s.3.52(3)] (relevant to a Townsite only)
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees.

Subdelegates	Director Infrastructure Manager Assets and Works
Subdelegate conditions	a. Conditions on the delegation also apply to the sub-delegation
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws
Policy	Not applicable
Record keeping	Details of decision are to be recorded in the ~~City~~Shire's record keeping system

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
13 Mar 2025	Amended delegation	Review the delegation and made an amendment to the sub delegation to include the Manager Assets and Works.	Synergy reference no.N23079
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.1.8 Control Reserves and Certain Unvested Facilities**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
Function	1. Authority to agree the method for control and management of an unvested facility which is partially within two or more local government districts. [s.3.53(3)] 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire of Derby/West Kimberley that the Shire could do under s.5 of the Parks and Reserves Act 1895. [s.3.54(1)]
Delegates	Chief Executive Officer
Conditions	a. Limited to matters where the financial implications do not exceed a relevant and current budget allocation and which do not create a financial liability in future budgets
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Infrastructure Manager Assets and Works
Subdelegate conditions	Nil
Statutory framework	Local Government Property Local Laws
Policy	Not applicable
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added head of power and information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. 22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.1.9 Obstruction of Footpaths and Thoroughfares**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996*: 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	1. Authority to determine, by written notice served on a person who is carrying out, for example, plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: a. prevent damage to the footpath b. prevent inconvenience to the public or danger from falling materials [ULP 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 that may obstruct the public thoroughfare. [ULP r.6(2) and (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 [ULP r.6(6)] 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A] 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7]
Delegates	Chief Executive Officer

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Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works iii. Provided evidence of sufficient Public Liability Insurance iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity c. Conditions on the delegation also apply to sub-delegation
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Infrastructure Manager Assets and Works
Subdelegate conditions	a. Actions under this Delegation must comply with the procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*. When determining to grant permission to obstruct a public footpath or thoroughfare under this Delegated: 1. There is authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)]] 2. There is authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b) 3. There is authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)]
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* Penalties under the *Uniform Local Provisions Regulations* are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws. Shire Fees and Charges – Bond amount to be charged.
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

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Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. 22323.	---
13 Mar 2025	Amended delegation	Reviewed delegation. Amended the sub delegation to include the Manager Assets and Works.	Synergy Reference no.N23079
13 Mar 2025	Amended delegation	Reviewed Delegation. Amended the sub-delegation to include the Manager Assets and Works.	Synergy reference number. N23079
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.1.10 Gates Across Public Thoroughfares**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996*: r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1).
Function	1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)] 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 [ULP 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 [ULP 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 [ULP r.9(6)]
Delegates	Chief Executive Officer
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996* b. Each approval provided must be recorded in the Shire's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8.
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Infrastructure Manager Assets and Works
Subdelegate conditions	Conditions on the delegation also apply to sub-delegation
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures Penalties under the *Uniform Local Provisions Regulation*s are administered in accordance with Part 9, Division 2 of the Local Government Act 1995 Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws

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Policy	Not applicable
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 July 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added subdelegate and information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.1.11 Public Thoroughfare – Dangerous Excavations**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996*: r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6.
Function	1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)] 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11 (4)] 3. Authority to impose conditions on granting permission [ULP r.11(6)] 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)]
Delegates	Chief Executive Officer
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Infrastructure Manager Assets and Works

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Subdelegate conditions	a. Actions under this Delegation must comply with the procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*. When determining to grant permission to for a dangerous excavation under this Delegated: 1. There is authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)] 2. There is authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)] 3. There is authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995 Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws Shire Fees and Charges – Bond amount to be charged
Policy	Not applicable
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. 22323.	---
13 Mar 2025	Amended delegation	Reviewed delegation and amended the sub delegations to include the Manager Assets and Works.	Synergy record no.N23079
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.1.12 Crossing – Construction, Repair and Removal**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996*: r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7 (2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Function	1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12 (1)] 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP 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 [ULP 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 [ULP r.13(2)]
Delegates	Chief Executive Officer
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*
Express power to subdelegate	*Local Government Act 199*5: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Manager Assets and Works
Subdelegate conditions	Conditions on the Delegation also apply to Sub-Delegation
Statutory framework	*Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* Refer also Delegation 1.3.1 under the Template Activities in Thoroughfares and Public Places and Trading Local Law Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws
Record keeping	Details on decisions are to be recorded in the Shire's record keeping system

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Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.1.13 Private Works on, over or under Public Places**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: r.17 Private works on, over, or under public places – Sch.9.1 cl.8
Function	1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3) 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)] may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity
Delegates	Chief Executive Officer
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996* b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works iii. Provided evidence of sufficient Public Liability Insurance iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure
Subdelegate conditions	Conditions on the delegation also apply to sub-delegation.

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws Shire Fees and Charges – Bond amount to be charged
Policy	Not applicable
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. 22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.1.14 Works Required for Supply of Water**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996*: r.20(1) Works required for supply of gas or water — Sch. 9.1 cl. 11.
Function	To carry out works that are necessary for the purpose of providing, maintaining or modifying the supply system [ULP r.20(1)]
Delegates	Chief Executive Officer
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996* b. Works may only be undertaken where there is an approved budget allocation
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Infrastructure
Statutory framework	*Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.1.15 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) 1996*: r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12.
Function	Authority to give notice to a land owner / occupier if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary, to be adversely affected by wind erosion or sand drift [ULP r.21(1)]
Delegates	Chief Executive Officer
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Planning Director Infrastructure Manager Assets and Works Manager Development Services
Subdelegate conditions	Conditions on the delegation also apply to sub-delegation
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995.*
Policy	Not applicable
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
26 May 2022	Amended delegation	Review of delegation, added information to policy and subdelegates.	OCM Agenda Item 11.1 Res. No. 61/22
21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
23 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.1.16 Expressions of Interest for Goods and Services [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996*: r.21 Limiting who can tender, procedure for; and r.23 Rejecting and accepting expressions of interest to be acceptable tenderer.
Function	1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21] 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23]
Delegates	Chief Executive Officer
Conditions	a. Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegate conditions	Conditions on the delegation also apply to sub-delegation
Statutory framework	*Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures.
Policy	~~F1~~ Procurement of Goods and Services ~~F7~~ Regional Price Preference Policy
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
26 May 2022	Amended delegation	Review of delegation, added express power to subdelegate information, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
17 Mar 2025	Amended delegation	Removed the sub-delegation to the Deputy Chief Executive Officer (position no longer exists). Synergy Record No. N23010.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.1.17 Tenders for Goods and Services – Call Tenders [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996*: r.11(1), (2) 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
Function	1. Authority to call tenders [F&G r.11(1)] 2. Authority to invite tenders although not required to do so [F&G r.13] 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)] 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)] 5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)]
Delegates	Chief Executive Officer

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Conditions	~~a. Tenders can only be invited for those goods and services identified in the Long-Term Financial Plan, the Annual Budget, Corporate Business Plan or separately approved by Council, with the exception being in the period immediately prior to the adoption of a new Annual Budget where:~~ ~~1. The proposed goods or services are required to fulfil a routine contract related to the day-to-day operations of the Local Government~~ ~~2. A current supply contract expiry is imminent~~ ~~3. The value of the proposed new contract has been included in the draft Annual Budget proposed for adoption~~ ~~4. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council~~ Tenders can only be invited for those goods and services where there is an adopted budget for the proposed goods or services, with the exception being in accordance with s.6.8(1)(a) of the Local Government Act 1995 prior to the adoption of a new Annual Budget where: 1. The proposed goods or services are required to fulfil a routine contract related to the day-to-day operations of the Local Government 2. A current supply contract expiry is imminent 3. The value of the proposed new contract has been included in the draft Annual Budget proposed for adoption 4. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	*Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures
Policy	~~F1~~ Procurement of Goods and Services ~~F2~~ Asset Management ~~F7~~ Regional Price Preference Policy
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

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Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 9.2.3 Min. No. 009/2019
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
16 Mar 2025	Amended delegation	Reviewed Delegation and amended the sub delegation to add the position of Senior Procurement Advisor	Synergy Record Number. N23082
17 Mar 2025	Amended delegation	Removed the sub-delegation to the Deputy Chief Executive Officer (Position no longer exists). Synergy Record Number N23010.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.1.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996*: r.11(2)(j) Exercising contract extension options r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Function	~~1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]~~ ~~2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]~~ ~~3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine the extent to which each tender satisfies the criteria for deciding which tender to accept~~ ~~4. Authority to decline to accept any tender [F&G r.18(5)]~~ ~~5. Authority to accept the next most advantageous tender if, within six-months of Council accepting a tender, a contract has not been entered into or the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]~~ ~~6. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&G r.20(1) and (3)]~~ ~~7. Authority to choose the next most advantageous tender to accept, if the tenderer chosen by Council is unable or unwilling to form a contract to supply the varied requirement or the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]~~ ~~8. Authority to vary a tendered contract, after it has been entered into, 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 10% or to a maximum of $100,000 whichever is the lesser value [F&G r.21A(a)]~~ ~~9. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j)~~ 1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)] 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)] 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine:

	• The extent to which each tender satisfies the criteria for deciding which tender to accept; and • To accept the tender that is most advantageous within $250,000 value detailed as a condition on this Delegation [F&G r.18(4)] 4. Authority to decline to accept any tender [F&G r.18(5)] 5. Authority to accept the next most advantageous tender if, within six-months of Council accepting a tender, a contract has not been entered into or the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)] 6. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&G r.20(1) and (3)] 7. Authority to choose the next most advantageous tender to accept, if the tenderer chosen by Council is unable or unwilling to form a contract to supply the varied requirement or the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)] 8. Authority to vary a tendered contract, after it has been entered into, 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 10% or to a maximum of $100,000 whichever is the lesser value [F&G r.21A(a)] 9. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j)
Delegates	Chief Executive Officer
Conditions	a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where: i. The original tender accepted by Council decision has not been able to be finalised into a contract ii. The expense is included in the adopted Annual Budget iii. The tenderer has complied with requirements under F&G r.18(2) and (4) c. A decision to vary a tendered contract before entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers where invited to supply d. A decision to vary a tendered contract after entry into the contract [F&G r.21A(a)] must include evidence that the variation is necessary and does not change the scope of the contract e. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.

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Subdelegate conditions	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities b. Conditions on the delegation also apply to sub-delegation
Statutory framework	*Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures
Policy	~~F1~~ Procurement of Goods and Services ~~F2~~ Asset Management ~~F7~~ Regional Price Preference Policy
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22
30 Mar 2023	Amended delegation	Amended to include an exception of purchases relevant to addressing impacts of Ex-Tropical Cyclone Ellie.	OCM Agenda Item No. 10.1, Res. No. 15/23.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
16 Mar 2025	Amended delegation	Review of Delegation. The position of Senior Procurement Advisor added to the sub-delegation.	Synergy Record No.N23082
19 Mar 2025	Amended delegation	Removed the Deputy Chief Executive Officer sub-delegation as the position no longer exists. Synergy record no. N23010	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.1.19 Tenders for Goods and Services - Exempt Procurement [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996*: r.11(2) When tenders have to be publicly invited (exemptions)
Function	1. Authority to undertake tender exempt procurement, in accordance with ~~policy F1 Procurement of Goods and Services~~ Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)] 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)]
Delegates	Chief Executive Officer

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Conditions	1. The determination is to be supported by a detailed exemption report 2. Tender exempt procurement under F&G.r.11(2) may only be approved where the total consideration under the resulting contract is expected to be less than the maximum dollar value specified for the following categories: *Category Maximum Value for individual contracts* a. WALGA Preferred Supplier Program [F&G.r.11(2)(b)] >$250,000 b. Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)] >$250,000 c. Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)] >$250,000 d. Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)] >$250,000 e. Goods or services supplied by a person registered on the Aboriginal Business Directory WA or Indigenous Minority Supplier Office Limited (T/as Supply Nation) and where satisfied that the contract represents value for money. [F&G.r.11(2)(h)] >$250,000 (as specified in F&G.r.11(2)(h)(ii)) f. Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)] >$250,000 3. Tender exempt procurement under F&G r.11(2)(f) may only be approved where a record is retained that evidences the following: 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 d. Rationale for why the supply is unique and cannot be sourced through other suppliers e. The expense is included in the adopted Annual Budget f. Where the total consideration of a Tender Exempt procurement contract exceeds the $250,000 delegated above, the decision is to be referred to Council
Express power to subdelegate	L*ocal Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegate conditions	Conditions on the delegation also apply to the sub-delegation
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures
Policy	~~F1~~ Procurement of Goods and Services ~~F7~~ Regional Price Preference Policy
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

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Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
26 May 2022	Amended delegation	Review of delegation, amendment to function, subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
16 Mar 2025	Amended delegation	Review of Delegations. The position of Senior Procurement Advisor added to the sub-delegation.	Synergy Record No.N23082
19 Mar 2025	Amended delegation	Removal of the sub-delegation to the D/CEO as this position no longer exists. Synergy Record Number N23010.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**1.1.20 Application of Regional Price Preference Policy [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Functions and General) Regulations 1996*: r.24G Adopted regional price preference policy, effect of
Function	Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G]
Delegates	Chief Executive Officer
Conditions	Evaluate and examine potential conditions
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegate conditions	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities b. Conditions on the delegation also apply to the sub-delegation
Policy	~~F1~~ Procurement of Goods and Services Policy ~~F7~~ Regional Price Preference Policy
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
19 Mar 2025	Amended delegation	Removal of the sub-delegation to the D/CEO as this position no longer exists. Synergy Record Number N23010.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**1.1.21 Payments from the Municipal or Trust Funds [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Financial Management) Regulations1996*: r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Function	Authority to make payments from the municipal or trust funds [r.12(1)(a)]
Delegates	Chief Executive Officer
Conditions	a. Authority to make payments is subject to annual budget limitations
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Planning Director Infrastructure ~~Manager Corporate Services~~ Director Corporate Services
Subdelegate conditions	1. Delegates must comply with the procedures approved by the CEO in accordance with Financial Management Regulation 5 2. Payments by Cheque and EFT transactions must be approved jointly by two Delegates 3. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval 4. Conditions on the delegation also apply to sub-delegation
Statutory framework	*Local Government Act 1995* *Local Government (Financial Management) Regulations 1996* - Refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. *Local Government (Audit) Regulations 1996* Department of Local Government, ~~Sport~~Industry Regulation and ~~Cultural Industries~~Safety Operational Guideline No.11 – Use of Corporate Credit Cards Department of Local Government, ~~Sport~~Industry Regulation and ~~Cultural Industries~~Safety: Accounting Manual
Policy	~~F1~~ Procurement of Goods and Services ~~F8~~ Transaction Cards
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services, A/Director of Corporate Service and Manager Finance and add in the positions of Deputy Chief Executive Officer and Corporate Services Manager.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure and put in reference to policy F1. Synergy Record No. N22323.	---
19 Mar 2025	Amended delegation	Removal of the sub-delegation to the D/CEO as this position no longer exists. Synergy Record Number N23010.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**1.1.22 Defer, Grant Discounts, Waive or Write Off Debts [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	*Local Government Act 1995*: s.6.12 - Power to defer, grant discounts, waive or write off debts
Function	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)]. ~~4. Waive or grant concession in relation to fees and charges set by the Shire (other than rates and service charges)~~ ~~5. Determine the conditions to be applied to:~~ ~~(a) write off money owed to the Shire; and~~ ~~(b) the waiver of or grant concession in relation to Shire fees and charges.~~
Delegates	Chief Executive Officer
Conditions	a. Debt to be not more than $~~1~~10,000 in accordance with Financial Hardship Policy. b. All reasonable measures must have first been taken to locate/contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire c. "Standard Conditions" as outlined in this Register of Delegations d~~. The power to "waive or grant concessions" under section 6.12(1)(b) does not apply to an amount of money owing in respect of waste and service charges~~ ~~e~~. Waiver, concession or write off of money owing not exceeding $~~1~~10,000 where all of the following conditions are met: 1. Applicants must demonstrate a specific community benefit to their activity and demonstrate their limited financial capacity to pay relevant fees or demonstrate a unique set of circumstances that justify the reduction or waiver of fees on a commercial basis 2. The applicant must not already be receiving support through a Council donation or contribution 3. Statutory fees or fines and penalties are excluded (these should be referred to existing appeal mechanisms) ~~f~~e. Insurance fees and venue hire bonds are excluded

Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Community Planning Director Corporate Services
Subdelegate conditions	
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Collection of Rates Debts – refer Delegations: • 1.1.25 Agreement as to Payment of Rates and Service Charges; • 1.1.27 Recovery of Rates or Service Charges; • 1.1.28 Recovery of Rates Debts – Require Lessee to Pay Rent; and • 1.1.29 Recovery of Rates Debts – Actions to Take Possession of the Land.
Policy	~~F4~~ Sundry Debtors Collection Policy ~~F5~~ Outstanding Rates Collection Policy ~~F6~~ Financial Hardship Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
19 Mar 2025	Amended delegation	Removed the sub-delegation position of Deputy Chief Executive Officer and Director Strategic Business as these positions no longer exist. Removed reference to the Director Strategic Business under the 'sub-delegated conditions' to reflect that the position no longer exists. Synergy reference number N23010.	---
22 Apr 2025	Amended delegation	Review of delegation. Amended delegation to include references to grant concession, waiver or reduction of fees within the delegation	OCM 24 April 2025, Agenda Item 13.2, Resolution number CCO06/25
1 Oct 2025	Amended delegation	Added subdelegates	Synergy Record No. N23868

DRAFT

Delegation	**1.1.23 Power to Invest and Manage Investments [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.6.14 Power to invest. *Local Government (Financial Management) Regulations 1996*: r.19 Investments, control procedures for
Function	1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)] 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19]
Delegates	Chief Executive Officer
Conditions	a. All investment activity must comply with the Financial Management Regulation 19C b. All investment activity must comply with Council ~~Policy F17~~'s Investments policy c. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports d. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles e. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every three financial years. [Audit r.17]
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Planning Director Corporate Services Director Infrastructure
Subdelegate conditions	1. In accordance with r.19 of the *Local Government (Financial Management) Regulations 1996* 2. In accordance with s.20 of the Trustees Act 1962 3. So that any decision to invest must be co-authorised by two delegated officers The exercise of the delegated power does not include the power of delegation
Statutory framework	*Local Government (Financial Management) Regulations 1996* – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a))
Policy	~~F17~~ Investments

Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services, A/Director of Corporate Service and Manager Finance and add in the positions of Deputy Chief Executive Officer and Corporate Services Manager.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
19 Mar 2025	Amended delegation	Removed the Deputy Chief Executive Officer sub-delegation as this position no longer exists. Synergy reference number N23010.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**1.1.24 Rate Record Amendment [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.6.39(2)(b) Rate record
Function	Authority to determine any requirement to amend the rate record for the five years preceding the current financial year [s.6.39(2)(b)]
Delegates	Chief Executive Officer
Conditions	Delegate must comply with the requirements of s.6.40 of the Act
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 Manager Corporate Services
Statutory framework	*Local Government Act 1995* – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services, A/Director of Corporate Service and Manager Finance and add in the positions of Deputy Chief Executive Officer and Corporate Services Manager.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
19 Mar 2025	Amended delegation	Removed the Deputy Chief Executive Officer sub-delegation as this position no longer exists. Synergy reference number N23010.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**1.1.25 Agreement as to Payment of Rates and Service Charges [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.6.49 Agreement as to payment of rates and service charges
Function	Authority to make an agreement with a person for the payment of rates or service charges [s.6.49]
Delegates	Chief Executive Officer
Conditions	a. Decisions under this delegation must comply with Council Policies ~~F5~~ Outstanding Rates Collection Policy~~;~~ and ~~F6~~ Financial Hardship Policy b. 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 (otherwise they must be referred to Council for decision)
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 Manager Corporate Services
Subdelegate conditions	Conditions on the delegation also apply to the sub-delegation
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns
Policy	~~F4~~ Sundry Debtors Collection Policy ~~F5~~ Outstanding Rates Collection Policy ~~F6~~ Financial Hardship Policy -
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
26 May 2022	Amended delegation	Review of delegation, amendment to conditions, subdelegates and policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
19 Mar 2025	Amended delegation	Removed the Deputy Chief Executive Officer and Director Strategic Business sub-delegation as this position no longer exists. Removed the Director Strategic Business Conditions as the position no longer exists Synergy reference number N23010.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**1.1.26 Determine Due Date for Rates or Service Charges [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.6.50 Rates or service charges due and payable
Function	Authority to determine the date on which rates or service charges become due and payable to the Shire [s.6.50]
Delegates	Chief Executive Officer
Conditions	a. Excludes determining the due date and instalment due dates applicable to levying rates as part of the adoption of the annual budget - NOTE - Financial Management Reg.64 specifies that instalment due dates are to be determined when adopting the annual budget b. Decisions under this delegation are limited to determining due date and instalment due dates applicable to interim rating only
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
19 Mar 2025	Amended delegation	Removed the Deputy Chief Executive Officer and Director Strategic Business sub-delegations as the positions no longer exist. Removed the Director Strategic Business Conditions as the position no longer exist. Synergy reference number N23010.	---
23 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**1.1.27 Recovery of Rates or Service Charges**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Function	1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)] 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)]
Delegates	Chief Executive Officer
Conditions	a. Decisions under this delegation must comply with Council Policies F5 Outstanding Rates Collection Policy; and F6 Financial Hardship Policy
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 Manager Corporate Services
Subdelegate conditions	Conditions on the delegation also apply to the sub-delegation
Policy	F4 Sundry Debtors Collection Policy F5 Outstanding Rates Collection Policy F6 Financial Hardship Policy
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
26 May 2022	Amended delegation	Review of delegation, amendment to conditions, subdelegates and policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
19 Mar 2025	Amended delegation	Removed the sub-delegations for the Deputy Chief Executive Officer and Director Strategic Business as these positions no longer exist. Removed the Director Strategic Business Conditions as the position no longer exists. Synergy reference number N23010.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**1.1.28 Recovery of Rates Debts – Require Lessee to Pay Rent [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.6.60 Local Government may require lessee to pay rent
Function	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	Decisions under this delegation must comply with ~~F5~~ *Outstanding Rates Collection Policy* and ~~F6~~ *Financial Hardship Policy*
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 Manager Corporate Services
Statutory framework	*Local Government Act 1995* – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60
Policy	~~F4~~ Sundry Debtors Collection Policy ~~F5~~ Outstanding Rates Collection Policy ~~F6~~ Financial Hardship Policy
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
26 May 2022	Amended delegation	Review of delegation, amendment to conditions, subdelegates and policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**1.1.29 Recovery of Rates Debts - Actions to Take Possession of the Land [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.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 re-vested in Crown if rates in arrears 3 years
Function	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 years [s.6.64(1)], including: a. lease the land b. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months 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 [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 days of and prior to the proposed sale [s.6.69(2)]
Delegates	Chief Executive Officer
Conditions	a. Decisions under this delegation must comply with ~~F5~~ *Outstanding Rates Collection Policy* and ~~F6~~ *Financial Hardship Policy* b. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale without having, within the previous three-years attempted to recover the outstanding rates/changes through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes c. Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the *Local Government Act 1995*
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 Manager Corporate Services
Statutory framework	*Local Government Act 1995* – Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation *Local Government (Financial Management) Regulations 1996* – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation

Policy	~~F4~~ Sundry Debtors Collection Policy ~~F5~~ Outstanding Rates Collection Policy ~~F6~~ Financial Hardship Policy
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
26 May 2022	Amended delegation	Review of delegation, amendment to conditions, subdelegates and policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
23 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.1.30 Rate Record – Objections [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.6.76 Grounds of objection
Function	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 who made the objection [s.6.76(5)]
Delegates	Chief Executive Officer
Conditions	a. 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 b. Written notice is to be served upon the person by whom the objection was made, of the decision on the objection and a statement of their reason for that decision
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 Manager Corporate Services
Subdelegate conditions	Conditions on the delegation also apply to the sub-delegation
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegates and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.1.31 Renewal or Extension of Contracts during a State of Emergency [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996*: r.11 'When tenders have to be publicly invited'; and Tender exemption under subregulation 11(2)(ja).
Function	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within three months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)] This authority relates to: • Contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds $250,000 • Contracts formed through a public tender.
Delegates	Chief Executive Officer

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Conditions	a. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies: i. It is exercised at the sole discretion of the Shire ii. It is in the best interests of the Shire iii. It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration iv. It has potential to promote local and/or regional economic benefits b. This authority may only be exercised where the total consideration for the renewal or extension is $250,000 or less c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, or where the expenditure from an alternative available budget allocation has been authorised in advance by the President (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c) d. The decision to extend or renew a contract must be made in accordance with the objectives of ~~Policy F1~~the Procurement of Goods and Services Policy e. This authority may only be exercised where the total consideration under the resulting contract is $250,000 or less f. The CEO cannot sub-delegate this authority (excluding for occasions where they are not physically present in the district)
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegate conditions	The delegation can only be utilised on occasions where the CEO is not physically present in the district
Statutory framework	*Local Government (Functions and General) Regulations 1996*
Policy	~~F1 –~~ Procurement of Goods and Services Policy
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
26 May 2022	Amended delegation	Review of delegation, amendment to conditions, subdelegates, policy and added information to statutory framework.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
19 Mar 2025	Amended delegation	Removed the sub-delegations for the Deputy Chief Executive Officer as this position no longer exists. Synergy reference number N23010.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**1.1.32 Procurement of Goods or Services required to address a State of Emergency [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996*: r.11 'When tenders have to be publicly invited Tender exemption under subregulation 11(2)(aa) Associated definition under subregulation 11(3)
Function	Authority only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: 1. Determine that particular goods or services with a purchasing value of $250,000 or greater are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)] 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)]
Delegates	Chief Executive Officer
Conditions	a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe b. Compliance with policy F1 Procurement of Goods and Services Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with policy F1 Procurement of Goods and Services Policy must be evidenced in accordance with the Record Keeping Plan c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the President (i.e. before the expense is incurred) in accordance with LGA s.6.8 d. The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration e. The CEO cannot sub-delegate this authority
Statutory framework	*Local Government (Functions and General) Regulations 1996*
Policy	~~F1~~ Procurement of Goods and Services Policy
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, amendment to conditions, policy and added information to subdelegates and statutory framework.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added express power too subdelegate, subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation added in Deputy Chief Executive Officer as subdelegate and subdelegate conditions.	OCM Agenda Item 12.1 Res. No. 48/24.
19 Mar 2025	Amended delegation	Removed the sub-delegations for the Deputy Chief Executive Officer and Director Strategic Business as these positions no longer exist. Removed the Director Strategic Business Conditions as the position no longer exists. Synergy reference number N23010.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**1.1.34 Minor Amendments to Policies and Delegations [PUBLISHED, BUT MARKED FOR REMOVAL]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s. 2.7(2)(b) Role of council (policies)
Function	To make minor amendments to the Policy Manual and Register of Delegations
Delegates	Chief Executive Officer
Conditions	Amendments are for the purpose of accuracy and expediency only. Only minor changes are to be made which do not otherwise affect the intent on the policy/ delegation (e.g. due to for example, any changes in officer/representative names/titles, renumbering or reformatting, or similar minor administrative requirements).
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 Governance & Risk Coordinator
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added subdelegate information, amendment to subdelegate conditions and policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added subdelegate, subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation added in Deputy Chief Executive Officer as subdelegate and subdelegate conditions.	OCM Agenda Item 12.1 Res. No. 48/24.
19 Mar 2025	Amended delegation	Removed the sub-delegations for the Deputy Chief Executive Officer and Director Strategic Business as these positions no longer exist. Removed the Director Strategic Business Conditions as the position no longer exists. Synergy reference number N23010.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**1.1.35 Submissions, Responses, Approvals and Endorsements**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.2.7(1) Role of Council (function and affairs)
Function	1. To register an interest in any native title claim affecting the Shire, in order for the Shire to have sufficient interest to become a party to the native title application 2. Responding to the Department of Mines, Industry and Regulation for proposed: a. Exploration License pursuant to section 119 of the Mining Act 1978 and b. Mining License pursuant to Sections 41,58,70C, 86 and 91 of the *Mining Act 1978* and Regulation 64 of the *Mining Regulations 1981* 3. Responding to the Department of Planning, Lands and Heritage for proposed: a. Power to Lease pursuant to Section 46 of the *Land Administration Act 1997* b. License pursuant to section 91 *Land Administration Act 1997* 4. Responding to the Department of Water and Environmental Regulation for proposed Clearing Permit Applications pursuant to section 51E of the *Environmental Protection Act 1986* 5. Responding to state government requests for local government feedback under the *Liquor Control Act 1988* (e.g. S. 175 restricted area regulations)
Delegates	Chief Executive Officer
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Planning Manager Development Services
Subdelegate conditions	In specific regard to *Liquor Control Act 1988* responses: 1. The submission must be consistent (where consistency is applicable) to the relevant district Liquor Accord/district Liquor Accord Advisory Committee's stated purpose or the outcomes it is endeavouring to see achieved 2. If the CEO is of the view the application is likely to be controversially received by the district's communities, the matter must be referred to Council for its consideration (if state government response submission times permit)

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Statutory framework	License pursuant to section 91 *Land Administration Act 1997* Exploration License pursuant to section 119 of the *Mining Act 1978* Mining License pursuant to Sections 41,58,70C, 86 and 91 of the *Mining Act 1978* and Regulation 64 of the *Mining Regulations 1981* Clearing Permit Applications pursuant to section 51E of the *Environmental Protection Act 1986*
Policy	PC1 Risk and Opportunity Management Policy
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added express power to delegate, express power or duty delegated and subdelegate information, amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
12 Oct 2023	Amended delegation	Change of title and addition of Liquor Control Act submissions.	OCM Agenda Item 12.2 Res. No. 110/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure, and reference Liquor Control Act year in conditions.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**1.2.1 Determine if an Emergency (for Emergency Powers of Entry) [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government Act 1995*: s.3.34(2) Entry in emergency
Function	Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)]
Delegates	Director Community Planning
Conditions	1. Determinations using this delegation must comply with the requirements of section 3.34(2) 2. Delegate must advise the CEO of exercise of this delegation as soon as reasonably possible
Subdelegates	Director Infrastructure
Policy	~~PC1~~ Risk and Opportunity Management Policy
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**1.2.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare**
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996*: r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)
Function	When determining to grant permission to obstruct a public footpath or thoroughfare under Delegated Authority 1.2.2: 1. Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)]] 2. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b). 3. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)]
Delegates	Director Infrastructure
Conditions	a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.1.9 Obstruction of Footpaths and Thoroughfares b. Actions under this Delegation must comply with the procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*
Subdelegates	Manager Assets and Works
Statutory framework	This delegated authority is effective only in alignment with Delegated Authority 1.1.9 Obstructions of Footpaths and Thoroughfares *Local Government (Uniform Local Provisions) Regulations 1996* Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, amendment to function, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added delegate and delegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a delegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
13 Mar 2025	Amended delegation	Reviewed delegation. Amended the sub delegation to include the Manager Assets and Works.	Synergy reference no.N23079
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**1.2.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares**
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996*: r.11(6)(c) and (7)(c) Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl.6
Function	When determining to grant permission to for a dangerous excavation under Delegated Authority 1.1.11: 1. Authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)] 2. Authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)] 3. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily
Delegates	Director Infrastructure Manager Assets and Works
Conditions	a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.1.11 Public Thoroughfares – Dangerous Excavations b. Actions under this Delegation must comply with the procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*
Statutory framework	This delegated authority is effective only in alignment with Delegated Authority 1.1.11 Public Thoroughfares – Dangerous Excavations *Local Government (Uniform Local Provisions) Regulations 1996* Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, amendment to function, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added delegate and delegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a delegate. Synergy Record No. N19361.
19 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.2.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996*: r.17(5)(b) and r.17(6)(c) Private works on, over, or under public places — Sch. 9.1 cl. 8
Function	1. Authority to determine, as a condition of granting permission for Private Works in Public Places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the crossing construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.17(5)(b)] 2. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. [r.17(6)(c)]
Delegates	Manager Assets and Works Director Infrastructure
Statutory framework	This delegated authority is effective only in alignment with Delegated Authority 1.1.13 Private Works on, over or under Public Places
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, amendment to statutory framework, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added delegate and delegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a delegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.2.5 Appoint Persons (other than employees) to Open Tenders [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government (Functions and General) Regulations 1996*: r.16(3) Receiving and opening tenders, procedure for
Function	Authority to appoint one person (other than employees) to be present with an employee of the Local Government to open tenders, when two employees are unable to attend then tender opening [F&G r.16(3)]
Delegates	Director Corporate Services
Conditions	When exercising authority to authorise persons under F&G.r.16(3): a. A register of authorisation is to be maintained as a local government record b. Authorisations are to be provided in writing by issuing a Certificate of Authorisation
Record keeping	Details of decisions made are to be recorded in the ~~City's~~Shires record keeping system

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
11 Mar 2022	Amended delegation	Advice to CEO 21 November 2021 that the sub-delegation should be changed to "All Directors" for flexibility and ease of management. Advice received from Director Strategic Business 11 March 2022 to make the amendment to the Delegation.	Synergy Record No. N17574 & N17814
26 May 2022	Amended delegation	Review of delegation, amendment to delegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
19 Nov 2022	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No's. N17778
29 Jun 2023	Amended delegation	Review of delegations.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.2.6 Electoral Enrolment Eligibility Claims and Electoral Roll [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government Act 1995*: 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 *Local Government (Elections) Regulations 1995*: r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.11A - Nomination under s.4.31(1G) r.11B - Currency of nomination under s.4.31(1E), (1F) or (1G) r.13(2) & (4) Register - s.4.32(6) r.13A - Change of name or enrolment address r.13B - Postal addresses
Function	1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)] 2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)] 3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.3.42(5A)] 4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)] 5. Authority to 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 family's safety at risk [Elections r.13(2)] 6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)] 7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34] 8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] consider submissions [s.4.35(6)], before making such determination 9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)] 10. 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	Governance & Risk Coordinator Director Corporate Services

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Conditions	a. Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7)
Statutory framework	Department of Local Government, ~~Sport~~Industry Regulation and ~~Cultural Industries~~Safety: Returning Officer Manual
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
26 May 2022	Amended delegation	Review of delegation, amendment to delegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added delegate and delegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a delegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.2.7 Destruction of Electoral Papers [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government (Elections) Regulations 1996*: r.82(4) Keeping election papers – s4.84(a)
Function	Authority to, after a period of four-years, destroy the parcels of election papers in the presence of at least two other employees [Elect. r.82(4)]
Delegates	Governance & Risk Coordinator Director Corporate Services Manager ICT and Customer Services
Statutory framework	Department of Local Government, ~~Sport~~Industry Regulation and ~~Cultural Industries~~Safety: Returning Officer Manual
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
26 May 2022	Amended delegation	Review of delegation, amendment to delegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added delegate and delegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a delegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.2.8 Appoint Authorised Persons (Local Government and Various Acts)**
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government Act 1995*: s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land] s.9.10 Appointment of authorised persons
Function	1. Authority to appoint persons or classes of persons as authorised persons [s.3.24 and s.9.10] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations: (a) *Local Government Act 1995* and its subsidiary legislation, including Local Government Act Regulations, the *Local Government (Miscellaneous Provisions) Act 1960* and Local Laws made under the Local Government Act (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) *Graffiti Vandalism Act 2016* – refer s.15 (h) any other legislation prescribed for the purposes of s.9.10 of the *Local Government Act 1995* 2. Authority to appoint authorised persons for the purposes of section 9.16 of the *Local Government Act 1995*, as a precondition for appointment as authorised officers in accordance with Regulation 70(2) of the Building Regulations 2012 and section 6(b) of the *Criminal Procedure Act 2004*
Delegates	Director Community Planning Director Corporate Services Director Infrastructure
Conditions	a. A register of Authorised Persons is to be maintained as a Local Government Record b. Only persons who are appropriately qualified and trained may be appointed as Authorised persons c. Only persons who are appropriately qualified and trained may be appointed as Authorised persons d. A person to be appointed as authorised officer in accordance with Regulation 70(2) of the *Building* *Regulations 2012* and section 6(b) of the *Criminal Procedure Act 2004* **must** first be appointed as an authorised person for the purposes of section 9.16 of the *Local Government Act 1995* e. The CEO decides the conditions / limitations that apply when using delegated powers or duties

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Record keeping	Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
26 May 2022	Amended delegation	Review of delegation, amendment to function, delegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure and add in parking to statutory framework.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
23 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Resolution Number CCO14/25

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Delegation	**1.2.9 Information to be Available to the Public**
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government Act 1995*: s.9.95(1)(b) & (3)(b) Limits on right to inspect local government information *Local Government (Administration) Regulations 1996*: r.29(2) & (3) Information to be available for public inspection (Acts s.5.94) r.29B Copies of certain information not to be provided (Act s.5.96)
Function	1. Authority to determine the public right to inspect information, by determining if the information requested relates to a part of a meeting that could have been closed to members of the public but was not [Admin. r.29(2)] 2. Authority to determine the public right to inspect information in an agenda or minutes, by determining if the information requested would be part of the meeting which is likely to be closed to members of the public [Admin. r.29(3)] 3. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B] 4. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s5.95(1)(b)] 5. Authority to determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)]
Delegates	Director Corporate Services Manager Corporate Services
Conditions	Copies of rates record information, owners and occupiers register or electoral roll only to be provided upon submission of a validly completed statutory declaration that the information will not be used for commercial purposes
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
26 May 2022	Amended delegation	Review of delegation, amendment to delegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.2.10 Financial Management Systems and Procedures [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government (Financial Management) Regulations 1996*: r.5 CEO's Duties as to financial management
Function	Authority to establish systems and procedures [FM r.5] that give effect to internal controls and risk mitigation for the: i. Collection of money owed to the Shire ii. Safe custody and security of money collected or held by the Shire iii. Maintenance and security of all financial records, including payroll, stock control and costing records iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities v. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards vi. Making of payments in accordance with Delegated Authority1 .1.21 Payments from the Municipal or Trust Funds vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements
Delegates	Manager Corporate Services Director Corporate Services
Conditions	a. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles b. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit, Risk and ~~Risk~~Improvement Committee at least once within each three financial years. [Audit r.17]
Statutory framework	*Local Government Act 1995* *Local Government (Financial Management) Regulations 1996* *Local Government (Audit) Regulations 1996* Department of Local Government, ~~Sport~~Industry Regulation and ~~Cultural Industries~~Safety Operational ~~Guideline~~Guidelines ~~No.11 –~~- Use of Corporate Credit Cards

Policy	~~F1~~ Procurement of Goods and Services Policy ~~F2~~ Asset Management Policy ~~F3~~ Significant Account ~~Policies~~Policy ~~F8~~ Transaction Cards Policy ~~F11~~Investments ~~Budget Issues~~Policy ~~F13 Reserve Accounts~~ ~~F14 Loan Borrowings~~ ~~F16 Cash Flow Management~~ ~~F17 Investments~~ ~~PC1~~ Risk and Opportunity Management Policy
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
26 May 2022	Amended delegation	Review of delegation, amendment to delegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added delegate and delegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a delegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.2.11 Audit – CEO Review of Systems and Procedures [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government (Audit) Regulations 1996*: r.17 CEO to review certain systems and procedures
Function	Authority to conduct the review of the appropriateness and effectiveness of the Shire's systems and procedures in relation to: i. Risk management ii. Internal controls iii. Legislative compliance [r.17(1)]
Delegates	Manager Corporate Services Director Corporate Services
Conditions	Each matter is to be reviewed at least once within every three financial years, with a report on each matter to be provided to the Audit Committee that details the findings, including any identified deficiencies and actions required
Statutory framework	*Local Government (Audit) Regulations 1996*
Policy	~~PC1~~ Risk and Opportunity Management Policy All other Shire policies relevant to the area of the review being undertaken
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
26 May 2022	Amended delegation	Review of delegation, amendment to delegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added delegate and delegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a delegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.2.12 Infringement Notices (Local Government and Various Acts)**
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government Act 1995*: 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 *Building Regulations 2012*: r.70(1A), (1), (2) Approved officers and authorised officers
Function	1. Authority to consider an owner of a vehicle's submission that the vehicle that 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 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19] 3. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20]
Delegates	Director Community Planning Manager Development Services
Conditions	1. A delegate who participated in a decision to issue an infringement notice, must not determine any matter related to that infringement notice under this Delegation 2. Consideration of withdrawal or extension will be by Manager or Director in the first instance, escalated to CEO for matters of complexity, high risk, or where Manager or Director have been involved in earlier stage of decision-making 3. Delegates must also be appointed as an "Approved Officer" – appointment to be determined by the delegate under delegation 2.1.10
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
26 May 2022	Amended delegation	Review of delegation, amendment to delegate and conditions, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates and conditions to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.3.1 Infrastructure Control – Template Activities in Thoroughfares and Public Places and Trading Local Law [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: 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	Activities in Thoroughfares and Public Places and Trading Local Law: cl.2.5(2) Removal of redundant crossing cl.2.6 Interpretation – "acceptable material" cl.2.11 Notice to owner or occupier cl.2.15 Assignment of numbers cl.2.17(1) Signs cl.6.18 Obligations of permit holder (Outdoor Eating Facility) cl.7.1 Application for Permit cl.7.2 Decision on application for permit cl.7.3 Conditions which may be imposed on a permit cl.7.5 Compliance with and variation of conditions cl.7.7 Renewal of permit cl.7.8 Transfer of permit cl.7.10 Cancellation of permit cl.9.1 Notice to redirect or repair sprinkler cl.9.2 Hazardous plants cl.9.3 Notice to repair damage to thoroughfare cl.9.4 Notice to remove thing unlawfully placed on thoroughfare cl.10.2 Local government may undertake requirements of notice
Function	1. **General Activity Control** 1A. Authority, limit to permits subject of this delegation, to: a. determine the form of a permit application [cl.7.1(1)(a)] b. require an applicant to provide additional information reasonably required to determine the application [cl.7.1(3)] c. require a permit applicant to give local public notice of the application for a permit [cl.7.1(4)] d. refuse to consider a permit application which is not in accordance with the application form or fee requirements [cl.7.1(4)] e. determine the form of the permit [cl.7.2(2)] 1B. Authority to approve [cl.7.2], renew [c;.7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] permits, subject to conditions either prescribed in the Local Law [cl. 7.3] or a Policy adopted under cl.7.4 or determined as appropriate [cl.7.2(4)], limited to: a. Temporary vehicle crossing [cl.2.4(1)] b. Any activity described as requiring a permit under cl.2.2(1) i. dig or otherwise create a trench through or under a kerb or footpath ii. throw, place or deposit anything on a verge iii. cause any obstruction to a vehicle or person using a thoroughfare

iv. cause any obstruction to a water channel

v. throw, place or drain offensive, noxious or dangerous fluid onto a thoroughfare

vi. damage a thoroughfare

vii. light any fire or burn anything on a thoroughfare

viii. fell any tree onto a thoroughfare

ix. lay pipes under or provide taps on any verge or place or install anything on any part of a thoroughfare

x. provide, erect, install or use in or on any building, structure or land abutting on a thoroughfare any hoist or other thing for use over the thoroughfare

xi. use or do anything so as to create a nuisance

xii. place or cause to be placed in on a thoroughfare a bulk rubbish container

xiii. interfere with the soil of or anything in a thoroughfare or take anything from a thoroughfare

c. Drive or take a vehicle on a closed thoroughfare [cl.2.19]

d. Erect or place an advertising or directional sign [cl.3.2]

e. Use of portable signs [cl.3.4]

f. Erection or placement of an Election Sign on a thoroughfare [cl.3.5]

g. Leave an animal or vehicle in a public place or local government property [cl.4.1(1)]

1C. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5]

1D. Authority to exempt a person from requiring a permit under cl.2.2(1) [cl.2.2(2)]

2. **Use of Public Places**

2A. Authority to determine conditions of use of a public place and to erect a sign to give effect to that decision [cl.2.17(1)]

3. **Crossings**

3A. Authority to give written notice, requiring an owner or occupier to remove any part or all of a crossing which does not give access to the land and reinstate the kerb, drain, footpath, verge and other thoroughfare infrastructure [cl.2.5(2)]

4. **Thoroughfares and Verges**

4A. Authority to determine and maintain the list of "acceptable materials"' which may be used as a verge treatment to create a hard stand and stable surface [cl.2.6]

4B. Authority to give notice to an owner or occupier to make good the verge abutting their property, which is in breach of a provision of Verge Treatment requirements [cl.2.11

4C. Authority to assign a number to a lot and to assign another number to the lot instead of that previously assigned [cl.2.15]

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	4D. Authority to give notice to the owner or occupier of land abutting a thoroughfare to: a. Alter the direction of a sprinkler or other watering equipment [cl.9.1] b. Remove, cut, move or otherwise deal with a plant that is causing a hazard for any person using a thoroughfare [cl.9.2] 4E. Authority to give notice to the owner or occupier of land abutting a thoroughfare, or any such person who may be responsible, to: a. Repair or replace that portion of a thoroughfare, which a person has caused damage to [cl.9.3] b. Remove any thing placed in a thoroughfare in contravention of this Local Law [cl.9.4] 4F. Authority to do the thing specified in a notice, where a person fails to comply with the notice, and recover from the person as a debt, the costs incurred in doing so [cl.10.2]
Delegates	Chief Executive Officer
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Community Development ~~Ranger~~ ~~Senior Ranger~~ ~~Works Supervisor - Fitzroy Crossing~~ Coordinator Rangers, Emergency Management and Community Safety Director Community Planning Manager Development Services
Statutory framework	A register of all special environmental areas must be maintained under cl.5.8 of the Activities in Thoroughfares and Public Places and Trading Local Law Security deposits for Dangerous Excavations and Private Works in Public Places, are a permit condition determined in accordance with Regs 11 and 17 of the *Local Government (Uniform Local Provisions) Regulations 1996* – refer CEO Delegations 1.1.11 and 1.1.13 Crossing permits are approved under Regulations 12 and 13 of the *Local Government (Uniform Local Provisions) Regulations 1996* – refer Delegation 1.1.12 Crossings – Construction, Repair and Removal
Policy	~~H~~ Traders and Stall Holders Permits
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

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Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
26 May 2022	Amended delegation	Review of delegation, amendment to statutory framework, added information to policy and subdelegates.	OCM Agenda Item 11.1 Res. No. 61/22
21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.3.2 Trading, Stallholders, Performing and Outdoor Dining – Activities in Thoroughfares and Public Places and Trading Local Law [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: 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	Activities in Thoroughfares and Public Places and Trading Local Law: cl.6.6 Conditions of Permit (Stallholders and Traders) cl.6.18 Obligations of permit holder (Outdoor Eating Facility) cl.7.1 Application for Permit cl.7.2 Decision on application for permit cl.7.3 Conditions which may be imposed on a permit cl.7.5 Compliance with and variation of conditions cl.7.7 Renewal of permit cl.7.8 Transfer of permit cl.7.10 Cancellation of permit

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Function	1. **Permits General** 1A. Authority, limited to the permit types listed below, to: a. determine the form of a permit application[cl.7.1(1)(a)] b. require an applicant to provide additional information reasonably required to determine the application [cl.7.1(3)] c. require a permit applicant to give local public notice of the application for a permit [cl.7.1 (4)] d. refuse to consider a permit application which is not in accordance with the application form or fee requirements [cl.7.1(4)] e. determine the form of the permit [cl.7.2(2)] 2. **Stallholder, Trading and Performing** 2A. Authority to approve [cl.7.2], renew [c;.7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel[cl.7.10] Permits, subject to conditions either prescribed in the Local Law [cl.6.6 and cl.7.3] or a policy adopted under cl.7.4 or determined as appropriate, limited to: a. Stallholder [cl.6.2] b. Trader [cl.6.3] c. Perform in a public place [cl.6.10] 2B. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5] 2C. Authority to authorise another person, as the permit holder's nominee for a specified period[cl.6.6(2)] 3. **Outdoor Eating Facilities** 3B. Authority to approve [cl.7.2], renew [c;.7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] Permits, subject to conditions either prescribed in the Local Law [cl.6.18] or determined as appropriate, for the purposes of an outdoor eating facility [cl.6.16] 3C. Authority to determine conditions [cl.7.2(4)]to be complied with by a permit holder, and to vary conditions [cl.7.5] 3D Authority to give notice to an outdoor eating facility permit holder requiring them to carry out work [cl.6.18(2)]
Delegates	Chief Executive Officer
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Community Development ~~Environmental Health Officer~~ Coordinator Rangers, Emergency Management and Community Safety Director Community Planning Manager Development Services Senior Environmental Health Officer

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Policy	~~H1~~ Traders and StallHolders' Permits
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019optional - maximum 200 characters
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to express power to subdelegate and delegates, amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position title of Senior Environmental Officer to Environmental Officer.	Synergy Record No. N18299.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**1.4.1 Behaviour Complaints Committee - Authority on Complaints [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s5.16 Delegation of some powers and duties to certain committees
Express power or duty delegated	Local Government (Model Code of Conduct) Regulations 2021: Cl. 12 Dealing with a complaint Cl. 13 Dismissal of a complaint
Function	1. Authority to make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [MCC.cl.12(1) and (3)] In making any finding the Committee must also determine reasons for the finding [MCC.cl.12 (7)] 2. Where a finding is made that a breach has occurred, authority to: a. take no further action [MCC.cl.12(4(a)]; or b. prepare and implement a plan to address the behaviour of the person to whom the complaint relates [MCC.cl.12(4)(b), (5) and (6)] 3. Authority to dismiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal [MCC.cl.13(1) and (2)]
Delegates	~~Councillor~~ ~~Deputy Shire President~~ ~~Shire President~~ Behaviour Complaints Committee
Conditions	a. The Committee will make decisions in accordance with the principles and specified requirements established in Council Policy, Code of Conduct Behaviour Complaints Management b. That part of a Committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the Act c. The Committee is prohibited from exercising this Delegation where a Committee Member in attendance at a Committee meeting is either the Complainant or Respondent to the Complaint subject of a Committee agenda item d. In the event of (c) above, the Committee may resolve to defer consideration to a future meeting at which the conflicted Committee Member is absent and a Deputy Committee Member is in attendance **NOTE TO CONDITIONS (C) AND (D):** The purpose of this Condition is to require that a Committee Member who is identified as either the Complainant or Respondent is required to recuse themselves by notifying the Presiding Member of their intention to be an apology for the meeting at which the Complaint is an agenda item
Subdelegate conditions	Not permitted

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Statutory framework	*Local Government Act 1995* *Local Government (Model Code of Conduct) Regulations 2021*
Policy	~~C10~~ Code of Conduct Behaviour Complaints Management Policy Behaviour Complaints Committee Terms of Reference
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

Amendments			
Date	**Type**	**Amendment**	**References**
28 Jul 2022	New delegation	New delegation in accordance with legislative changes of 3 February 2021, with regards to the Model Code of Conduct (for Council Members, Committee Members and Candidates).	OCM Agenda Item 12.1 Res. No. 93/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and added Behaviour Complaints Committee Terms of Reference to Policy.	OCM Agenda Item 12.1 Res. No. 48/24.
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**2.1.1 Approve or Refuse a Building Permit [DRAFT]**
Head of power	02 Building Act 2011
Delegator	Council
Express power to delegate	*Building Act 2011*: s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011*: s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit *Building Regulations 2012*: 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	1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)] 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22] 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)] 4. Authority to determine an application to extend time during which a building permit has effect [r.23] i. Subject to being satisfied that work for which the building permit was granted has not been completed or the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)] 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26]
Delegates	Chief Executive Officer
Conditions	1. Delegates must have the appropriate skills and qualifications to exercise these functions 2. The authority to extend time during which a building permit is limited to a maximum extension of 24 months beyond the standard two-year validity period
Express power to subdelegate	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Community Planning Director Infrastructure Manager Development Services
Subdelegate conditions	Sub-delegates must be employed by the Shire of Derby / West Kimberley

Statutory framework	*Building Act 2011*: s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor *Building Regulations 2012* – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT *Building Services (Registration Act) 2011* – Section 7 *Home Building Contracts Act 1991* – Part 3A, Division 2 – Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*
Policy	~~TP5~~Transportable ~~Transportable/~~Relocated Dwellings ~~TPG1 Minimum Finished Floor Level of New Buildings Fitzroy Crossing and Camballin~~ ~~TP2~~ Radio Masts ~~TP1~~ Light Industrial Area – Caretakers Residence
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

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Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
26 May 2021	Amended delegation	Review of delegation, added information to statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
18 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to change the policy reference of TP3 Minimum Finished Floor Level of New Buildings (other than Outbuildings) Fitzroy Crossing and Camballin to TPG1 Minimum Floor Level for New Buildings in Fitzroy Crossing and Camballin for delegations 2.11 and 2.1.3.	Synergy Record No. N20604.
18 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to change the policy reference of TP3/TP7 Minimum Finished Floor Level of New Buildings (other than Outbuildings) Fitzroy Crossing and Camballin to TPG1 Minimum Floor Level for New Buildings in Fitzroy Crossing and Camballin for delegations 2.1.1, 2.1.3., 9.2.1 and 9.2.2.	Synergy Record No. N20604.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**2.1.2 Demolition Permits [DRAFT]**
Head of power	02 Building Act 2011
Delegator	Council
Express power to delegate	*Building Act 2011*: s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011*: s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit *Building Regulations 2012* 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	1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)] 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22] 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and (3)] 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23] i. Subject to being satisfied that work for which the demolition permit was granted has not been completed or the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)] 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26]
Delegates	Chief Executive Officer
Conditions	1. Delegates must have the appropriate skills and qualifications to exercise these functions 2. The authority to extend time during which a demolition permit is limited to a maximum extension of 24 months beyond the standard 2-year validity period
Express power to subdelegate	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Community Planning Director Infrastructure Manager Development Services
Subdelegate conditions	Sub-delegates must be employed by the Shire of Derby / West Kimberley

Statutory framework	~~Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns~~ *Building Act 2011*: s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit *Building Services (Complaint Resolution and Administration) Act 2011* –– Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018* Shire of Derby / West Kimberley Town Planning Scheme
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**2.1.3 Occupancy Permits or Building Approval Certificates**
Head of power	02 Building Act 2011
Delegator	Council
Express power to delegate	*Building Act 2011*: s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011*: s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration *Building Regulations 2012*: r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Function	1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55] 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58] 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)] 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40]
Delegates	Chief Executive Officer
Conditions	Delegates must have the appropriate skills and qualifications to exercise these functions
Express power to subdelegate	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Community Planning Director Infrastructure Manager Development Services
Subdelegate conditions	Sub-delegates must be employed by the Shire of Derby / West Kimberley
Statutory framework	*Building Act 2011*: s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates –application for review by SAT Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*

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Policy	TP5 Transportable/Relocated Dwellings TPG1 Minimum Finished Floor Level of New Buildings Fitzroy Crossing and Camballin TP2 Radio Masts TP1 Light Industrial Area –Caretakers Residence
Record keeping	Details of decisions are to be recorded in theShire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
18 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to change the policy reference of TP3 Minimum Finished Floor Level of New Buildings (other than Outbuildings) Fitzroy Crossing and Camballin to TPG1 Minimum Floor Level for New Buildings in Fitzroy Crossing and Camballin for delegations 2.11 and 2.1.3.	Synergy Record No. N20604.
18 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to change the policy reference of TP3/TP7 Minimum Finished Floor Level of New Buildings (other than Outbuildings) Fitzroy Crossing and Camballin to TPG1 Minimum Floor Level for New Buildings in Fitzroy Crossing and Camballin for delegations 2.1.1, 2.1.3., 9.2.1 and 9.2.2.	Synergy Record No. N20604.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**2.1.4 Designate Employees as Authorised Persons (Building)**
Head of power	02 Building Act 2011
Delegator	Council
Express power to delegate	*Building Act 2011*: s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011*: s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Function	1. Designate an employee as an authorised person in relation to buildings and incidental structures located or proposed to be located in the district of the local government [s.96(3) of the Building Act 2011] 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)]
Delegates	Chief Executive Officer
Conditions	a. Decisions under this delegated authority should be in accordance with r.5 of the *Building Regulations 2012* NOTE: An authorised person for the purposes of sections 96(3) and 99(3) is not an approved officer or authorised officer for the purposes of Building Reg. 70.
Express power to subdelegate	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Community Planning
Subdelegate conditions	Conditions on the delegation also apply to the sub-delegation
Statutory framework	*Building Act 2011*: s.97 each designated authorised person must have an identity card r.5A Authorised persons (s.3) – definition
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**2.1.5 Building Orders**
Head of power	02 Building Act 2011
Delegator	Council
Express power to delegate	*Building Act 2011*: s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011*: 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 (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (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	1. Authority to make Building Orders in relation to: 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: a. take any action specified in the order b. commence or complete any work specified in the order 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 section 133(1) for non-compliance with a building order made pursuant to section 110 of the *Building Act 2011*
Delegates	Chief Executive Officer
Conditions	Delegates must have the appropriate skills and qualifications to exercise these functions
Express power to subdelegate	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Community Planning Director Infrastructure Manager Development Services

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Subdelegate conditions	Manager Development Services (but not including Functions 5, court action, and 6, to initiate a prosecution)
Statutory framework	*Building Act 2011*: s.111 Notice of proposed building order other than building order(emergency) s.112 Content of building order s.113 Limitation on effect of building order s.114 Service of building order Part 9 Review - s.122 Building orders – application for review by SAT
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate conditions and added information to statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates and subdelegate conditions to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**2.1.6 Inspection and Copies of Building Records [DRAFT]**
Head of power	02 Building Act 2011
Delegator	Council
Express power to delegate	*Building Act 2011*: s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011*: s.131(2) Inspection, copies of building records
Function	Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)]
Delegates	Chief Executive Officer
Subdelegates	Director Community Planning Director Infrastructure
Subdelegate conditions	Subdelegates must verify that the person seeking access meets the criteria as an interested person under s.131(1) as: a. An owner of the building or incidental structure b. A person with the written consent of an owner c. A member of a prescribed class of persons (Police Officer or DFES employee in the course of duty, in connection with a situation in which the safety of a person is at risk [r.13])
Statutory framework	~~Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns~~ *Building Act 2011* - s.146 Confidentiality
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to express power to subdelegate, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**2.1.7 Referrals and Issuing Certificates (Building) [DRAFT]**
Head of power	02 Building Act 2011
Delegator	Council
Express power to delegate	*Building Act 2011*: s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011*: s.145A Local Government functions
Function	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 Shire's District [s.145A(2)]
Delegates	Chief Executive Officer
Express power to subdelegate	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Community Planning Director Infrastructure Manager Development Services
Subdelegate conditions	~~Function 1 only: Manager Development Services~~ - Certificate of Design Compliance, Construction Compliance or Building Compliance must be signed by a Building Surveyor employed by the Shire of Derby / West Kimberley
Statutory framework	*Building Act 2011*: s.61 Form and content of occupancy, permit, building approval certificate s.62 Conditions imposed by permit authority s.63 To whom form of permit, modification, certificate issued
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

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Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to express power to subdelegate, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**2.1.8 Private Pool Barrier – Alternative and Performance Solutions**
Head of power	02 Building Act 2011
Delegator	Council
Express power to delegate	*Building Act 2011*: s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Regulations 2012*: r.51 Approvals by permit authority
Function	1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were 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 a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)]
Delegates	Chief Executive Officer
Express power to subdelegate	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Community Planning Manager Development Services
Statutory framework	*Building Regulations 2012*: r.51 Approvals by permit authority
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**2.1.9 Smoke Alarms – Alternative Solutions**
Head of power	02 Building Act 2011
Delegator	Council
Express power to delegate	*Building Act 2011*: s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Regulations 2012*: r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Function	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
Express power to subdelegate	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Community Planning Manager Development Services
Statutory framework	*Building Regulations 2012*: r.51 Approvals by permit authority r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to statutory framework, record keeping and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**2.1.10 Appointment of Approved Officers and Authorised Officers (Building) [DRAFT]**
Head of power	02 Building Act 2011
Delegator	Council
Express power to delegate	*Building Act 2011*: s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Regulations 2012*: r.70 Approved officers and authorised officers
Function	1. Authority to appoint an approved officer for the purposes of s.6(a) of the Criminal Procedure Act 2004, in accordance with Building Regulation 70(1) and (1A) *NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers"* 2. Authority to appoint an authorised officer for the purposes of s.6(b) of the Criminal Procedure Act 2004, in accordance with Building Regulation 70(2) *NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2)*
Delegates	Chief Executive Officer
Express power to subdelegate	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Community Planning Director Infrastructure
Statutory framework	~~Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns~~ *Building Regulations 2012*: r. 70(3) each authorised officer must be issued a certificate of appointment
Record keeping	Details of decisions are to be recorded in theShire's record keeping system

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegates and added information to statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation and amendment to subdelegates.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure and to include the Deputy Chief Executive Officer as per conditions of delegation 1.2.12.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
19 Mar 2025	Amended delegation	Removed the sub-delegations for the Deputy Chief Executive Officer as this position no longer exists. Synergy reference number N23010.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**3.1.1 Make Request to FES Commissioner – Control of Fire**
Head of power	03 Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954*: s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954*: s.13(4) Duties and powers of Bush Fire Liaison Officers
Function	Authority to request on behalf of the Shire that 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	Decisions under s13(4) must be undertaken jointly by both the Chief Executive Officer and the Chief Bush Fire Control Officer
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)
Statutory framework	
Policy	R1 Fire Control Officers Authorities PC1 Risk and Opportunity Management Policy
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**3.1.2 Prohibited Burning Times - Vary [DRAFT]**
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954*: s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
Express power or duty delegated	*Bush Fires Act 1954*: s.17(7) Prohibited burning times may be declared by Minister *Bush Fire Regulations 1954*: r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)]
Delegates	Chief Executive Officer ~~Chief Bush Fire Control Officer~~ ~~Shire President~~
Conditions	a. Decisions under s.17(7) must be undertake jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8). b. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)]
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)
Statutory framework	
Policy	~~PC1~~ Risk and Opportunity Management Policy
Record keeping	Details of decisions are to be recorded in theShire's record keeping system

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Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to delegates, subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**3.1.3 Prohibited Burning Times – Control Activities [DRAFT]**
Head of power	03 Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954*: s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954*: s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land *Bush Fire Regulations 1954*: r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15] 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during 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 Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)] 4. Authority to issue directions, during a Prohibited 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 a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (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 Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire 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
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)
Statutory framework	Section 17 of the *Bush Fires Act 1954* Regulations 15B, 37-39 of the *Bush Fires Regulations 1954*
Policy	~~PC1~~ Risk and Opportunity Management Policy
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**3.1.4 Restricted Burning Times – Vary and Control Activities**
Head of power	03 Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954*: s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954*: s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land *Bush Fire Regulations 1954*: r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C 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

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Function	1. Authority, where seasonal conditions warrant it and after consultation (if required) with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)] 2. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C] 3. 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)] 4. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15] 5. 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 (7)] 6. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C] 7. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B] 8. Authority to issue directions, during a 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)] 9. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3) 10. Authority to recover the cost of measures taken by the Shire or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire 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
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)
Statutory framework	Bush Fires Act 1954 s.18 Bush Fire Regulations 1954 r.15
Policy	R1 Fire Control Officers Authorities PC1 Risk and Opportunity Management Policy
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022

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Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**3.1.5 Control of Operations Likely to Create Bush Fire Danger**
Head of power	03 Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954*: s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954*: s.27D Requirements for carriage and deposit of incendiary material *Bush Fires Regulations 1954:* r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Function	1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: 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 that is burning) [s.27D]. Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer
Delegates	Chief Executive Officer
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* *Bush Fires Regulations 1954*
Policy	R1 Fire Control Officers Authorities
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
24 Apr 2025	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**3.1.6 Burning Garden Refuse / Open Air Fires [DRAFT]**
Head of power	03 Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954*: s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954*: s.24F Burning Garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 *Bush Fires Regulations 1954*: r.27(3) Permit, issue of
Function	1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)] 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]: a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27 (3) and r.33(5)] b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed ~~plan~~ plant growing upon any land within the District [r.34] 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: 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 CALM Act officer [s.25(1)(b)] 4. Authority to prohibit the lighting of fires in the open which are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25 (1a) and (1b)] 5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)]
Delegates	Chief Executive Officer
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)
Statutory framework	~~*Bush Fires Act 1954* s.18~~ ~~Bush Fire Regulations 1954 r.15~~

Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No.69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**3.1.7 Firebreaks**
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954*: s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954*: s.33 Local government may require occupier of land to plough or clear firebreaks
Function	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: a. clearing of firebreaks as determined necessary and specified in the notice 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 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)]
Delegates	Chief Executive Officer
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* *Bush Fires Regulations 1954* Shire's Annual Fire Break Notice
Policy	R1 Fire Control Officers Authorities
Record keeping	Details of decisions are to be recorded in theShire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer**
Head of power	03 Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954*: s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954*: s.38 Local Government may appoint bush fire control officer
Function	1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the *Bush Fires Act 1954*; 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 senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]; and a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Delegates	Chief Executive Officer
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)
Statutory framework	Publication and certificate requirements - *Bush Fires Act 1954* s.38(2A) (2E)
Policy	R1 Fire Control Officers Authorities
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**3.1.9 Control and Extinguishment of Bush Fires**
Head of power	03 Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954*: s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954*: s.46 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)] 2. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office 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
Express power to subdelegate	Sub-delegation is prohibited by s.48
Statutory framework	*Bush Fires Act 1954* *Bush Fire Regulations 1954*
Policy	R1 Fire Control Officers Authorities
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**3.1.10 Recovery of Expenses Incurred through Contraventions of the Bush Fires Act**
Head of power	03 Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954*: s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954*: s.58 General penalty and recovery of expenses incurred
Function	Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire or those on behalf of the Shire to do [s.58]
Delegates	Chief Executive Officer
Express power to subdelegate	Sub-delegation is prohibited bys.48(3)
Policy	R1 Fire Control Officers Authorities
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to express power to subdelegate, subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**3.1.11 Prosecution of Offences (Bush Fires) [DRAFT]**
Head of power	03 Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954*: s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954*: s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Function	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59] 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)] 3. Authority to withdraw an infringement notice for an offence against this Act [s.59A(5)]
Delegates	~~Chief Bush Fire Control Officer~~ Chief Executive Officer
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954*: • s.65 Proof of certain matters • s.66 Proof of ownership or occupancy
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

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Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to, subdelegates, subdelegates conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**4.1.1 Cat Registrations [DRAFT]**
Head of power	04 Cat Act 2011
Delegator	Council
Express power to delegate	*Cat Act 2011*: s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011*: s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags s.12 Keep an accurate up to date register of cats registered s.13 Notify the owner of cat outcome of a decision *Cat Regulations 2012*: Schedule 3, cl.1(4) Fees Payable
Function	1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)] 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)] 3. Authority to cancel a cat registration [s.10] 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)] 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire's District [Regs. Sch. 3 cl.1(4)]
Delegates	Chief Executive Officer
Conditions	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*
Express power to subdelegate	*Cat Act 2011*: s.45 Delegation by CEO of local government
Subdelegates	Director Community Planning Manager Community Development ~~Manager Development Services~~ ~~Ranger~~ ~~Senior Ranger~~ ~~Works Supervisor - Fitzroy Crossing~~ Coordinator Rangers, Emergency Management and Community Safety Customer Service Officer Manager ICT and Customer Services Senior Customer Services Officer
Subdelegate conditions	Only Chief Executive Officer to have authority for Function #5 above (vis. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire's District [Regs. Sch. 3 cl.1(4)])

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Statutory framework	~~Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns~~ *Cat Regulations 2012*: r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration r.12 Period of registration (s.9(7)) r.11 Changes in registration r.14 Registration certificate (s.11(1)(b)) r.15 Registration tags (s.76(2)) Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the *Cat Act 2011*.
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
26 May 2022	Amended delegation	Review of delegation, added information to express power or duty delegated, subdelegates, subdelegate conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
29 Jun 2023	Amended delegation	Review of delegation, amendments to subdelegates – adding Senior Customer Service and Tourism Officer (will eventually replace FX Senior Customer Services Officer), Customer Service and Administration Officer and deleting out Team Leader Customer Service.	OCM Agenda Item 12.2x Res. No. 69/23.

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13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates and subdelegate conditions to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
9 Jul 2024	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position title of Senior Customer Service and Tourism Officer to Team Leader Operations for delegations 4.1.1 and 5.1.2.	Synergy Record No. N21810.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
19 Mar 2025	Amended delegation	Removed the sub-delegations for the Deputy Chief Executive Officer and Manager Administration as these positions no longer exist. Amended the sub-delegate conditions from Deputy Chief Executive Officer to Chief Executive Officer. Added the sub-delegation Manager ICT and Customer Service.	Synergy reference number N23010
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**4.1.2 Cat Control Notices [DRAFT]**
Head of power	04 Cat Act 2011
Delegator	Council
Express power to delegate	*Cat Act 2011*: s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011*: s.26 Cat control notice may be given to cat owner
Function	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]
Delegates	Chief Executive Officer
Express power to subdelegate	*Cat Act 2011*: s.45 Delegation by CEO of local government
Subdelegates	Director Community Planning Manager Community Development ~~Manager Development Services~~ ~~Ranger~~ ~~Senior Ranger~~ ~~Works Supervisor - Fitzroy Crossing~~ Coordinator Rangers, Emergency Management and Community Safety
Statutory framework	*Cat Regulations 2012:* r.20 Cat control notice [s.23(3)], prescribes the Form of the notice
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

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Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2x Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**4.1.3 Approval to Breed Cats [DRAFT]**
Head of power	04 Cat Act 2011
Delegator	Council
Express power to delegate	*Cat Act 2011*: s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011*: 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	1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (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	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*
Express power to subdelegate	*Cat Act 2011*: s.45 Delegation by CEO of local government
Subdelegates	Coordinator Rangers, Emergency Management and Community Safety Manager Community Development ~~Manager Development Services~~ Director Community Planning
Statutory framework	*Cat Regulations 2012*: r.21 Application for approval to breed cats (s.36(2)) r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) r.23 Person who not be refused approval to breed cats (s.37(5)) r.24 Duration of approval to breed cats (s.37(6)) r.25 Certificate given to approved cat breeder (s.39(1))
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**4.1.4 Recovery of Costs – Destruction of Cats [DRAFT]**
Head of power	04 Cat Act 2011
Delegator	Council
Express power to delegate	*Cat Act 2011*: s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011*: s.49(3) Authorised person may cause cat to be destroyed
Function	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
Express power to subdelegate	*Cat Act 2011*: s.45 Delegation by CEO of local government
Subdelegates	Manager Community Development ~~Manager Development Services~~ ~~Ranger~~ ~~Senior Ranger~~ ~~Works Supervisor - Fitzroy Crossing~~ Coordinator Rangers, Emergency Management and Community Safety Director Community Planning
Statutory framework	*Cat Act 2011*: s.49(3) Authorised person may cause cat to be destroyed
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**4.1.5 Applications to Keep Additional Cats [DRAFT]**
Head of power	04 Cat Act 2011
Delegator	Council
Express power to delegate	*Cat Act 2011*: s.44 Delegation by local government
Express power or duty delegated	*Cat (Uniform Local Provisions) Regulations 2013*: r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Function	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	Notices of decisions must include advice as to Review rights in accordance with r.11 of the *Cat (Uniform Local Provisions) Regulations 2013*
Express power to subdelegate	*Cat Act 2011*: s.45 Delegation by CEO of local government
Subdelegates	Manager Community Development ~~Manager Development Services~~ ~~Ranger~~ ~~Senior Ranger~~ ~~Works Supervisor - Fitzroy Crossing~~ Coordinator Rangers, Emergency Management and Community Safety Director Community Planning
Subdelegate conditions	Conditions on the delegation also apply to the sub-delegation
Statutory framework	*Cat (Uniform Local Provisions) Regulations 2013*: r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**4.1.6 Reduce or Waiver a Cat Registration Fee [DRAFT]**
Head of power	04 Cat Act 2011
Delegator	Council
Express power to delegate	*Cat Act 2011*: s.44 Delegation by local government
Express power or duty delegated	*Cat Regulations 2012*: Schedule 3 Fees clause 1(4)
Function	Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat
Delegates	Chief Executive Officer
Conditions	This delegation does not provide authority to determine to reduce or waiver the fees payable in regard to any "class of cat" within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the *Local Government Act 1995*
Express power to subdelegate	*Cat Act 2011*: s.45 Delegation by CEO of local government
Subdelegates	Manager Community Development ~~Manager Development Services~~ ~~Ranger~~ ~~Senior Ranger~~ ~~Works Supervisor - Fitzroy Crossing~~ Coordinator Rangers, Emergency Management and Community Safety Director Community Planning
Subdelegate conditions	Conditions on this delegation also apply to sub-delegation
Statutory framework	*Cat Regulations 2012*: Schedule 3 Fees clause 1(4)
Policy	~~F4~~ Sundry Debtors Collection Policy
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**4.2.1 Infringement Notices – Extensions and Withdrawals**
Head of power	04 Cat Act 2011
Delegator	Chief Executive Officer
Express power to delegate	*Cat Act 2011*: s.45 Delegation by CEO of local government
Express power or duty delegated	*Cat Act 2011*: s.64 Extension of time; and s.65 Withdrawal of notice.
Function	1. Authority to extend the period of 28 days within which the modified penalty may be paid, and the extension may be allowed whether or not the period of 28 days has elapsed [s.64] 2. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65]
Delegates	Director Community Planning
Statutory framework	*Cat Regulations 2012*: r.28 Withdrawal of infringement notice (s.65(1))
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**5.1.1 Part Payment of Dog Sterilisation Costs / Directions to Veterinary Surgeons**
Head of power	05 Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976*: s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976*: s.10A Payments to veterinary surgeons towards costs of sterilisation
Function	1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of $50 [s.10A(1)(a) and (3)] 2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)]
Delegates	Chief Executive Officer
Express power to subdelegate	*Dog Act 1976*: s.10AA (3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Director Community Planning
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
26 May 2022	Amended delegation	Review of delegation, amendment to conditions, added information to express power to subdelegate, subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure and changed wording for express power to sub-delegate. Synergy Record No. N22323.	---
20 Mar 2025	Amended delegation	Removed the Deputy Chief Executive Officer sub-delegation as this position no longer exists. Synergy record number N23010.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**5.1.2 Refuse or Cancel Registration of a Dog [DRAFT]**
Head of power	05 Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976*: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Express power or duty delegated	*Dog Act 1976*: s.15(2) and (4A) Registration periods and fees s.16 Registration procedure s.17A(2)(6) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Function	1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)] 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past three-years in respect of two or more offences against this Act, the *Cat Act 2011* or the *Animal Welfare Act 2002*; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease; or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept; or iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire's District [s15(4A)] 4. 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)]: i. 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 section 31, 32 or 33A and had not been claimed [s.17(6)]
Delegates	Chief Executive Officer
Express power to subdelegate	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]

DRAFT

Subdelegates	Manager Community Development ~~Manager Development Services~~ ~~Ranger~~ ~~Senior Ranger~~ ~~Works Supervisor - Fitzroy Crossing~~ Coordinator Rangers, Emergency Management and Community Safety Customer Service Officer Director Community Planning Manager ICT and Customer Services Senior Customer Services Officer
Statutory framework	*Dog Act 1976*: s.17A If no application for registration made – procedure forgiving notice of decision under s.16 (3) Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
26 May 2022	Amended delegation	Review of delegation, amendment to express duty or power delegated, conditions, added information to express power to subdelegate, subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
29 Jun 2023	Amended delegation	Review of delegation, amendments to subdelegates – adding Senior Customer Service and Tourism Officer (will eventually replace FX Senior Customer Services Officer), Customer Service and Administration Officer and deleting out Team Leader Customer Service.	OCM Agenda Item 12.2 Res. No. 69/23.

DRAFT

13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
9 Jul 2024	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position title of Senior Customer Service and Tourism Officer to Team Leader Operations for delegations 4.1.1 and 5.1.2.	Synergy Record No. N21810.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure and changed wording for express power to sub-delegate. Synergy Record No. N22323.	---
20 Mar 2025	Amended delegation	Removed the sub-delegations for the Deputy Chief Executive Officer and Manager Administration as these positions no longer exist. Added the position Manager ICT and Customer Service to the sub-delegations. Synergy Record Number N23010.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
18 Oct 2025	Amended delegation	Amended delegation to remove the position of 'Recovery and Fitzroy Crossing Senior Operations Manager'	---

DRAFT

Delegation	**5.1.3 Dog Kennel Establishments [DRAFT]**
Head of power	05 Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976*: s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976*: s.27 Licensing of approved kennel establishments
Function	Authority to grant, refuse to grant or cancel a kennel license [s.27(4) and (6)]
Delegates	Chief Executive Officer
Conditions	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)] b. Application processing and decisions under this delegation are to comply with the Shire of Derby/West Kimberley Dogs Local Law
Express power to subdelegate	*Dog Act 1976*: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Manager Community Development ~~Manager Development Services~~ Director Community Planning
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**5.1.4 Recovery of Moneys Due Under the Dog Act [DRAFT]**
Head of power	05 Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976*: s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976*: s.29(5) Power to seize dogs
Function	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	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]
Express power to subdelegate	*Dog Act 1976*: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Manager Community Development ~~Manager Development Services~~ Director Community Planning
Statutory framework	Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared) Dogs Local Laws
Policy	~~F4~~ Sundry Debtors Collection Policy
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
20 Mar 2025	Amended delegation	Removed the sub-delegations for the Deputy Chief Executive Officer as this position no longer exists.	Synergy Record Number N23010
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**5.1.5 Dispose of or Sell Dogs Liable to be Destroyed [DRAFT]**
Head of power	05 Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976*: s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976*: s.29(11) Power to seize dogs
Function	Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)]
Delegates	Chief Executive Officer
Conditions	Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express power to subdelegate	*Dog Act 1976*: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Manager Community Development ~~Manager Development Services~~ Coordinator Rangers, Emergency Management and Community Safety Director Community Planning
Policy	~~PC1~~ Risk and Opportunity Management Policy
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
26 May 2022	Amended delegation	Review of delegation, amendment to policy, added information to subdelegates, and statutory framework.	OCM Agenda Item 11.1 Res. No. 61/22
26 May 2022	Amended delegation	Review of delegation, amendment to conditions and policy, added information to express power to subdelegate, subdelegates, and statutory framework.	OCM Agenda Item 11.1 Res. No. 61/22
21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure and changed wording for express power to sub-delegate. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**5.1.6 Declare a Dog Dangerous [DRAFT]**
Head of power	05 Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976*: s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976*: s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Function	Authority to declare an individual dog to be a dangerous dog [s.33E(1)]
Delegates	Chief Executive Officer
Express power to subdelegate	*Dog Act 1976*: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	~~Manager Development Services~~ Director Community Planning
Subdelegate conditions	Conditions on the delegation also apply to sub-delegation
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Policy	~~PC1~~ Risk and Opportunity Management Policy
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
26 May 2022	Amended delegation	Review of delegation, amendment to conditions and policy, added information to express power to subdelegate, subdelegates, and statutory framework.	OCM Agenda Item 11.1 Res. No. 61/22
21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure and changed wording for express power to sub-delegate. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**5.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke [DRAFT]**
Head of power	05 Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976*: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Express power or duty delegated	*Dog Act 1976*: s.33F(6) Owners to be notified of making of declaration; s.33G(4) Seizure and destruction; and s.33H(1) and (2) Local government may revoke declaration or proposal to destroy.
Function	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 that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] i. 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
Express power to subdelegate	*Dog Act 1976*: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Manager Community Development ~~Manager Development Services~~ Director Community Planning
Subdelegate conditions	The same person/position delegated/authorised to exercise s.33E powers enabling the declaration of a dangerous dog should not deal with the objection relative to that dog.
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Policy	~~Not applicable.~~
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, amendment to conditions, added information to express power to subdelegate, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure and changed wording for express power to sub-delegate. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice [DRAFT]**
Head of power	05 Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976*: s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976*: s.33H(5) Local government may revoke declaration or proposal to destroy
Function	Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: (a) a notice declaring a dog to be dangerous; or (b) a notice proposing to cause a dog to be destroyed.
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	*Dog Act 1976*: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Manager Community Development ~~Manager Development Services~~ Director Community Planning
Subdelegate conditions	The delegate that authorised the notice must not be party to any dismissal/upholding determination under this Delegation Conditions on the delegation also apply to sub-delegation
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	New delegation	Reviewed - Council Meeting 28 February 2019. Reformatted using WALGA Model - Council Meeting 27 May 2021.	---
26 May 2022	Amended delegation	Review of delegation, amendment to conditions and express power to subdelegate, added information to subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure and changed wording for express power to sub-delegate. Synergy Record No. N22323	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration [DRAFT]**
Head of power	05 Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976*: s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976*: s.33M(1)(a) Local Government expenses to be recoverable
Function	Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)]
Delegates	Chief Executive Officer
Express power to subdelegate	*Dog Act 1976*: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Manager Community Development ~~Manager Development Services~~ Director Community Planning
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
26 May 2022	Amended delegation	Review of delegation, amendment to conditions and express power to subdelegate, added information to subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure and changed wording for express power to sub-delegate. Synergy Record No. N22323	---
20 Mar 2025	Amended delegation	Removed the Deputy Chief Executive Officer sub-delegation as this position no longer exists.	Synergy Record Number N23010
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**6.1.1 Determine Compensation**
Head of power	06 Food Act 2008
Delegator	Council
Express power to delegate	*Food Act 2008*: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008*: s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Function	1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)] 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)]
Delegates	Chief Executive Officer Director Community Planning
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time b. Compensation under this delegation may only be determined upon documented losses up to a maximum of $500. Compensation requests above this value are to be reported to Council
Express power to subdelegate	Food Regulations 2009 do not provide for sub-delegation
Statutory framework	Note – Decisions under this delegation maybe referred for review by the State Administration Tribunal.
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**6.1.2 Prohibition Orders and Certificate of Clearance (Food Act) [DRAFT]**
Head of power	06 Food Act 2008
Delegator	Council
Express power to delegate	*Food Act 2008*: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008*: s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Function	1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the *Food Act 2008* [s.65(1)] 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 ~~Environmental Health Officer~~ ~~Senior Environmental Health Officer~~ Director Community Planning Manager Development Services
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time
Express power to subdelegate	Food Regulations 2009 do not provide for sub-delegation
Statutory framework	Note – Decisions under this delegation maybe referred for review by the State Administration Tribunal
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to delegates, subdelegates, subdelegates conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**6.1.3 Food Business Registrations [DRAFT]**
Head of power	06 Food Act 2008
Delegator	Council
Express power to delegate	*Food Act 2008*: s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008*: s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Function	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)] 2. Authority to vary the conditions or cancel the registration of a food business [s.112]
Delegates	Chief Executive Officer ~~Environmental Health Officer~~ ~~Senior Environmental Health Officer~~ Director Community Planning Manager Development Services
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: • *Food Act 2008* Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA • Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 • WA Priority Classification System • Verification of Food Safety Program Guideline
Express power to subdelegate	Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	Note – Decisions under this delegation maybe referred for review by the State Administration Tribunal
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to delegates, subdelegates, subdelegates conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**6.1.4 Appoint Authorised Officers and Designated Officers (Food Act)**
Head of power	06 Food Act 2008
Delegator	Council
Express power to delegate	*Food Act 2008*: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008*: s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Function	1. Authority to appoint a person to be an authorised officer for the purposes of the *Food Act 2008* [s.122(2)] 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the Public Health Act 2016, to be a Designated Officer for the purposes of issuing Infringement Notices under the *Food Act 2008* [s.126(13)] 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)
Delegates	Chief Executive Officer Director Community Planning Manager Development Services
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: • Appointment of Authorised Officers as Meat Inspectors • Appointment of Authorised Officers • Appointment of Authorised Officers – Designated Officers only • Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer
Express power to subdelegate	Food Regulations 2009 do not provide for sub-delegation
Statutory framework	*Food Act 2008*: s.122(3) requires an Enforcement Agency to maintain a list of appointed Authorised Officers s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**6.1.5 Debt Recovery and Prosecutions (Food Act) [DRAFT]**
Head of power	06 Food Act 2008
Delegator	Council
Express power to delegate	*Food Act 2008*: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008*: s.54 Cost of destruction or disposal of forfeited item; and s.125 Institution of proceedings.
Function	1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3) 2. Authority to institute proceedings for an offence under the *Food Act 2008* [s.125]
Delegates	~~Environmental Health Officer~~ ~~Senior Environmental Health Officer~~ Chief Executive Officer Director Community Planning Manager Development Services
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time
Express power to subdelegate	Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	*Food Act 2008*: s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Policy	~~F4~~ Sundry Debtors Collection Policy
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, amendment to delegates and policy, added information to subdelegates, subdelegates conditions, and statutory framework.	OCM Agenda Item 11.1 Res. No. 61/22
19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**6.1.6 Abattoir Inspections and Fees [DRAFT]**
Head of power	06 Food Act 2008
Delegator	Council
Express power to delegate	*Food Act 2008*: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Regulations 2009*: r.43 Local government may require security r.45 Withdrawal of inspection services
Function	1. Authority, relevant to the payment of abattoir meat inspection fees under Food Regulation 41, to: i. require a person to provide security ii. determine the form that security is to be provided iii. discharge a security held by the Shire [r.43] 2. Authority to give written notice and withdraw abattoir meat inspection services, pending payment of any fees due and payable [r.45]
Delegates	~~Environmental Health Officer~~ ~~Senior Environmental Health Officer~~ Chief Executive Officer Director Community Planning Manager Development Services
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time
Express power to subdelegate	*Food Regulations 2009* do not provide for sub-delegation
Statutory framework	*Food Regulations 2009*: r.43 Local government may require security r.45 Withdrawal of inspection services
Policy	~~F4~~ Sundry Debtors Collection Policy
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, amendment to policy, added information to subdelegates, subdelegates conditions, and statutory framework.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**6.1.7 Food Businesses List – Public Access [DRAFT]**
Head of power	06 Food Act 2008
Delegator	Council
Express power to delegate	*Food Act 2008*: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Regulation 2009*: r.51 Enforcement agency may make list of food
Function	Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51]
Delegates	Chief Executive Officer ~~Environmental Health Officer~~ ~~Senior Environmental Health Officer~~ Director Community Planning Manager Development Services
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time
Express power to subdelegate	Food Regulations 2009 do not provide for sub-delegation
Statutory framework	*Food Regulations 2009*: r.51 Enforcement agency may make list of food
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, amendment to express power to duty to delegate, delegates, and policy, added information to subdelegates, subdelegates conditions, and statutory framework.	OCM Agenda Item 11.1 Res. No. 61/22
19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**7.1.1 Give Notice Requiring Obliteration of Graffiti**
Head of power	07 Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	*Graffiti Vandalism Act 2016*: s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016*: s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Function	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 that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)] 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)]
Delegates	Chief Executive Officer
Express power to subdelegate	*Graffiti Vandalism Act 2016*: s.17 Delegation by CEO of local government
Subdelegates	Director Community Planning Manager Development Services
Subdelegate conditions	The affected person must be given reasons for the notice and advice of their objection and review rights in accordance with sections 21 and 22 of the *Graffiti Vandalism Act 2016* and Part 9 of the *Local Government Act 1995*
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**7.1.2 Notices – Deal with Objections and Give Effect to Notices (Graffiti)**
Head of power	07 Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	*Graffiti Vandalism Act 2016*: s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016*: s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Function	1. Authority to deal with an objection to a notice [s.22(3)] 2. Authority, where an objection has been lodged, to: i. determine and take action to give effect to the notice, where it is determined that 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)] ii. to give notice to the affected person, before taking the necessary actions [s.24(3)]
Delegates	Chief Executive Officer
Conditions	The delegate that authorised the notice must not make the objection/appeal determination under this Delegation
Express power to subdelegate	*Graffiti Vandalism Act 2016*: s.17 Delegation by CEO of local government
Subdelegates	Director Community Planning Manager Development Services
Subdelegate conditions	This sub-delegation may only be exercised if the subdelegate played no role in the decision to issue the notice
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**7.1.3 Obliterate Graffiti on Private Property**
Head of power	07 Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	*Graffiti Vandalism Act 2016*: s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016*: s.25(1) Local government graffiti powers on land not local government property
Function	Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)]
Delegates	Chief Executive Officer
Conditions	Subject to exercising Powers of Entry
Express power to subdelegate	*Graffiti Vandalism Act 2016*: s.17 Delegation by CEO of local government
Subdelegates	Director Community Planning
Statutory framework	*Graffiti Vandalism Act 2016*: s.25(1) Local government graffiti powers on land not local government property
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	---
26 May 2022	Amended delegation	Review of delegation, added information to express power to subdelegate, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**7.1.4 Powers of Entry (Graffiti Vandalism Act)**
Head of power	07 Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	*Graffiti Vandalism Act 2016*: s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016*: s.28 Notice of entry s.29 Entry under warrant
Function	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
Express power to subdelegate	*Graffiti Vandalism Act 2016*: s.17 Delegation by CEO of local government
Subdelegates	Director Community Planning Manager Development Services
Statutory framework	*Graffiti Vandalism Act 2016*: s.28 Notice of entry s.29 Entry under warrant
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to express power to subdelegate, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	12 Nov 2024 Amended delegation Review of delegation. The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos)**
Head of power	08 Public Health Act 2016
Delegator	Council
Express power to delegate	*Health (Asbestos) Regulations 1992*: r.15D(7) Infringement Notices
Express power or duty delegated	*Health (Asbestos) Regulations 1992*: r.15D(5) Infringement Notices.
Function	Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the Criminal Procedure Act 2004 Part 2 [r.15D(5)]
Delegates	Chief Executive Officer Director Community Planning
Conditions	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	The *Health (Asbestos) Regulations 1992* do not provide a power to sub-delegate
Statutory framework	*Criminal Procedure Act 2004* – Part 2 Health Local Laws
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegate conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Resolution Number CCO14/25

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Delegation	**8.1.2 Enforcement Agency Reports to the Chief Health Officer [DRAFT]**
Head of power	08 Public Health Act 2016
Delegator	Council
Express power to delegate	*Public Health Act 2016*: s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016:* s.22 Reports by and about enforcement agencies
Function	1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)]
Delegates	~~Director Community Planning~~ ~~Environmental Health Officer~~ ~~Senior Environmental Health Officer~~ Chief Executive Officer
Express power to subdelegate	Nil - Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)]
Statutory framework	*Public Health Act 2016* s.20 Conditions on performance of functions by enforcement agencies Health Local Laws
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, amendment to delegates, added information to subdelegates, subdelegate conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**8.1.3 Designate Authorised Officers (Health) [DRAFT]**
Head of power	08 Public Health Act 2016
Delegator	Council
Express power to delegate	*Public Health Act 2016*: s.21 Enforcement agency may delegate
Express power or duty delegated	Public Health Act 2016 s.24(1) and (3) Designation of authorised officers
Function	Authority to designate a person or class of persons as authorised officers for the purposes of: i. The *Public Health Act 2016* or other specified Act ii. Specified provisions of the *Public Health Act 2016* or other specified Act iii. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act Including: a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two. [s.24(1) and (3)].
Delegates	~~Director Community Planning~~ Chief Executive Officer
Conditions	Subject to each person so appointed being; • Appropriately qualified and experienced [s.25(1)(a)]; and • Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. b. A Register (list) of authorised officers is to be maintained in accordance with s.27
Express power to subdelegate	Nil - Unless a Regulation enacted under the *Public Health Act 2016*, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)]

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Statutory framework	*Public Health Act 2016*: s.20 Conditions on performance of functions by enforcement agencies s.25 Certain authorised officers required to have qualifications and experience s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned s.136 Authorised officer to produce evidence of authority *Criminal Investigation Act 2006*, Parts 6 and 13 – refer s.245 of the *Public Health Act 2016* The Criminal Code, Chapter XXVI – refer s.252 of the *Public Health Act 2016* Health Local Laws
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to subdelegate, subdelegate conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**8.1.4 Determine Compensation for Seized Items (Health)**
Head of power	08 Public Health Act 2016
Delegator	Council
Express power to delegate	*Public Health Act 2016*: s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016* s.264 Compensation
Function	Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264]
Delegates	Chief Executive Officer Director Community Planning
Conditions	Compensation is limited to a maximum value of $500, with any proposal for compensation above this value to be referred for Council's determination
Express power to subdelegate	Nil - Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)]
Statutory framework	*Public Health Act 2016*: s.20 Conditions on performance of functions by enforcement agencies Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Health Local Laws
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, amendment to delegates, added information to subdelegate, subdelegate conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**9.1.1 Illegal Development [DRAFT]**
Head of power	09 Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Planning and Development Act 2005*: Section 214 (2), (3) and (5)
Function	1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements 2. Give a written direction to the owner or any other person who undertook an unauthorised development: (a) to remove, pull down, take up, or alter the development (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order
Delegates	Chief Executive Officer
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	~~Manager Development Services~~ Director Community Planning
Statutory framework	*Planning and Development Act 2005* - Part 13
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**9.2.1 Town Planning Scheme No's 5,7 and Local Planning Scheme No. 9 following final approval and gazettal: Determination of Applications [DRAFT]**
Head of power	09 Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Planning and Development Act 2000* *Planning and Development (Local Planning Schemes) Regulations 2015*: Division2 - Delegations cl.81 Terms used cl.82 Delegations by local governments cl.83 Local government CEO may delegate cl.84Other matters relevant to delegations under this Division
Function	Determination of development and subdivision applications and the issue of formal Council notices in accordance with the Town Planning Scheme and Council Policies
Delegates	Chief Executive Officer
Conditions	Advice to Council through appropriate mechanism. **Sub-Delegation Conditions:** the Director Community Planning is delegated authority, and the Manager Development Services is delegated authority (following consultation with the Director Community Planning as appropriate), to determine applications for development, recommend to the Western Australian Planning Commission on subdivision applications and exercise other powers of Council under the Town Planning Scheme as follows: 1.0 Subdivision Applications 1.1 Determine responses to the Western Australian Planning Commission (WAPC) in relation to: (i) All strata, survey strata and subdivision applications, including applications involving assessment against the design principles of the Residential Design Codes of Western Australia (R Codes) (ii) Non-residential subdivision applications where: • vacant lots are proposed to be created; and • existing development on the subdivided lots would, if the subdivision was approved, be in compliance with the requirements of the Planning Scheme and Council policy (iii) Subdivision applications where the application constitutes a minor variation to a plan already approved by the WAPC and in which no additional lots are proposed (iv) Amalgamation applications 1.2 Issue subdivision clearance certificates where the relevant local government conditions have been satisfied **Notification of Planning Applications**

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2.1 Authorise and determine the method of advertising and the persons notified for an application involving a discretionary ('D' or 'A') use, a use not listed, a non-conforming use which is, or may be required to be advertised, and variations to standards requiring advertising

2.2 Determine under what circumstances consultation with adjoining owners is required, under
'Part4 -Consultation' of the R-Codes and administer consultation accordingly

Applications for Planning Approval

3.1 Refuse applications not compliant with the Planning Scheme, R-Codes and/or Council policy requiring assessment against the design principles of the R-Codes and/or Council policy.

3.2 Approve applications compliant with the Planning Scheme, R-Codes and/or Council policy, including those requiring assessment against the design principles of the R-Codes and/or Council policy subject to no objections being received where applications are required to be advertised

3.3 Approve minor variations to Council policy standards where consistent with the objectives of the Planning Scheme and any applicable policies

3.4 Approve minor changes to developments involving a non-conforming use where this is considered to not intensify the impact of the use

3.5 Approve dividing fences requiring planning approval where abutting property owners are in agreement

3.6 Approve modified proposals for applications previously the subject of the Council decision, subject to the modification(s):

• not being in conflict with any specific direction of Council in relation to the aspects of the proposal the subject of Council consideration
• not increasing the impact of or degree of variation the subject of Council consideration
• otherwise consistent with relevant provisions

3.7 Determine responses to the WAPC in regard to development applications which require determination by the WAPC

3.8 Place conditions on any approval, or reasons for refusal on any refusal, to an application for planning approval

3.9 Landscaping and preservation of existing vegetation

3.10 Variations to the minimum areas of landscaping required for commercial and industrial developments where the development proposes an area of landscaping at the street level but falls below 10% of the site area

3.11 Requests for the relocation of Boab Trees when it can be demonstrated that retention of the tree in its original location would unduly prejudice the proper and orderly development of a property, on the basis that the tree is to be relocated and it can be demonstrated that the tree can be safely transplanted

3.12 Requests to remove a Boab Tree where it is clearly demonstrated that the tree is dead or dying or dangerous

Retrospective Applications

4.1 Approve, with or without conditions, applications for unauthorised development compliant with the Planning Scheme, R-Codes and/or Council policy, including those requiring assessment

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against the design principles of the R-Codes and/or Council policy

Renewal of Planning Approval

5.1 Approve, with or without conditions, applications for renewal of planning approval, provided such applications are in accordance with the application originally approved by the Council, and the Planning Scheme, R-Codes and/or Council policy and circumstances relating to the site or surrounding the site are unchanged since Council granted approval. Such application must be received within two years of the expiration of the original approval

Appeals

6.1 Determine appropriate conditions to be recommended to be applied to applications the subject of a successful appeal to the State Administrative Tribunal (SAT) and enter into Minute of Consent Orders accordingly

6.2 Agree to modifications to proposals the subject of an Appeal to the SAT where this is consistent with the delegation that would normally be extended to an application and is supported by the delegated officer and is not directly in conflict with are solution of Council and enter into Minute of Consent Orders accordingly

Compliance

7.1 Issue formal notices to owners or occupiers of properties to cease unauthorised uses, remove unauthorised structures or comply with conditions of planning approval

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Reporting

8.1 A report shall be presented to Council every month outlining the decisions made under delegated authority to approve or refuse applications, in accordance with the terms of this policy

Applications may still be referred to Council

9.1 In applying this policy, a conservative approach shall be adopted

9.2 An application shall be referred to Council for consideration where:

- the proposal is not explicitly permitted to be determined under delegated authority under the terms of this policy

- there is any doubt whether a proposal complies with the terms of this policy

- in the opinion of the delegated officer the scale and significance of the proposal is such that it should be considered by Council

- an applicant has specifically requested that the matter be considered by Council

- the Council has specifically resolved that a particular application shall not be determined under delegated authority

Procedures

10.1 Where an applicant or owner of land is aggrieved by a decision of the Director Community Planning / Manager Development Services under delegated authority where that decision involves the exercise of a discretionary power under the scheme the applicant or the owner may request that Council reconsider the matter

10.2 Where an application has been determined under the above delegation of authority the approval shall contain the following advice:

	"The above determination has been made by the Director Community Planning / Manager Development Services under delegated authority in order to expedite the decision-making process. If you are aggrieved by the decision, you may request that the matter be reviewed at a Council meeting" 10.3 Should the applicant/landowner be aggrieved by this decision, or any of the conditions imposed, there is a right of review under the Planning and Development Act 2005. An application for review must be submitted in accordance with Part XIV of the Planning and Development Act 2005 within 28 days of the date of this decision to the State Administrative Tribunal, GPO Box U1991, Perth, WA 6845. Further information regarding this right of review is available on the SAT website www.sat.justice.wa.gov.au or by phoning 1300 306017." **Standard Conditions** 11.1 Compliance with "Standard Conditions" as outlined in this Register of Delegations
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	~~Manager Development Services~~ Director Community Planning
Statutory framework	*Planning and Development Act 2005* - Part 13 Extractive Industries Local Laws
Policy	~~TP5~~Transportable ~~Transportable/~~Relocated Dwellings ~~TPG1 Minimum Finished Floor Level of New Buildings in Fitzroy Crossing and Camballin~~ ~~TP2~~ Radio Masts ~~TP1~~ Light Industrial Area ~~–~~ Caretakers Residence
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

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Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, moved designated employers paragraph from express power to delegate to statutory framework, moved council polices from statutory framework to policy and amendment to express power or duty delegated and policy.	OCM Agenda Item 11.1 Res. No. 61/22
3 May 2023	Amended delegation	The Director Strategic Business (using Authorisation AUTHO33 - Acting through on behalf of the CEO) utilised delegation 1.1.34 Amendments to Policies and Delegations to amend the express power or duty delegated, generally by deleting "Manager Planning Services" wherever it occurs, and replacing it with Director Technical and Development Services and Manager Development Services.	Synergy Record No. N19557.
29 Jun 2023	Amended delegation	Review of delegation, amendment to delegation title and conditions.	OCM Agenda Item 12.2 Res. No. 69/23.
18 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to change the policy reference of TP3/TP7 Minimum Finished Floor Level of New Buildings (other than Outbuildings) Fitzroy Crossing and Camballin to TPG1 Minimum Floor Level for New Buildings in Fitzroy Crossing and Camballin for delegations 2.1.1, 2.1.3., 9.2.1 and 9.2.2.	Synergy Record No. N20604.
24 Apr 2024	Amended delegation	Review of delegation and amendments to conditions and subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**9.2.2 Interim Development Order No 9: Determination of Applications [DRAFT]**
Head of power	09 Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Planning and Development Act 2005* *Planning and Development (Local Planning Schemes) Regulations 2015*: Division 2 - Delegations cl. 81 Terms used cl. 82 Delegations by local governments cl. 83 Local government CEO may delegate cl.84 Other matters relevant to delegations under this Division
Function	Determination of development and subdivision applications in accord with the Interim Development Order and Council Policies
Delegates	Chief Executive Officer
Conditions	Advice to Council through appropriate mechanisms **Sub-Delegation Conditions:** The Director Community Planning is delegated authority, and the Manager Development Services is delegated authority (following consultation with the Director Community Planning as appropriate), to determine applications for development, recommend to the West Australian Planning Commission on subdivision applications and exercise other powers of Council under Interim Development Order No 9 as follows: **Subdivision Applications** 1.1 Determine responses to the Western Australian Planning Commission (WAPC) in relation to: (i) all strata, survey strata and subdivision applications, including applications involving assessment against the design principles of the Residential Design Codes of Western Australia (R Codes) (ii) non-residential subdivision applications where: • vacant lots are proposed to be created • existing development on the subdivided lots would, if the subdivision was approved, being compliance with the recommendations of the Fitzroy Futures Town Plan and Council policy (iii) subdivision applications where the application constitutes a minor variation to a plan already approved by the WAPC and in which no additional lots are proposed (iv) amalgamation applications 1.2 Issue subdivision clearance certificates where the relevant local government conditions have been satisfied **Notification of Development Applications**

2.1 Authorise and determine the method of those applications that due to their scale, nature, type or other aspect should be advertised for public comment

2.2 Determine under what circumstances consultation with adjoining owners is required, under 'Part 4 – Consultation 'of the R-Codes and administer consultation accordingly

Applications for Development Approval

3.1 Refuse applications that are contrary to their commendations within with the Fitzroy Futures Town Plan, R-Codes and/or Council policy requiring assessment against the design principles of the R-Codes and/or Council policy

3.2 Approve applications compliant with the recommendations within the Fitzroy Futures Town Plan, R- Codes and/or Council policy, including those requiring assessment against the design principles of the R-Codes and/or Council policy subject to no objections being received where applications are required to be advertised

3.3 Approve construction, extension of any single residential dwelling, grouped dwelling or commercial or industrial building or use that is consistent with an approved Layout Plan

3.4 Approve minor variations to Council policy standards where consistent with the objectives of the Planning Scheme and any applicable policies

3.5 Approve minor changes to developments involving a non- conforming use where this is considered to not intensify the impact of the use

3.6 Approve dividing fences requiring planning approval where abutting property owners are in agreement

3.7 Approve modified proposals for applications previously the subject of the Council decision, subject to the modification(s):

• not being in conflict with any specific direction of Council in relation to the aspects of the proposal the subject of Council consideration
• not increasing the impact of or degree of variation the subject of Council consideration; and otherwise, consistent with relevant provisions

3.8 Determine responses to the WAPC in regard to development applications which require determination by the WAPC

3.9 Place conditions on any approval, or reasons for refusal on any refusal, to an application for planning approval

Retrospective Applications
4.1 Approve, with or without conditions, applications for unauthorised development compliant with the Fitzroy Futures own Plan, R-Codes and/or Council policy, including those requiring assessment against the design principles of the R-Codes and/or Council policy

Renewal of Planning Approval

5.1 Approve, with or without conditions, applications for renewal of planning approval, provided such applications are in accordance with the application originally approved by the Council, and the Planning Scheme, R-Codes and/or Council policy and circumstances relating to the site or surrounding the site are unchanged since Council granted approval. Such application must be received within two years of the expiration of the original approval

Layout Plans

6.1 Approve minor amendments to Layout Plans for remote Aboriginal settlements where the amendment has been endorsed by the Community Council and the nature of the amendment is

of a procedural nature or will not significantly change the nature and purpose of the approved plan

Appeals

7.1 Determine appropriate conditions to be recommended to be applied to applications the subject of a successful appeal to the State Administrative Tribunal (SAD and enter into Minute of Consent Orders accordingly

7.2 Agree to modifications to proposals the subject of an Appeal to the SAT where this is consistent with the delegation that would normally be extended to an application and is supported by the delegated officer and is not directly in conflict with a resolution of Council, and enter into Minute of Consent Orders accordingly

Compliance

8.1 Issue formal notices to owners or occupiers of properties to cease unauthorised uses, remove unauthorised structures or comply with conditions of planning approval.

Reporting

9.1 A report shall be presented to Council every month outlining the decisions made under delegated authority to approve or refuse applications, in accordance with the terms of this policy

Applications may still be referred to Council

10.1 In applying this policy, a conservative approach shall be adopted

10.2 An application shall be referred to Council for consideration where:

• the proposal is not explicitly permitted to be determined under delegated authority under the terms of this policy
• there is any doubt whether a proposal complies with the terms of this policy
• in the opinion of the delegated officer the scale and significance of the proposal is such that it should be considered by Council
• an applicant has specifically requested that the matter be considered by Council
• the Council has specifically resolved that a particular application shall not be determined under delegated authority

10.3 In exercising this delegation in the area covered by the Fitzroy Futures Town Plan, the requirements, land uses and provisions of the plan shall be given due regard.

Procedures

11.1 Where an applicant or owner of land is aggrieved by a decision of the Director Community Planning / Manager Development Services under delegated authority where that decision involves the exercise of a discretionary power under the scheme the applicant or the owner may request that Council reconsider the matter

11.2 Where an application has been determined under the above delegation of authority the approval shall contain the following advice notes:

"The above determination has been made by the Director Community Planning / Manager Development Services under delegated authority in order to expedite the decision-making process"

11.3 Should the applicant/landowner be aggrieved by this decision, or any of the conditions imposed, there is a right of review under the Planning and Development Act 2005. An application for review must be submitted in accordance with Part XIV of the Planning and

	Development Act 2005 within 28 days of the date of this decision to the State Administrative Tribunal, GPO Box U1991, Perth, WA6845. Further information regarding this right of review is available on the SAT website www.sat.justice.wa.gov.au or by phoning 1300 306 017."
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	~~Manager Development Services~~ Director Community Planning
Statutory framework	*Local Government Act 1995*: sS.42 Delegation of some powers or duties to the Chief Executive Officer sS.43 Limitations on delegations to the Chief Executive Officer sS.44 Chief Executive Officer may delegate some powers and duties to other employees *Planning and Development Act 2005* *Planning and Development (Local Planning Schemes) Regulations 2015*: Division 2 - Delegations clause 81 and 82 Extractive Industries Local Laws
Policy	~~TP5~~Transportable ~~Transportable/~~Relocated Dwellings ~~TPG1 Minimum Finished Floor Level of New Buildings in Fitzroy Crossing and Camballin~~ ~~TP2~~ Radio Masts ~~TP1~~ Light Industrial Area ~~–~~ Caretakers Residence
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
3 May 2023	Amended delegation	The Director Strategic Business (using Authorisation AUTHO33 - Acting through on behalf of the CEO) utilised delegation 1.1.34 Amendments to Policies and Delegations to amend the express power or duty delegated, generally by deleting "Manager Planning Services" wherever it occurs, and replacing it with Director Technical and Development Services and Manager Development Services.	Synergy Record No. N19557.

29 Jun 2023	Amended delegation	Review of delegation, and amendment to conditions.	OCM Agenda Item 12.2 Res. No. 69/23.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
18 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to change the policy reference of TP3/TP7 Minimum Finished Floor Level of New Buildings (other than Outbuildings) Fitzroy Crossing and Camballin to TPG1 Minimum Floor Level for New Buildings in Fitzroy Crossing and Camballin for delegations 2.1.1, 2.1.3., 9.2.1 and 9.2.2.	Synergy Record No. N20604.
24 Apr 2024	Amended delegation	Review of delegation and amendments to conditions and subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
6 Mar 2025	Amended delegation	Delegation included provision for applicants to have a refusal made under delegation to be reconsidered by Council. This would be inconsistent with the Planning and Development Act and any subsequent decision would not be valid. The only option for reconsideration is via the SAT's Appeal Process as outlined in the second paragraph at the bottom of the delegation.	---
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Shire of Derby-West Kimberley

Delegation	**10.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)] [DRAFT]**
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Department of Water and Environmental Regulation
Express power to delegate	~~See picture in Delegation Register~~
Express power or duty delegated	*Environmental Protection Act 1986*: s.65 Environmental protection notices, issue and effect of
Function	Issue and effect of environmental protection notices in respect to premises
Delegates	Chief Executive Officer
Subdelegates	Director Community Planning
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21 Approved by A/Chief Executive Officer of Department of Environment Regulation and Minister for Environment – published 19/3/2004.
26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	---
19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**10.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events**
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Department of Water and Environmental Regulation
Express power to delegate	See picture in Delegations Register
Express power or duty delegated	*Environmental Protection (Noise) Regulations 1997*: r.14A Waste collection and other works r.14B Ancillary measures: waste collection and other works r.15 Bellringing and calls to worship (3)(c)(vi) r.16 Community Noise Division 3 – Motor sport venues Division 4 – Shooting venues r.23 Calibration results to be available (b) Division 7 – Sporting, cultural and entertainment events Note: r.18 (13)(b) is not delegated
Function	Perform functions of Environmental Protection (Noise) Regulations 1997, Part 2 – Allowable noise emissions
Delegates	Chief Executive Officer
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21 Approved by Acting Minister for Environment; Heritage – published 20/12/2013.
26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.maximum 1500 characters	OCM Agenda Item 11.1 Res. No. 61/22
19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to remove the subdelegation as there is no power to delegate. Synergy Record No. N22323.	---
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**10.1.3 Noise Management Plans – Construction Sites**
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Department of Water and Environmental Regulation
Express power to delegate	See picture in delegations register
Express power or duty delegated	*Environmental Protection (Noise) Regulations 1997*: r.13 Construction sites
Function	*Perform functions of Environmental Protection (Noise) Regulations 1997*, Part 2 – Allowable noise emissions
Delegates	Chief Executive Officer
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21 Approved by Minister for Environment; Heritage – published 16/5/2014.
26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	OCM Agenda Item 11.1 Res. No. 61/22
19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**10.2.1 Instrument of Authorisation – Local Government CEOs - Sign Development Applications for Crown Land as Owner [DRAFT]**
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Department; Lands and Heritage
Express power to delegate	~~See picture in delegations register~~
Express power or duty delegated	*Planning and Development Act 2005*: s.267A Crown and State land, who may sign documents
Function	~~As outlined in column 1 of the above schedule~~
Delegates	Chief Executive Officer
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21 Approved by Minister for Lands – published 2/6/2014.
26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added express power to subdelegate, subdelegate, subdelegate, subdelegate conditions and statutory framework.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to remove the subdelegation as there is no power to delegate. Synergy Record No. N22323.	---
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

Delegation	**10.2.2 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)**
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Western Australian Planning Commission
Express power to delegate	See picture in delegations register
Express power or duty delegated	*Strata Titles Act 1985*: s.15 Subdivision approval of strata scheme
Function	Power to determine applications for issuing of a certificate of approval
Delegates	Chief Executive Officer
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21 Approved by Secretary, Western Australian Planning Commission – published 27/3/2020.
26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added express power to subdelegate, subdelegate, subdelegate, subdelegate conditions and statutory framework.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to remove the subdelegation as there is no power to delegate. Synergy Record No. N22323.	---
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**10.3.1 Traffic Management - Events on Roads [DRAFT]**
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Main Roads Western Australia
Express power to delegate	A list of local governments authorised for Traffic Management for Events can be found on the Main Road WA website here. ~~See picture in delegations register~~
Express power or duty delegated	As outlined in the Instrument of Authorisation
Function	As outlined in the Instrument of Authorisation
Delegates	Manager Assets and Works Chief Executive Officer Director Infrastructure
Conditions	As outlined in the Instrument of Authorisation
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21 Signed agreement by the Commissioner of Main Roads – dated 27/03/2007.
26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	OCM Agenda Item 11.1 Res. No. 61/22
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

Delegation	**10.3.2 Traffic Management – Road Works**
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Main Roads Western Australia
Express power to delegate	A list of Local Governments authorised for the purposes of Road Traffic Code 2000 r.297(2) are available on Main Roads WA website here. **Original signed Instrument of Authorisation** See picture in delegations register
Express power or duty delegated	As outlined in the Instrument of Authorisation
Function	As outlined in the Instrument of Authorisation
Delegates	Chief Executive Officer Director Infrastructure
Conditions	As outlined in the Instrument of Authorisation
Express power to subdelegate	As outlined in the Instrument of Authorisation
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system
Date adopted	26 May 2022
Adoption references	OCM Agenda Item 11.1 Res. No. 61/22
Last reviewed	24 April 2024

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	OCM Agenda Item 11.1 Res. No. 61/22 Signed agreement by the Commissioner of Main Roads – (dated) – to be received.
29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23. Agreement signed by the Shire President and Chief Executive Officer to be resent to Commissioner of Main Roads. Fully signed agreement to replace current document
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to add in the signed Instrument of Authorisation to delegation 10.3.2 Traffic Management – Road Works.	Synergy Record No. N20660.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	---
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles [DRAFT]**
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Department of Transport
Express power to delegate	~~See picture in delegations register~~
Express power or duty delegated	As outlined in the Instrument of Approval
Function	As outlined in the Instrument of Approval
Delegates	Director Infrastructure Manager Assets and Works Chief Executive Officer
Conditions	As outlined in the Instrument of Approval
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

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Amendments			
Date	**Type**	**Amendment**	**References**
27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21 Signed approval by Assistant Director, Strategy and Policy, Driver and Vehicle Services, Department of Transport dates 5/9/2017.
26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	OCM Agenda Item 11.1 Res. No. 61/22
15 Mar 2023	Amended delegation	Added express power to subdelegate, subdelegate, subdelegate, subdelegate conditions and statutory framework.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 Jun 2023	Amended delegation	Review of delegation, administrative error with updating the delegation when CEO utilised delegation 1.1.34 on 15 March 2023 – Amendments have now been included.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to remove the subdelegation as there is no power to delegate. Synergy Record No. N22323.	---
25 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**AUTHO1 Local Government Act 1995 s.3.24 Authorising persons under this subdivision [DRAFT]**
Category	State Law - Authorisation
Head of power	Authorisations Local Government Act 1995
Delegator	Chief Executive Officer
Express power or duty delegated	The powers given to a local government by this Subdivision can only be exercised on behalf of the local government by a person expressly authorised by it to exercise those powers
Delegates	Manager Community Development Team Leader Aboriginal Environmental Health Coordinator Rangers, Emergency Management and Community Safety Director Community Planning Manager Development Services Ranger Senior Ranger Works Supervisor - Fitzroy Crossing
Statutory framework	*Local Government Act 1995* Part 3 – Functions of local governments Division 3 – Executive functions of local governments Subdivision 2 – Certain powers about land s.3.24 Authorising persons under this subdivision
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

Delegation	**AUTHO2 Local Government Act 1995 s.3.25 Notices requiring certain things to be done by owner or occupier of land [DRAFT]**
Category	State Law - Authorisation
Head of power	Authorisations Local Government Act 1995
Delegator	Chief Executive Officer
Express power or duty delegated	(1) A local government may give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice that — (a) is prescribed in Schedule 3.1, Division 1; or (b) is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2. (2) Schedule 3.1may be amended by regulations. (3) If the notice is given to an occupier who is not the owner of the land, the owner is to be informed in writing that the notice was given. (4) A person who is given a notice under subsection (1) is not prevented from complying with it because of the terms on which the land is held. (5) A person who is given a notice under subsection (1) may apply to the State Administrative Tribunal for a review of the decision to give the notice. (6) A person who fails to comply with a notice under subsection (1) commits an offence. *[Section 3.25 amended: No. 55 of 2004 s. 687.]*
Delegates	~~Environmental Health Officer~~ ~~Ranger~~ ~~Senior Ranger~~ ~~Team Leader Aboriginal Environmental Health~~ ~~Works Supervisor - Fitzroy Crossing~~ Coordinator Rangers, Emergency Management and Community Safety Director Community Planning Manager Development Services Senior Environmental Health Officer
Statutory framework	*Local Government Act 1995* Part 3 – Functions of local governments Division 3 – Executive functions of local governments Subdivision 2 – Certain powers about land s.3.25 Notices requiring certain things to be done by owner or occupier of land
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Shire of Derby-West Kimberley

Delegation	**AUTHO3 Local Government Act 1995 s.9.16 Notice, giving of to alleged offender [DRAFT]**
Category	State Law - Authorisation
Head of power	Authorisations Local Government Act 1995
Delegator	Chief Executive Officer
Express power or duty delegated	(1) An authorised person who has reason to believe that a person has committed a prescribed offence against a regulation or local law made under this Act may, within 28 days after the alleged offence is believed to have been committed, give an infringement notice to the alleged offender. (2A) If a person who is given a notice undersection 9.13 about an alleged offence involving a vehicle gives information in accordance with section 9.13(6) about another person who was the driver or person in charge of the vehicle at the time of the alleged offence, the period of 28 days for giving that other person an infringement notice runs from the time the information was given. (2) A local government can only prescribe an offence for the purposes of subsection (1) if a prosecution for the offence could be commenced by the local government or any of its employees and the local government is satisfied that — (a) commission of the offence would be a relatively minor matter; and (b) only straightforward issues of law and fact would be involved in determining whether the offence was committed, and the facts in issue would be readily ascertainable. (3) An infringement notice given before the commencement of the Local Government Amendment Act 2009 section 42(1)and purporting to be under this section is to be taken to have been as valid as if the amendment made by that subsection had been made before the notice was given. *[Section 9.16 amended: No. 17 of 2009 s. 42.]*
Delegates	Manager Community Development ~~Environmental Health Officer~~ ~~Ranger~~ ~~Senior Environmental Health Officer~~ ~~Senior Ranger~~ ~~Works Supervisor - Fitzroy Crossing~~ Coordinator Rangers, Emergency Management and Community Safety Director Community Planning Manager Development Services Team Leader Aboriginal Environmental Health
Statutory framework	*Local Government Act 1995* Part 9 – Miscellaneous provisions Division 2 – Enforcement and legal proceedings Subdivision 2 – Infringement notices s.9.16 Notice, giving of to alleged offender
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
21 Sep 2022	Amended delegation	The CEO approved add the position of Ranger Coordinator.	Synergy Reference N18564
6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Shire of Derby-West Kimberley

Delegation	**AUTHO4 Local Government Act 1995 s.9.29 Representing local government in court [DRAFT]**
Category	State Law - Authorisation
Head of power	Authorisations Local Government Act 1995
Delegator	Chief Executive Officer
Express power or duty delegated	(1) In this section — proceedings means — (a) proceedings in the Magistrates Court, the Children's Court or the State Administrative Tribunal; or (b) proceedings in respect of a claim against a person who takes the benefit of an Act for the relief of bankrupt debtors. (2) In proceedings a person who is — (a) the CEO; or (b) an employee of the local government appointed in writing signed by the CEO to represent the local government generally or in a particular case, may represent the local government in all respects as though the person were the local government. (3) The person representing the local government in the proceedings is entitled to be reimbursed by the local government for any money paid or required to be paid by the person as a result of representing the local government in the proceedings. *[Section 9.29 amended: No. 55 of 2004 s. 707; No. 59 of 2004 s. 141.]*
Delegates	Director Corporate Services Director Infrastructure ~~Coordinator Rangers, Emergency Management and Community Safety~~ ~~Environmental Health Officer~~ ~~Manager Development Services~~ ~~Ranger~~ ~~Senior Environmental Health Officer~~ ~~Senior Ranger~~ ~~Team Leader Aboriginal Environmental Health~~ ~~Works Supervisor - Fitzroy Crossing~~ Director Community Planning
Statutory framework	*Local Government Act 1995* Part 9 – Miscellaneous provisions Division 2 – Enforcement and legal proceedings Subdivision 3 – General provisions about legal proceedings s.9.29 Representing local government in court
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

Amendments			
Date	**Type**	**Amendment**	**References**
19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
21 Sep 2022	Amended delegation	The CEO approved add the position of Ranger Coordinator.	Synergy Reference N18564
6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
18 Oct 2023	Amended delegation	The A/CEO approved to change the title A/Director Corporate Services to Deputy Chief Executive Officer.	Synergy Record No. N20606.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**AUTHO5 Local Government Act 1995 s.9.31 Terms used [DRAFT]**
Category	State Law - Authorisation
Head of power	Authorisations Local Government Act 1995
Delegator	Chief Executive Officer
Express power or duty delegated	In this Subdivision, unless the contrary intention appears — authorised employee, in the context of certifying a copy of — (a) a local law of a local government; or (b) any other document of or adopted by it, to be a true copy, means an employee of the local government who is authorised to so certify either by the CEO, or a person acting with CEO's authority; certified copy means a copy that is certified by an authorised employee to be a true copy. ***(Note: to institute proceedings is subject to CEO approval).***
Delegates	Director Corporate Services Director Infrastructure ~~Coordinator Rangers, Emergency Management and Community Safety~~ ~~Environmental Health Officer~~ ~~Manager Development Services~~ ~~Ranger~~ ~~Senior Environmental Health Officer~~ ~~Senior Ranger~~ ~~Team Leader Aboriginal Environmental Health~~ ~~Works Supervisor - Fitzroy Crossing~~ Director Community Planning
Statutory framework	*Local Government Act 1995* Part 9 – Miscellaneous provisions Division 2 – Enforcement and legal proceedings Subdivision 4 – Evidence in legal proceedings s.9.31Terms used
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**AUTHO6 Local Government (Miscellaneous Provisions) Act 1960 s.449 Pounds, establishing; poundkeepers and rangers, appointing [DRAFT]**
Category	State Law - Authorisation
Head of power	Authorisations Local Government (Miscellaneous Provisions) Act 1960
Delegator	Chief Executive Officer
Express power or duty delegated	A local government may establish and maintain one or more public pounds, and may appoint fit and proper persons to be keepers of those pounds and may appoint a ranger or rangers.
Delegates	Manager Community Development ~~Manager Development Services~~ Coordinator Rangers, Emergency Management and Community Safety Director Community Planning Ranger Senior Ranger Works Supervisor - Fitzroy Crossing
Statutory framework	*Local Government (Miscellaneous Provisions) Act 1960* Part XX– Cattle trespass, pounds, poundkeepers and rangers s.449Pounds, establishing; poundkeepers and rangers, appointing
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

Delegation	**AUTHO7 SDWK Local Government Property Local Law 9.1 Authorised person to be obeyed and 9.2 Persons may be directed to leave local government property [DRAFT]**
Category	Local Laws
Head of power	Authorisations Local Government Act 1995
Delegator	Chief Executive Officer
Express power or duty delegated	9.1 Authorised person to be obeyed A person on local government property shall obey any lawful direction of an authorised person and shall not in any way obstruct or hinder an authorised person in the execution of her or his duties. 9.2 Persons may be directed to leave local government property An authorised person may direct a person to leave local government property where she or he reasonably suspects that the person has contravened a provision an any written law.
Delegates	Aboriginal Engagement Manager Customer Service Officer Director Corporate Services Events Officer Library Services and Programs Officer Library Services Officer Manager Assets and Works Manager People and Culture ~~Coordinator Library and Heritage Services~~ ~~Executive Services Project Director~~ ~~Manager of Ports~~ ~~Team Leader Operations~~ Aquatic and Recreation Officer Coordinator Rangers, Emergency Management and Community Safety Coordinator Youth Services Director Community Planning Director Infrastructure Environmental Health Officer Manager Community Development Manager Community Development Fitzroy Crossing Manager Corporate Services Manager Development Services Manager ICT and Customer Services Ranger Senior Customer Services Officer Senior Environmental Health Officer Senior Ranger Senior Youth Services Officer Team Leader Aboriginal Environmental Health Team Leader Aquatics and Recreation Team Leader Community Development (Derby) Team Leader Youth Services - Derby Team Leader Youth Services - Fitzroy Crossing Works Supervisor - Derby Works Supervisor - Fitzroy Crossing

DRAFT

Statutory framework	*Local Government Act 1995* Shire of Derby/West Kimberley Local Government Property Local Law 2011 Part 9 – Miscellaneous 9.1 Authorised person to be obeyed 9.2 Persons may be directed to leave local government property
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
2 Aug 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding the Executive Services Project Director, Manager Community Development FX, and the Recovery and Fitzroy Crossing Senior Operations Manager.	Synergy Record No. N20035.
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
18 Oct 2023	Amended delegation	The Acting CEO approve the changes: Delete Director Corporate and Community Services, A/Director Corporate Services, and Team Leader Customer Services. Added Deputy Chief Executive Officer, Senior Customer Service and Tourism Officer and Corporate Services Manager.	Synergy Record No. N20606.
16 Nov 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve the changes to AUTHO77: Add in Manager of Ports, add in Aquatic and Recreation Officer and delete FX Senior Customer Services Officer.	Synergy Record No. I59635.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
9 Jul 2024	Amended delegation	The CEO approved a change to the title Senior Customer Service and Tourism Officer to Team Leader Operations for AUTHO7.	Synergy Record No. N21810.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**AUTHO8 SDWK Local Government Property Law 10.1 Offence to fail to comply with notice and 10.2 Local government may undertake requirements of notice [DRAFT]**
Category	Local Laws
Head of power	Authorisations Local Government Act 1995
Delegator	Chief Executive Officer
Express power or duty delegated	10.1 Offence to fail to comply with notice Whenever the local government gives a notice under this local law requiring a person to do anything, if a person fails to comply with the notice, that person commits and offence. 10.2 Local government may undertake requirements of notice Where a person fails to comply with a notice referred to in clause 10.1, the local government may do the things specified in the notice and recover from the person to whom the notice was given, as a debt, the costs incurred in so doing.
Delegates	Director Community Planning Manager Community Development ~~Aboriginal Environmental Health Program Coordinator~~ ~~Environmental Health Officer~~ ~~Environmental Health Technical Officer~~ ~~Ranger~~ ~~Senior Environmental Health Officer~~ ~~Senior Ranger~~ ~~Works Supervisor - Fitzroy Crossing~~ Coordinator Rangers, Emergency Management and Community Safety Manager Development Services
Statutory framework	*Local Government Act 1995* Shire of Derby/West Kimberley Local Government Property Local Law 2011 Part 10 – Enforcement Division 1 – Notices given under this local law 10.1 Offence to fail to comply with notice 10.2 Local government may undertake requirements of notice
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**AUTHO9 SDWK Local Government Property Law 10.3 Offences and general penalty [DRAFT]**
Category	Local Laws
Head of power	Authorisations Local Government Act 1995
Delegator	Chief Executive Officer
Express power or duty delegated	10.3 Offences and general penalty (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence. (2) Any person who commits an offence under this local law is liable, upon conviction, to a penalty not exceeding $5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding $500 for each day or part of a day during which the offence has continued.
Delegates	Director Community Planning Manager Community Development ~~Environmental Health Officer~~ ~~Ranger~~ ~~Senior Environmental Health Officer~~ ~~Senior Ranger~~ ~~Team Leader Aboriginal Environmental Health~~ ~~Works Supervisor - Fitzroy Crossing~~ Coordinator Rangers, Emergency Management and Community Safety Manager Development Services
Statutory framework	*Local Government Act 1995* Shire of Derby/West Kimberley Local Government Property Local Law 2011 Division 2 – Offences and penalties Subdivision 1 – General 10.3 Offences and general penalty
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**AUTHO10 SDWK Local Government Property Law 10.4 Prescribed offences and 10.5 Form of notices [DRAFT]**
Category	Local Laws
Head of power	Authorisations Local Government Act 1995
Delegator	Chief Executive Officer
Express power or duty delegated	10.4 Prescribed offences (1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purpose of section 9.16(1) of the Act. (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1. (3) For the purpose of guidance only, before giving an infringement notice to a person in respect of the commission of a prescribed offence, an authorised person should be satisfied that– (a) commission of the prescribed offence is a relatively minor matter; and (b) only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the fact in issue are readily ascertainable. 10.5 Form of notices (1) For the purposes of this local law- (a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations. (b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule of the Regulations; and (c) the form of notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Regulations. (2) Where an infringement notice is given under section 9.316 of the Act in respect of an alleged offence against clause 2.4, the notice is to contain a description of the alleged offence.
Delegates	Manager Community Development Coordinator Rangers, Emergency Management and Community Safety Director Community Planning Environmental Health Officer Manager Development Services Ranger Senior Environmental Health Officer Senior Ranger Team Leader Aboriginal Environmental Health Works Supervisor - Fitzroy Crossing
Statutory framework	*Local Government Act 1995* Shire of Derby/West Kimberley Local Government Property Local Law 2011 Division 2 –Offences and penalties Subdivision 2 – Infringement notices and modified penalties 10.4 Prescribed offences 10.5 Form of notices

DRAFT

Record keeping	Details of decisions are to be recorded in theShire's record keeping system

Amendments			
Date	**Type**	**Amendment**	**References**
19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**AUTHO11 SDWK Local Government Property Law 10.6 Evidence of determination [DRAFT]**
Category	Local Laws
Head of power	Authorisations Local Government Act 1995
Delegator	Chief Executive Officer
Express power or duty delegated	10.6 Evidence of determination (1) In any legal proceedings, evidence of determination may be given by tendering the register referred to in clause 2.5 or a certified copy of an extract from the register. (2) It is to be presumed, unless the contrary is provide that the determination was properly made and that every requirement for it be made and have effect has been satisfied. (3) Subclause (2) does not make valid determination that has not been properly made.
Delegates	Manager Community Development ~~Coordinator Rangers, Emergency Management and Community Safety~~ ~~Environmental Health Officer~~ ~~Ranger~~ ~~Senior Environmental Health Officer~~ ~~Senior Ranger~~ ~~Team Leader Aboriginal Environmental Health~~ ~~Works Supervisor - Fitzroy Crossing~~ Director Community Planning Manager Development Services
Statutory framework	*Local Government Act 1995* Shire of Derby/West Kimberley Local Government Property Local Law 2011 Division 3 – Evidence in legal proceedings 10.6 Evidence of determination
Record keeping	Details of decisions are to be recorded in theShire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**AUTHO12 Dog Act 1976 3. Terms used (authorised person) [DRAFT]**
Category	State Law - Authorisation
Head of power	Authorisations under Dog Act 1976
Delegator	Chief Executive Officer
Express power or duty delegated	3. Terms used authorised person means — (a) a person appointed under the Local Government Act 1995 section 9.10(2) to be an authorised person for the purposes of this Act; or (b) a person designated as an authorised officer under the Public Health Act 2016 section 24 (1) for the purposes of this Act
Delegates	Environmental Health Officer Coordinator Rangers, Emergency Management and Community Safety Director Community Planning Manager Development Services Ranger Senior Ranger Works Supervisor - Fitzroy Crossing
Statutory framework	*Local Government Act 1995* *Dog Act 1976* Shire of Derby/West Kimberley *Dogs Local Law 2011* Part 1 - Preliminary 3. Terms used
Record keeping	Details of decisions are to be recorded in theShire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 Apr 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**AUTHO13 Caravan Parks and Camping Grounds Act 1995 s.17 Appointment of authorised person and s.17A Assistance from member of Police Force [DRAFT]**
Category	State Law - Authorisation
Head of power	Authorisations Under Caravan Parks and Camping Grounds Act 1995
Delegator	Chief Executive Officer
Express power or duty delegated	s.17 Appointment of authorised person (2) A person appointed under subsection (1)(a)must produce the identity card referred to in subsection (1)(b) whenever required to do so by any person in respect of whom the person has exercised, or is about to exercise, any of the powers of an authorised person under this Act s.17A Assistance from member of Police Force A member of the Police Force must, at the request of an authorised person, assist the authorised person in enforcing compliance with this Act and has, while assisting the authorised person, all the powers of an authorised person. *[Section17A inserted: No. 16 of 2019 s. 86.]*
Delegates	Manager Community Development Coordinator Rangers, Emergency Management and Community Safety Director Community Planning Environmental Health Officer Manager Development Services Ranger Senior Environmental Health Officer Senior Ranger Team Leader Aboriginal Environmental Health Works Supervisor - Fitzroy Crossing
Statutory framework	*Caravan Parks and Camping Grounds Act 1995* Part 3 – Powers of entry and inspection s.17 Appointment of authorised person s.17A Assistance from member of Police Force
Record keeping	Details of decisions are to be recorded in theShire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**AUTHO14 Caravan Parks and Camping Grounds Act 1995 s.23 Infringement notices [DRAFT]**
Category	State Law - Authorisation
Head of power	Authorisations Under Caravan Parks and Camping Grounds Act 1995
Delegator	Chief Executive Officer
Express power or duty delegated	(1) A reference in subsection (2), (3), (5) or (7) to an authorised person is a reference to a person appointed to be an authorised person under the *Local Government Act 1995* section 9.10(2) for the purposes of the subsection in which the term is used.
Delegates	Manager Community Development Coordinator Rangers, Emergency Management and Community Safety Director Community Planning Environmental Health Officer Manager Development Services Ranger Senior Environmental Health Officer Senior Ranger Team Leader Aboriginal Environmental Health Works Supervisor - Fitzroy Crossing
Statutory framework	*Caravan Parks and Camping Grounds Act 1995* Part 4 Enforcement s.23 Infringement notices
Record keeping	Details of decisions are to be recorded in theShire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**AUTHO15 Bush Fires Act 1954 s.38. Local government may appoint bush fire control officer (Bush Fire Control Officer)**
Category	State Law - Authorisation
Head of power	Authorisations Bush Fires Act 1954
Delegator	Chief Executive Officer
Express power or duty delegated	(1)A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
Delegates	Manager Development Services Ranger Works Supervisor - Fitzroy Crossing
Statutory framework	Bush Fires Act 1954 Part IV – Control and extinguishment of bushfires Division 1 – Local governments s.38. Local government may appoint bush fire control officer
Record keeping	All relevant authorisation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	26 May 2022
Adoption references	Authorisation published so that certificates can be issued.
Last reviewed	24 April 2024

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.

Delegation	**AUTHO16 Bush Fires Act 1954 s.38. Local government may appoint bush fire control officer (Deputy Chief Bush Fire Control Officer)**
Category	State Law - Authorisation
Head of power	Authorisations Bush Fires Act 1954
Delegator	Chief Executive Officer
Express power or duty delegated	(1)A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject there to may determine the respective seniority of the other bush fire control officers appointed by it.
Delegates	Coordinator Rangers, Emergency Management and Community Safety Senior Ranger
Statutory framework	*Bush Fires Act 1954* Part IV – Control and extinguishment of bushfires Division1 – Local governments s.38. Local government may appoint bush fire control officer
Record keeping	Details of decisions are to be recorded in theShire's record keeping system
Date adopted	26 May 2022
Adoption references	Authorisation published so that certificates can be issued.
Last reviewed	24 April 2024

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	Review of authorisation.	Synergy Record No. N21571.
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

Delegation	**AUTHO17 Bush Fires Act 1954 s.59 Prosecution of offences and s.59A Alternative procedure – infringement notices [DRAFT]**
Category	State Law - Authorisation
Head of power	Authorisations Bush Fires Act 1954
Delegator	Chief Executive Officer
Express power or duty delegated	s.59 Prosecution of offences (1) A person authorised by the Minister, a person employed in the Department for the purposes of this Act, an authorised CALM Act officer, a member of the Police Force, or a local government, may institute and carry on proceedings against a person for an offence alleged to be committed against this Act. s.59A Alternative procedure – infringement notices (1) In this section prosecutor means a person or local government authorised by or under section 59 to institute and carry on proceedings against a person for an offence alleged to be committed against this Act. (**Note: to institute proceedings is subject to CEO approval as per Delegation 3.1.11)**
Delegates	Manager Community Development ~~Manager Development Services~~ Coordinator Rangers, Emergency Management and Community Safety Director Community Planning Ranger Senior Ranger Works Supervisor - Fitzroy Crossing
Statutory framework	*Bush Fires Act 1954* Part V - Miscellaneous s.59 Prosecution of offences s.59A Alternative procedure – infringement notices
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**AUTHO18 Control of Vehicles (Off Road Areas) Act 1978 s.38 Authorised persons [DRAFT]**
Category	State Law - Authorisation
Head of power	Authorisations Under Control of Vehicles (Off Road Areas) Act 1978
Delegator	Chief Executive Officer
Express power or duty delegated	(3) A person is appointed as an authorised person under this subsection if the person is appointed under the *Local Government Act 1995* section 9.10(2) to be an authorised person for the purposes of this Act either in respect of the whole of a district or any part of a district specified in the appointment.
Delegates	Manager Community Development ~~Manager Development Services~~ Coordinator Rangers, Emergency Management and Community Safety Director Community Planning Ranger Senior Ranger Works Supervisor - Fitzroy Crossing
Statutory framework	*Control of Vehicles (Off Road Areas) Act 1978* s.38 Authorised persons
Record keeping	Details of decisions are to be recorded in theShire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

Delegation	**AUTHO19 Food Act 2008 s.122 Appointment of authorised officers [DRAFT]**
Category	State Law - Authorisation
Head of power	Authorisations under Food Act 2006
Delegator	Chief Executive Officer
Express power or duty delegated	(1) An enforcement agency may appoint a person to be an authorised officer for the purposes of this Act if the enforcement agency, having regard to any guidelines issued by the CEO under subsection (2), considers the person has appropriate qualifications and experience to perform the functions of an authorised officer. (2) The CEO may issue guidelines that describe the qualifications and experience that are appropriate for a person to be appointed as an authorised officer.
Delegates	Manager Community Development Coordinator Rangers, Emergency Management and Community Safety Director Community Planning Environmental Health Officer Manager Development Services Ranger Senior Environmental Health Officer Senior Ranger Team Leader Aboriginal Environmental Health Works Supervisor - Fitzroy Crossing
Statutory framework	*Food Act 2008* Part 10 – Administration Division 3 – Appointment of authorised officers s.122 Appointment of authorised officers
Record keeping	Details of decisions are to be recorded in theShire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	**AUTHO20 Food Act 2008 s.126 Infringement notices [DRAFT]**
Category	State Law - Authorisation
Head of power	Authorisations under Food Act 2006
Delegator	Chief Executive Officer
Express power or duty delegated	(1) In this section — designated officer means an authorised officer designated by an enforcement agency under subsection (13) to be a designated officer; prescribed means prescribed by the regulations. (2) A designated officer who has reason to believe that a person has committed a prescribed offence under this Act may, within 28 days after the alleged offence is believed to have been committed, give an infringement notice to the alleged offender. (3) An infringement notice must be in the prescribed form and must — (a) contain a description of the alleged offence; and (b) advise that, if the alleged offender does not wish to be prosecuted for the alleged offence in a court, the amount of money specified in the notice as being the modified penalty for the offence may be paid to a designated officer within a period of 28 days after the giving of the notice; and (c) inform the alleged offender as to who are designated officers for the purposes of receiving payment of modified penalties. (4) In an infringement notice the amount specified as being the modified penalty for the offence referred to in the notice must be the amount that was the prescribed modified penalty at the time the alleged offence is believed to have been committed. (5) The modified penalty that may be prescribed for an offence is not to exceed 20% of the maximum penalty that could be imposed for that offence by a court. (6) A designated officer may, in a particular case, extend the period of 28 days within which the modified penalty may be paid, and the extension may be allowed whether or not the period of 28 days has elapsed. (7) A designated officer may, whether or not the modified penalty has been paid, withdraw an infringement notice by sending to the alleged offender a notice in the prescribed form stating that the infringement notice has been withdrawn. (8) If an infringement notice is withdrawn after the modified penalty has been paid, the amount paid must be refunded. (9) Subsection(10) applies if the modified penalty specified in an infringement notice has been paid within 28 days or any further time that is allowed and the notice has not been withdrawn. (10) If this subsection applies, it prevents the bringing of proceedings and the imposition of penalties to the same extent that they would be prevented if the alleged offender had been convicted by a court of, and punished for, the alleged offence. (11) Payment of a modified penalty is not to be regarded as an admission for the purposes of any proceedings, whether civil or criminal. (12) Unless subsection (8) requires it to be refunded, an amount paid as a modified penalty must be dealt with as if it were a penalty imposed by a court as a penalty for an offence.

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	(13) An enforcement agency may, in writing, designate authorised officers appointed by the agency under Part 10 Division 3or designated by the agency under the Public Health Act 2016 section 24(1) to be designated officers for the purposes of subsection (2), (3), (6) or (7) or for the purposes of 2 or more of those subsections, but a person who is a designated officer for the purposes of giving infringement notices under subsection (2) is not eligible to be a designated officer for the purposes of any of the other subsections. *[Section 126 amended: No. 19 of 2016 s. 149.]*
Delegates	Manager Community Development Coordinator Rangers, Emergency Management and Community Safety Director Community Planning Environmental Health Officer Manager Development Services Ranger Senior Environmental Health Officer Senior Ranger Team Leader Aboriginal Environmental Health Works Supervisor - Fitzroy Crossing
Statutory framework	*Food Act 2008* Part 11– Procedural and evidentiary provisions s.126 Infringement notices
Record keeping	Details of decisions are to be recorded in theShire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
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24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**AUTHO21 Health (Asbestos) Regulations 1992 r.15D Infringement Notices [DRAFT]**
Category	State Law - Authorisation
Head of power	Health (Asbestos) Regulations 1992
Delegator	Chief Executive Officer
Express power or duty delegated	(5) A local government may, in writing, appoint persons or classes of persons to be authorised officers or approved officers for the purposes of the *Criminal Procedure Act 2004* Part 2.
Delegates	Manager Community Development Coordinator Rangers, Emergency Management and Community Safety Director Community Planning Environmental Health Officer Manager Development Services Ranger Senior Environmental Health Officer Senior Ranger Team Leader Aboriginal Environmental Health Works Supervisor - Fitzroy Crossing
Statutory framework	*Health (Asbestos) Regulations1992* Part 5 – Miscellaneous r.15D Infringement Notices
Record keeping	Details of decisions are to be recorded in theShire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy reference N18564
6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
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8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
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24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**AUTHO22 Litter Act 1979 s.27 Authorised officers, powers of [DRAFT]**
Category	State Law - Authorisation
Head of power	Authorisations Under Litter Act 1979
Delegator	Chief Executive Officer
Express power or duty delegated	(1) An authorised officer may require a person whom he finds committing or whom he reasonably suspects to be committing or to have committed an offence against this Act to state his full name and usual place of residence. (1a) Any owner of a vehicle and any person to whom for the time being the possession or control of a vehicle may be entrusted shall, if required by an authorised officer, give any information which it is in his power to give, which may lead to the identification of any person who was driving or who was in charge or control of the vehicle at the time that, or at about the time that, an offence against this Act is alleged to have been committed. Penalty: a fine of $1 000. (2) An authorised officer who finds a person contravening section 23, 24 or 24A may order that person — (a) to remove the material the subject of the offence from the land or waters; or (b) to deposit the material the subject of the offence in the nearest place or receptacle set aside or provided for the deposit of litter, within such time as the authorised officer may direct. (3) A person shall not — (a) fail to comply with a requisition directed to him under subsection (1) or (2) by an authorised officer; or (b) in response to a requisition directed to him under subsection (1) by an authorised officer, give any information that is false or misleading.
Delegates	Manager Community Development Coordinator Rangers, Emergency Management and Community Safety Director Community Planning Environmental Health Officer Manager Development Services Ranger Senior Environmental Health Officer Senior Ranger Team Leader Aboriginal Environmental Health Works Supervisor - Fitzroy Crossing
Statutory framework	*Litter Act 1979* Part V – Enforcement, proceedings and penalties s.27 Authorised officers, powers of
Record keeping	Details of decisions are to be recorded in the Shire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy reference N18564
6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**AUTHO23 Public Health Act 2016 s.24 Designation of authorised officers**
Category	State Law - Authorisation
Head of power	Authorisations Public Health Act 2016
Delegator	Chief Executive Officer
Express power or duty delegated	(1) An enforcement agency may designate a person or class of persons as authorised officers — (a) for the purposes of this Act or another specified Act; or (b) for the purposes of the specified provisions of this Act or another specified Act; or (c) for the purposes of the provisions of this Act or another specified Act other than the specified provisions of that Act. (2) An enforcement agency that is a local government may designate under subsection (1)— (a) an environmental health officer or environmental health officers as a class; or (b) a person who is not an environmental health officer or a class of persons who are not environmental health officers; or (c) a mixture of the two.
Delegates	Coordinator Rangers, Emergency Management and Community Safety Director Community Planning Environmental Health Officer Manager Development Services Ranger Senior Environmental Health Officer Senior Ranger Team Leader Aboriginal Environmental Health
Statutory framework	*Public Health Act 2016* Part 2 – Administration Division 4– Authorised officers s.24Designation of authorised officers
Record keeping	Details of decisions are to be recorded in theShire's record keeping system
Date adopted	26 May 2022
Adoption references	Authorisation published so that certificates can be issued.
Last reviewed	24 April 2024

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**AUTHO24 SDWK Bushfire Brigade Local Law s.1.2 Definitions [DRAFT]**
Category	Local Laws
Head of power	Authorisations Local Government Act 1995
Delegator	Chief Executive Officer
Express power or duty delegated	"brigade member" means a fire fighting member, associate member or a cadet member of the bush fire brigade "brigade officer" means a person holding a position referred to in clause 2.2(1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position "fire fighting member" is defined in clause 4.2
Delegates	Manager Community Development ~~Manager Development Services~~ Coordinator Rangers, Emergency Management and Community Safety Director Community Planning Ranger Senior Ranger Works Supervisor - Fitzroy Crossing
Statutory framework	*Local Government Act 1995* *Bush Fires Act 1954* Shire of Derby/West Kimberley Bushfire Brigade Local Law 2011 s1.2 Definitions
Record keeping	Details of decisions are to be recorded in theShire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy reference N18564
6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

Delegation	**AUTHO25 SDWK Local Government Property Local Law 3.15 Permit required for possession and consumption of liquor**
Category	Local Laws
Head of power	Authorisations Local Government Act 1995
Delegator	Chief Executive Officer
Express power or duty delegated	3.3 Decision on application for permit (1) The local government may - (a) approve an application for a permit unconditionally or subject to any conditions; or (b) refuse to approve an application for a permit. (2) If the local government approves an application for permit, it is to issue the applicant, a permit in the form determined by the local government. (3) If the local government refuses to approve an application for permit, it is to give written notice of that refusal to the applicant. 3.15 Permit required for possession and consumption of liquor (1) A person, on local government property, shall not consume any liquor or have in her or his possession or under her or his control any liquor, unless - (a) that is permitted under the L*iquor Control Act 1988*; and (b) a permit has been obtained for the purpose. (2) Subclause (1) does not apply where the liquor is in a sealed container.
Function	Authority to prohibit a person on local government property from consuming any liquor or have in his or her possession or under his or her control any liquor, without a license
Delegates	Director Community Planning
Statutory framework	*Local Government Act 1995* Shire of Derby/West Kimberley *Local Government Property Amendment Local Law 2011* Part 3 – Permits Division 2 – Applying for a permit 3.3 Decision on application for permit Division 5 – When is a permit required 3.3 Permit required for possession and consumption of liquor
Record keeping	Details of decisions are to be recorded in theShire's record keeping system
Date adopted	26 May 2022
Adoption references	Authorisation published so that certificates can be issued.
Last reviewed	24 April 2024

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**AUTHO26 Health (Miscellaneous Provisions) Act 1911 s.12 Powers of Chief Health Officer and authorised officers & s.26 Powers of local government [DRAFT]**
Category	State Law - Authorisation
Head of power	Authorisation Health (Miscellaneous Provisions) Act 1911
Delegator	Chief Executive Officer
Express power or duty delegated	**12. Powers of Chief Health Officer and authorised officers** (1) The Chief Health Officer, and any authorised officer acting with the Chief Health Officer's authority, has all the powers of an authorised officer of a local government, and may exercise those powers in any part of the State, and the Chief Health Officer has all the rights and powers that the local government would have in case its authorised officer exercised the power, or to enable its authorised officer to exercise the power. (2) Any provision of this Act conferring any power on an authorised officer of a local government, or relating to or connected with the exercise or intended exercise, or the consequences of the exercise of any power by an authorised officer of a local government, are to be construed and have effect for the purposes of this section as if — (a) the references in the provision to an authorised officer of the local government extended to the Chief Health Officer or any authorised officer acting with the Chief Health Officer's authority; and (b) all references in the provision to a local government extended to the Chief Health Officer. **26. Powers of local government** Every local government is hereby authorised and directed to carry out within its district the provisions of this Act and the regulations, local laws, and orders made thereunder: Provided that a local government may appoint and authorise any person to be its deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe, but so that such appointment shall not affect the exercise or discharge by the local government itself of any power or function.
Delegates	Manager Development Services Director Community Planning Environmental Health Officer Senior Environmental Health Officer Team Leader Aboriginal Environmental Health
Statutory framework	*Health (Miscellaneous Provisions) Act 1911* Part II – Administration Division 1 –The Minister, CEO and Chief Health Officer s.12 Powers of Chief Health Officer and authorised officers s.26 Powers of local government
Record keeping	Details of decisions are to be recorded in the Shire's record keepingsystem

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**AUTHO27 Health (Miscellaneous Provisions) Act 1911 s.145 Authorised officer may order house or things to be cleansed [DRAFT]**
Category	State Law - Authorisation
Head of power	Authorisation Health (Miscellaneous Provisions) Act 1911
Delegator	Chief Executive Officer
Express power or duty delegated	(1) Any authorised officer may order that any house or part of a house, or any furniture, goods, or things therein shall be cleansed to the satisfaction of an authorised officer, and the occupier shall forthwith comply with such order.
Delegates	Manager Development Services Director Community Planning Environmental Health Officer Senior Environmental Health Officer Team Leader Aboriginal Environmental Health
Statutory framework	*Health (Miscellaneous Provisions) Act 1911* Part V — Dwellings Division 1 — Houses unfit for occupation s.145 Authorised officer may order house or things to be cleansed
Record keeping	Details of decisions are to be recorded in theShire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

Delegation	**AUTHO28 Health (Miscellaneous Provisions) Act 1911 s.157 Register of lodgers to be kept [DRAFT]**
Category	State Law - Authorisation
Head of power	Authorisation Health (Miscellaneous Provisions) Act 1911
Delegator	Chief Executive Officer
Express power or duty delegated	(2) The register of lodgers shall be kept in the lodging-house and shall be open to inspection at any time on demand by any member of the Police force or authorised officer.
Delegates	Manager Development Services Director Community Planning Environmental Health Officer Senior Environmental Health Officer Team Leader Aboriginal Environmental Health
Statutory framework	*Health (Miscellaneous Provisions) Act 1911* Part V — Dwellings Division 2 — Lodging-houses s.157 Register of lodgers to be kept
Record keeping	Details of decisions are to be recorded in theShire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

Delegation	**AUTHO29 Health (Miscellaneous Provisions) Act 1911 s.181 Removal of offensive matter; s.183 Immediate action in respect of nuisances; s.184 Mode of dealing with nuisances [DRAFT]**
Category	State Law - Authorisation
Head of power	Authorisation Health (Miscellaneous Provisions) Act 1911
Delegator	Chief Executive Officer
Express power or duty delegated	s.181 Removal of offensive matter In any case where it appears to an authorised officer or other officer that on any premises within any district there exists any such accumulation of manure, dung, filth, or other offensive matter as to be a nuisance or injurious or dangerous to health, the following provisions shall apply: (1) He may, by requisition to the occupier, or if there is no occupier, to the owner of the premises, require him within a specified time to remove such matter, and destroy the same, or otherwise dispose of it so that it shall cease to be offensive. (2) If default is made in duly complying with the requisition within the time specified in that behalf, then the owner or occupier, as the case may be, commits an offence. (3) If such default occurs, the officer by whom the requisition was issued shall cause the offensive matter to be removed at the expense of the local government. (4) The offensive matter so removed shall be destroyed, sold, or otherwise disposed of by or on behalf of the local government. (5) The surplus money (if any) remaining from such disposal after defraying the expenses of the removal and disposal shall be paid into the municipal fund, and the deficiency (if any) shall be recoverable by the local government in a summary way from the occupier or owner, as the case may be, of the premises, who shall be jointly and severally liable therefor. s.183 Immediate action in respect of nuisances If an authorised officer or other officer is satisfied that the nuisance exists, and that immediate action for its abatement is necessary in order to check or prevent the spread of infectious disease, he may act undersection 260, and in such case the provisions of that section shall, mutatis mutandis, apply, and the provisions of the next following section shall not apply. s.184 Mode of dealing with nuisances Subject as last aforesaid, any nuisance may be dealt with in manner following, that is to say: (1) On the report of any authorised officer or other person that the nuisance exists on any premises, the local government may, and, if the Chief Health Officer so requires, shall, by requisition to the owner and occupier of the premises, require them to abate the nuisance in the manner and within the time specified in the requisition.
Delegates	Manager Development Services Director Community Planning Environmental Health Officer Senior Environmental Health Officer Team Leader Aboriginal Environmental Health
Statutory framework	*Health (Miscellaneous Provisions) Act 1911* Part VII - Nuisances and offensive trades Division 1 - Nuisances s.181 Removal of offensive matter s.183 Immediate action in respect of nuisances s.184 Mode of dealing with nuisances

Record keeping	Details of decisions are to be recorded in theShire's record keeping system

Amendments			
Date	**Type**	**Amendment**	**References**
19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Resolution Number CCO14/25

DRAFT

Delegation	**AUTHO30 Health (Miscellaneous Provisions) Act 1911 s349 Entry, s.352 Duty of police officers and authorised officers, s.358 Prosecutions of offences & Power to inspect register of births and deaths [DRAFT]**
Category	State Law - Authorisation
Head of power	Authorisation Health (Miscellaneous Provisions) Act 1911
Delegator	Chief Executive Officer
Express power or duty delegated	**349. Entry** (1) Authorised officers shall have power to enter from time to time into and upon any house or premises, for the purpose of examining as to the existence of any nuisance or whether any of the provisions of this Act are being contravened, or of executing any work or making any inspection authorised to be executed or made under the provisions of this Act or any regulation, order, or local law, and generally for the purpose of enforcing the provisions of this Act or any regulation, order, or local law, at any time between the hours of 7.00 a.m. and 6.00 p.m. of any day, or in the case of a nuisance or contravention arising in respect of any business, then at any hour when such business is in progress or is usually carried on. (2) Any person who willfully and unreasonably refuses to admit any such officer to any house or premises commits an offence. (3) For the purpose of making any entry or doing anything authorised under this section, it shall be lawful to employ all such assistance as may be deemed necessary, and (whenever deemed necessary) to use force whether by breaking open doors or otherwise, and to search all parts of any house or premises entered, using such assistance and force as may be deemed necessary for the purpose. **352. Duty of police officers and authorised officers** (1) It shall be the duty of every member of the police force and authorised officer who shall produce his authority who finds any person committing a breach of any of the provisions of this Act, or of any regulation or local law, to demand from such person his name and place of abode, and to report the fact of such breach and the name and place of abode of such person, as soon as conveniently may be, to the proper authority. (2) Any such person who refuses to state his name and place of abode when required by a member of the police force or authorised officer who produces his authority so to do, may, without any other warrant than this Act, be apprehended by such officer to be dealt with according to law. **358. Prosecution of offences** (2) An authorised officer of a local government may, by virtue of his office, and without receiving express authority from such local government, institute and carry on proceedings against any person for an alleged offence under this Act, or any local law or regulation made thereunder, and he shall be reimbursed out of the funds of the local government all costs and expenses which he may incur or be put to in or about such proceedings. **375. Power to inspect register of births and deaths** Any authorise officer at all reasonable times — (a) may inspect any register of births and deaths and may obtain extracts there from free of charge, and the registrar of births and deaths shall permit such inspection and supply such extracts; and (b) may search in the records of the Western Australian Land Information Authority established by the Land Information Authority Act 2006 section 5, of the department principally assisting in the administration of the Land Administration Act 1997, or of the department principally assisting in the administration of the Mining Act 1978, and may inspect all plans, grants, transfers, certificates of title, and memorials free of charge.

Delegates	Manager Development Services Director Community Planning Environmental Health Officer Senior Environmental Health Officer Team Leader Aboriginal Environmental Health
Statutory framework	*Health (Miscellaneous Provisions) Act 1911* Part XV – Miscellaneous provisions s.349 Entry s.352 Duty of Police officers and authorised officers s.358 Prosecution of offences s.375 Power to inspect register of births and deaths
Record keeping	Details of decisions are to be recorded in theShire's record keeping system

Amendments			
Date	**Type**	**Amendment**	**References**
19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**AUTHO31 Environmental Protection Act 1986 s.87 Authorised person, appointment of & s.88 Inspectors, appointment and purposes of [DRAFT]**
Category	State Law - Authorisation
Head of power	Authorisations Environmental Protection Act 1986
Delegator	Chief Executive Officer
Express power or duty delegated	**87. Authorised persons, appointment of** (1) The CEO may appoint persons or members of classes of persons to be authorised persons for the purposes of this Act and may, when making such an appointment and without limiting the generality of section 52 of the *Interpretation Act 1984*, limit the powers conferred on the persons or members so appointed by specifying in the authorities issued to those persons or member under subsection (2) — (a) which of those powers those persons or members are entitled to exercise; or (b) during which portions of each day of 24 hours those persons or members may exercise those powers which they are entitled to exercise, or both, and that limitation shall have effect according to its tenor. (2) The CEO shall cause to be issued to each authorised person an authority in writing signed by the CEO and bearing a photograph of that authorised officer. (3) An authorised person shall produce the authority issued to the authorised person under subsection (2) whenever required to do so — (a) by a person in respect of whom the authorised person has exercised, is exercising, or is about to exercise any of the powers — (i) conferred on the authorised person by or under this Act; and (ii) which the authorised person is entitled to exercise; or (b) on applying for admission to any premises or place which an authorised person is empowered by this Act to enter. (4) The appointment of a person under subsection (1) does not — (a) render Part 3 of the *Public Sector Management Act 1994*, or any other Act applying to persons as officers of the Public Service of the State, applicable to the person; or (b) affect or prejudice the application to the person of any Act referred to in paragraph (a) if it applied to the person at the time of the appointment. **88. Inspectors, appointment and purposes of** (1) The CEO may appoint a person to be an inspector for the purposes of this Act and, in particular, for the purposes of — (a) taking measurements and collecting samples of any waste before, during or after its discharge into the environment; and (b) inspecting, evaluating and analysing the records of monitoring and other equipment and installations approved for detecting the presence, quantity and nature of any waste and the effects of that waste on the portion of the environment approved for receiving that waste; and (c) recording, measuring, testing or analysing noise, odour and electromagnetic radiation emissions; and (d) inspecting, evaluating and analysing the records of monitoring and other equipment and installations approved for detecting the presence, level and other characteristics of noise, odour and electromagnetic radiation; and (e) ascertaining whether or not any circumstances, conditions, procedures or requirements imposed by or under this Act are being complied with; and (f) performing such other functions as are conferred or imposed on the CEO by or under this Act.

DRAFT

	(2) Notwithstanding anything in this Act but without limiting the generality of section 52 of the *Interpretation Act 1984*, the CEO may, when appointing an inspector under subsection (1), limit the powers conferred on the inspector by or under this Act by specifying in the authority issued to the inspector under subsection (3) which of those powers the inspector is entitled to exercise, and that limitation shall have effect according to its tenor. (3) The CEO shall cause to be issued to each inspector an authority in writing signed by the CEO and bearing a photograph of that inspector. (4) An inspector shall produce the authority issued to the inspector under subsection (3) whenever required to do so — (a) by a person in respect of whom the inspector has exercised, is exercising or is about to exercise any of the powers — (i) which are conferred on the inspector by or under this Act; and (ii) which the inspector is entitled to exercise; or (b) on applying for admission to any premises or place which an inspector is empowered by this Act to enter. (5) The appointment of a person under subsection (1) does not — (a) render Part 3 of the *Public Sector Management Act 1994*, or any other Act applying to persons as officers of the Public Service of the State, applicable to the person; or (b) affect or prejudice the application to the person of any Act referred to in paragraph (a) if it applied to the person at the time of the appointment. (6) In subsection (1) — approved means approved by the CEO. **(Note: All statutory powers are available to a local government Authorised Officer except for s.91A Stopping etc. vehicles and vessels, powers of inspectors and authorised persons at to.)**
Delegates	Coordinator Rangers, Emergency Management and Community Safety Manager Development Services Ranger Senior Ranger Director Community Planning Environmental Health Officer Senior Environmental Health Officer Team Leader Aboriginal Environmental Health
Statutory framework	*Environmental Protection Act 1986* Inspectors, appointment and purposes of Part VI – Enforcement s.87 Authorised persons, appointment of s.88 Inspectors, appointment and purposes of
Record keeping	Details of decisions are to be recorded in the Shire's record keepingsystem

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**AUTHO32 F,P, and Infring. Not. Enforce. Act 1994 s.13 Approved Prosecuting Authorities and Officers [DRAFT]**
Category	State Law - Authorisation
Head of power	Authorisations Under Fines Penalties and Infringement Notices Enforcement Act 1994
Delegator	Chief Executive Officer
Express power to delegate	**13. Approved prosecuting authorities and officers** For the purposes of this Part, the Registrar may approve a prosecuting authority as a prosecuting authority to which this Part applies. The Registrar is not to approve a prosecuting authority unless the authority gives the Registrar written notice of those officers of the authority that are designated as prosecuting officers for the purposes of and in accordance with sections 16 and 22. (3) A prosecuting authority at any time may amend the written notice of designated prosecuting officers.
Delegates	~~Environmental Health Officer~~ ~~Senior Environmental Health Officer~~ ~~Senior Ranger~~ ~~Team Leader Aboriginal Environmental Health~~ Coordinator Rangers, Emergency Management and Community Safety Director Community Planning Manager Development Services
Statutory framework	*Fines Penalties And Infringement Notices Enforcement Act 1994* Part 3 – Infringement Notices Division 1 – Preliminary s.13 Approved Prosecuting Authorities and Officers
Record keeping	Details of decisions are to be recorded in theShire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
6 Jul 2023	Amended delegation	The Director Strategic Business used AUTH33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**AUTHO33 Local Government Act 1995 s5.45 Other matters relevant to delegations under this Division (Acting Through on behalf of the Chief Executive Officer) [DRAFT]**
Category	State Law - Authorisation
Head of power	Authorisations Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995*: s.5.45 Other matters relevant to delegations under this Division (2) Nothing in this Division is to be 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.
Express power or duty delegated	*Local Government Act 1995*: s.5.41 Functions of CEO The CEO's functions are to — (a) advise the council in relation to the functions of a local government under this Act and other written laws; and (b) ensure that advice and information is available to the council so that informed decisions can be made; and (c) cause council decisions to be implemented; and (d) manage the day-to-day operations of the local government; and (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and (f) speak on behalf of the local government if the mayor or president agrees; and (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.
Function	Authority to 'act through' on behalf of the Chief Executive Officer to perform functions in accordance with s.5.41 of the Local Government Act 1995.
Delegates	~~Deputy Chief Executive Officer~~
Conditions	~~Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer.~~ ~~No authorisations or decisions are to be provided or made if the Deputy Chief Executive Officer concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest.~~ ~~Documents are to be signed on behalf of the Chief Executive Officer and not in their own name.~~
Statutory framework	*Local Government Act 1995* Part 5 – Administration Division 4 – Local government employees s5.45 Other matters relevant to delegations under this division
Record keeping	All relevant authorisation material to be filed into hard-copyfiles or relevant location in Synergy records system.

Amendments			
Date	**Type**	**Amendment**	**References**
15 Mar 2023	New delegation	New authorisation for CEO to perform any of their functions by giving 'acting through' authority to Director Strategic Business.	Synergy Record No. N19361.
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
10 Oct 2024	Amended delegation	The CEO approved amendment to delegates for AUTHO33.	Synergy Record No. N22235.
22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**AUTHO34 SDWK Parking Local Law 1.4 Interpretation AUTHO34 SDWK Parking Local Law 1.4 Interpretation [DRAFT]**
Category	Local Laws
Head of power	Authorisations Local Government Act 1995
Delegator	Chief Executive Officer
Express power or duty delegated	**1.4 Interpretation** Authorised person means a person authorised by the local government under section 9.10 of the Act to perform any of the functions of anauthorised person under this local law; and Authorised vehicle means a vehicle authorised by the local government, Chief Executive Officer, authorised person or by any written law to park on a thoroughfare or parking facility
Delegates	Manager Community Development Works Supervisor - Fitzroy Crossing ~~Manager Development Services~~ Coordinator Rangers, Emergency Management and Community Safety Director Community Planning Ranger Senior Ranger
Statutory framework	Shire of Derby/West Kimberley Parking Local Law 2022 Part 1 – Definitions and Operations 1.4 Interpretation
Record keeping	Details of decisions are to be recorded in theShire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
15 Feb 2023	New delegation	Council endorsed the draft Local Law on 24 November 2022, Item. 14.1, Res. 153/22. The law was gazetted in the Western Australian Government Gazette 15 February 2023, No. 18.	OCM 24.11.2022, Res. 153/22. The Director Strategic Business used AUTHO33 to approve adding the Authorised Officers. Synergy Record No. N20273.
13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

Delegation	**AUTHO35 Local Government Act 1995 s5.45 Other matters relevant to delegations under this Division, (d) manage the day to day operations of the local government, (Acting Through on behalf of the Chief Executive Officer)**
Category	Local Government Act 1995
Head of power	Authorisations Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995*: s.5.45 Other matters relevant to delegations under this Division (2) Nothing in this Division is to be 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.
Express power or duty delegated	*Local Government Act 1995*: s.5.41 Functions of CEO The CEO's functions are to — (d) manage the day-to-day operations of the local government
Function	Authority to 'act through' on behalf of the Chief Executive Officer to perform functions in accordance with s.5.41 (d) of the *Local Government Act 1995*.
Delegates	Manager People and Culture
Conditions	a. No authorisations or decisions are to be provided or made if the Manager of People and Culture concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal and regulatory compliance, Council Policies and CEO Directive requirements, broad based risk, the strategic direction of the Shire, and the Manager's known view of the Chief Executive Officer on each specific matter. b. Authorisation is for the following: - Approval of casual employment appointment letters. - Approval of confirmation of successful completion of probation period and continuation of employment letters. - Tenancy agreements. c. Documents are to be signed on behalf of the Chief Executive Officer and not in their own name.
Statutory framework	*Local Government Act 1995* Part 5 – Administration Division 4 – Local government employees s5.45 Other matters relevant to delegations under this division
Record keeping	Details of decisions are to be recorded in theShire's record keeping system
Date adopted	7 June 2024
Adoption references	New authorisation for CEO to perform specific functions of s.5.41 (d) of the Local Government Act 1995 by giving 'acting through' authority to Manager of People and Culture. Synergy Record No. N21733
Last reviewed	24 April 2024

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
7 Jun 2024	New delegation	New authorisation for CEO to perform specific functions of s.5.41 (d) of the Local Government Act 1995 by giving 'acting through' authority to Manager of People and Culture.	Synergy Record No. N21733.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

DRAFT

Delegation	**AUTHO36 Short Term Rental Accommodation Regulations 2024 r.9 (3) Certificate Evidence**
Category	State Law - Authorisation
Head of power	Authorisation Short Term Rental Accommodation Act 2024
Delegator	Chief Executive Officer
Express power to delegate	*Short Term Rental Accommodation Regulations 2024* r.9 Certificate of Evidence (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	*Short Term Rental Accommodation Act 2024* Division 3 – Miscellaneous s.29 Certificate evidence of certain matters may be relied on by the Commissioner (4) In this section, the designated officer - (a) for a certificate certifying a matter specified in subsection (1)(a), (b)or (c) — is an officer designated in writing for the purposes of this section by the planning authority for the land on which the premises concerned are situated; and (b) for a certificate certifying a matter specified in subsection (1)(d) or (e) — is an officer designated in writing for the purposes of this section by the public sector body or local government responsible for the enforcement of the law concerned.
Delegates	Director Community Planning Manager Development Services
Statutory framework	*Short Term Rental Accommodation Act 2024* Division 3 – Miscellaneous s.29 Certificate evidence of certain matters may be relied on by the Commissioner
Record keeping	Details of decisions are to be recorded in theShire's record keeping system
Date adopted	12 November 2024
Adoption references	Synergy Record No. N22323.
Last reviewed	24 April 2024

Amendments			
Date	**Type**	**Amendment**	**References**
12 Nov 2024	New delegation	New authorisation for certificate evidence of certain matters that may be relied upon by the Commissioner.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

Delegation	**AUTHO37 Building Act 2011 s.93 Changing Building Standards, requirements, as to existing buildings (Inspection of barrier to private swimming pool) [DRAFT]**
Category	State Law - Authorisation
Head of power	Authorisations Building Act 2011
Delegator	Chief Executive Officer
Express power or duty delegated	*Building Regulations 2012* r.4A Authorised persons (s.93(2)(d)) (1) In this regulation — specified Part 8 provisions, in relation to a designation under subregulation (2), means provisions of Part 8 that are specified in the designation. (2) A local government may, by instrument inwriting, designate a person as an authorised person to inspect or test existing buildings located in the district of the local government for the purpose of monitoring whether specified Part 8 provisions are being complied with. (3) A person may be designated under subregulation (2) for a fixed or indefinite period.
Delegates	Manager Development Services Director Community Planning Environmental Health Officer Senior Environmental Health Officer
Statutory framework	*Building Act 2011* Part 7 – Existing Buildings s.93 Changing building, standards, requirements, as to existing buildings
Record keeping	Details of decisions are to be recorded in theShire's record keeping system

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
12 Nov 2024	New delegation	New authorisation for authorised persons to inspect a barrier to private swimming pools for the purpose of monitoring that the regulations have been complied with.	Synergy Record No. N22323.
24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

AMENDMENTS

Delegation	Date	Type	Amendment	References
1.1.1 Performing Functions Outside the District	27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.1 Performing Functions Outside the District	26 May 2022	Amended delegation	Review of delegation, amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.1 Performing Functions Outside the District	15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
1.1.1 Performing Functions Outside the District	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.1 Performing Functions Outside the District	29 Jun 2023	Amended delegation	Review of delegation	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.1 Performing Functions Outside the District	24 Apr 2024	Amended delegation	Review of Delegation	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.1 Performing Functions Outside the District	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.1 Performing Functions Outside the District	22 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.2 Compensation - Damage Incurred when Performing Executive Functions	27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21

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Delegation	Date	Type	Amendment	References
1.1.2 Compensation - Damage Incurred when Performing Executive Functions	26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.2 Compensation - Damage Incurred when Performing Executive Functions	15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
1.1.2 Compensation - Damage Incurred when Performing Executive Functions	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.2 Compensation - Damage Incurred when Performing Executive Functions	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.2 Compensation - Damage Incurred when Performing Executive Functions	24 May 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.2 Compensation - Damage Incurred when Performing Executive Functions	22 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.3 Powers of Entry to Perform Local Government Functions	28 Feb 2019	Amended delegation	Review of delegation	OCM Agenda Item 9.2.3 Min. No. 009/2019
1.1.3 Powers of Entry to Perform Local Government Functions	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.3 Powers of Entry to Perform Local Government Functions	26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22

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Delegation	Date	Type	Amendment	References
1.1.3 Powers of Entry to Perform Local Government Functions	15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
1.1.3 Powers of Entry to Perform Local Government Functions	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.3 Powers of Entry to Perform Local Government Functions	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.3 Powers of Entry to Perform Local Government Functions	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. 22323.	Synergy Record No. 22323.
1.1.3 Powers of Entry to Perform Local Government Functions	13 Mar 2025	Amended delegation	Review of delegation and amended sub-delegates to include the Manager Assets and Works following the Director Infrastructure and CEO's approval.	Synergy reference No. N23079
1.1.3 Powers of Entry to Perform Local Government Functions	23 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.4 Declare Vehicle is Abandoned Vehicle Wreck	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
1.1.4 Declare Vehicle is Abandoned Vehicle Wreck	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.4 Declare Vehicle is Abandoned Vehicle Wreck	23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil

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Delegation	Date	Type	Amendment	References
1.1.4 Declare Vehicle is Abandoned Vehicle Wreck	26 May 2022	Amended delegation	Review of delegation, added information to policy and subdelegates.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.4 Declare Vehicle is Abandoned Vehicle Wreck	21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator.	Synergy Record Number N18564
1.1.4 Declare Vehicle is Abandoned Vehicle Wreck	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.4 Declare Vehicle is Abandoned Vehicle Wreck	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.4 Declare Vehicle is Abandoned Vehicle Wreck	22 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.5 Confiscated or Uncollected Goods (Disposing of)	28 Feb 2019	Amended delegation	Review of delegation	OCM Agenda Item 9.2.3 Min. No. 009/2019
1.1.5 Confiscated or Uncollected Goods (Disposing of)	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.5 Confiscated or Uncollected Goods (Disposing of)	23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
1.1.5 Confiscated or Uncollected Goods (Disposing of)	26 May 2022	Amended delegation	Review of delegation, added information to policy and subdelegates.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.5 Confiscated or Uncollected Goods (Disposing of)	21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
1.1.5 Confiscated or Uncollected Goods (Disposing of)	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.

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Delegation	Date	Type	Amendment	References
1.1.5 Confiscated or Uncollected Goods (Disposing of)	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.5 Confiscated or Uncollected Goods (Disposing of)	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. 22323.	Nil
1.1.5 Confiscated or Uncollected Goods (Disposing of)	13 Mar 2025	Amended delegation	Reviewed delegation and made a change to the sub delegation to include the Manager Assets and Works, approved by the Director Infrastructure and CEO.	Synergy reference no.N23079
1.1.5 Confiscated or Uncollected Goods (Disposing of)	22 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.6 Disposal of Sick or Injured Animals	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
1.1.6 Disposal of Sick or Injured Animals	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.6 Disposal of Sick or Injured Animals	23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
1.1.6 Disposal of Sick or Injured Animals	26 May 2022	Amended delegation	Review of delegation, added information to policy and subdelegates.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.6 Disposal of Sick or Injured Animals	21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
1.1.6 Disposal of Sick or Injured Animals	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.

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Delegation	Date	Type	Amendment	References
1.1.6 Disposal of Sick or Injured Animals	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.6 Disposal of Sick or Injured Animals	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. 22323.	Nil
1.1.6 Disposal of Sick or Injured Animals	22 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Resolution Number CCO14/25
1.1.7 Close Thoroughfares to Vehicles	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
1.1.7 Close Thoroughfares to Vehicles	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.7 Close Thoroughfares to Vehicles	26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.7 Close Thoroughfares to Vehicles	15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
1.1.7 Close Thoroughfares to Vehicles	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.7 Close Thoroughfares to Vehicles	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.7 Close Thoroughfares to Vehicles	13 Mar 2025	Amended delegation	Review the delegation and made an amendment to the sub delegation to include the Manager Assets and Works.	Synergy reference no.N23079

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Delegation	Date	Type	Amendment	References
1.1.7 Close Thoroughfares to Vehicles	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.8 Control Reserves and Certain Unvested Facilities	27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.8 Control Reserves and Certain Unvested Facilities	26 May 2022	Amended delegation	Review of delegation, added head of power and information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.8 Control Reserves and Certain Unvested Facilities	15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
1.1.8 Control Reserves and Certain Unvested Facilities	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.8 Control Reserves and Certain Unvested Facilities	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.8 Control Reserves and Certain Unvested Facilities	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. 22323.	Nil
1.1.8 Control Reserves and Certain Unvested Facilities	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.9 Obstruction of Footpaths and Thoroughfares	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019

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Delegation	Date	Type	Amendment	References
1.1.9 Obstruction of Footpaths and Thoroughfares	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.9 Obstruction of Footpaths and Thoroughfares	26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.9 Obstruction of Footpaths and Thoroughfares	15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
1.1.9 Obstruction of Footpaths and Thoroughfares	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.9 Obstruction of Footpaths and Thoroughfares	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.9 Obstruction of Footpaths and Thoroughfares	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. 22323.	Nil
1.1.9 Obstruction of Footpaths and Thoroughfares	13 Mar 2025	Amended delegation	Reviewed delegation. Amended the sub delegation to include the Manager Assets and Works.	Synergy Reference no.N23079
1.1.9 Obstruction of Footpaths and Thoroughfares	13 Mar 2025	Amended delegation	Reviewed Delegation. Amended the sub-delegation to include the Manager Assets and Works.	Synergy reference number. N23079
1.1.9 Obstruction of Footpaths and Thoroughfares	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.10 Gates Across Public Thoroughfares	27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21

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Delegation	Date	Type	Amendment	References
1.1.10 Gates Across Public Thoroughfares	26 May 2022	Amended delegation	Review of delegation, added subdelegate and information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.10 Gates Across Public Thoroughfares	15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
1.1.10 Gates Across Public Thoroughfares	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.10 Gates Across Public Thoroughfares	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.10 Gates Across Public Thoroughfares	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.11 Public Thoroughfare – Dangerous Excavations	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
1.1.11 Public Thoroughfare – Dangerous Excavations	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.11 Public Thoroughfare – Dangerous Excavations	26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22

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Delegation	Date	Type	Amendment	References
1.1.11 Public Thoroughfare – Dangerous Excavations	15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
1.1.11 Public Thoroughfare – Dangerous Excavations	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.11 Public Thoroughfare – Dangerous Excavations	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.11 Public Thoroughfare – Dangerous Excavations	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. 22323.	Nil
1.1.11 Public Thoroughfare – Dangerous Excavations	13 Mar 2025	Amended delegation	Reviewed delegation and amended the sub delegations to include the Manager Assets and Works.	Synergy record no.N23079
1.1.11 Public Thoroughfare – Dangerous Excavations	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.12 Crossing – Construction, Repair and Removal	27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.12 Crossing – Construction, Repair and Removal	26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22

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Delegation	Date	Type	Amendment	References
1.1.12 Crossing – Construction, Repair and Removal	15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
1.1.12 Crossing – Construction, Repair and Removal	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.12 Crossing – Construction, Repair and Removal	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.12 Crossing – Construction, Repair and Removal	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.13 Private Works on, over or under Public Places	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
1.1.13 Private Works on, over or under Public Places	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.13 Private Works on, over or under Public Places	26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.13 Private Works on, over or under Public Places	15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.

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Delegation	Date	Type	Amendment	References
1.1.13 Private Works on, over or under Public Places	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.13 Private Works on, over or under Public Places	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.13 Private Works on, over or under Public Places	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. 22323.	Nil
1.1.13 Private Works on, over or under Public Places	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.14 Works Required for Supply of Water	27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.14 Works Required for Supply of Water	26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.14 Works Required for Supply of Water	15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
1.1.14 Works Required for Supply of Water	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.14 Works Required for Supply of Water	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.

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Delegation	Date	Type	Amendment	References
1.1.14 Works Required for Supply of Water	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.15 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.15 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
1.1.15 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	26 May 2022	Amended delegation	Review of delegation, added information to policy and subdelegates.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.15 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
1.1.15 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.15 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.15 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
1.1.15 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	23 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	Date	Type	Amendment	References
1.1.16 Expressions of Interest for Goods and Services	27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.16 Expressions of Interest for Goods and Services	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
1.1.16 Expressions of Interest for Goods and Services	26 May 2022	Amended delegation	Review of delegation, added express power to subdelegate information, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.16 Expressions of Interest for Goods and Services	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.16 Expressions of Interest for Goods and Services	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
1.1.16 Expressions of Interest for Goods and Services	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.16 Expressions of Interest for Goods and Services	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
1.1.16 Expressions of Interest for Goods and Services	17 Mar 2025	Amended delegation	Removed the sub-delegation to the Deputy Chief Executive Officer (position no longer exists). Synergy Record No. N23010.	Nil
1.1.16 Expressions of Interest for Goods and Services	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	Date	Type	Amendment	References
1.1.17 Tenders for Goods and Services – Call Tenders	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
1.1.17 Tenders for Goods and Services – Call Tenders	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 9.2.3 Min. No. 009/2019
1.1.17 Tenders for Goods and Services – Call Tenders	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
1.1.17 Tenders for Goods and Services – Call Tenders	26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.17 Tenders for Goods and Services – Call Tenders	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.17 Tenders for Goods and Services – Call Tenders	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
1.1.17 Tenders for Goods and Services – Call Tenders	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.17 Tenders for Goods and Services – Call Tenders	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
1.1.17 Tenders for Goods and Services – Call Tenders	16 Mar 2025	Amended delegation	Reviewed Delegation and amended the sub delegation to add the position of Senior Procurement Advisor	Synergy Record Number. N23082
1.1.17 Tenders for Goods and Services – Call Tenders	17 Mar 2025	Amended delegation	Removed the sub-delegation to the Deputy Chief Executive Officer (Position no longer exists). Synergy Record Number N23010.	Nil

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Delegation	Date	Type	Amendment	References
1.1.17 Tenders for Goods and Services – Call Tenders	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
1.1.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
1.1.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	30 Mar 2023	Amended delegation	Amended to include an exception of purchases relevant to addressing impacts of Ex-Tropical Cyclone Ellie.	OCM Agenda Item No. 10.1, Res. No. 15/23.

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Delegation	Date	Type	Amendment	References
1.1.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
1.1.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
1.1.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	16 Mar 2025	Amended delegation	Review of Delegation. The position of Senior Procurement Advisor added to the sub-delegation.	Synergy Record No.N23082
1.1.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	19 Mar 2025	Amended delegation	Removed the Deputy Chief Executive Officer sub-delegation as the position no longer exists. Synergy record no. N23010	Nil
1.1.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	Date	Type	Amendment	References
1.1.19 Tenders for Goods and Services - Exempt Procurement	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
1.1.19 Tenders for Goods and Services - Exempt Procurement	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.19 Tenders for Goods and Services - Exempt Procurement	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
1.1.19 Tenders for Goods and Services - Exempt Procurement	26 May 2022	Amended delegation	Review of delegation, amendment to function, subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.19 Tenders for Goods and Services - Exempt Procurement	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.19 Tenders for Goods and Services - Exempt Procurement	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
1.1.19 Tenders for Goods and Services - Exempt Procurement	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.19 Tenders for Goods and Services - Exempt Procurement	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
1.1.19 Tenders for Goods and Services - Exempt Procurement	16 Mar 2025	Amended delegation	Review of Delegations. The position of Senior Procurement Advisor added to the sub-delegation.	Synergy Record No.N23082
1.1.19 Tenders for Goods and Services - Exempt Procurement	19 Mar 2025	Amended delegation	Removal of the sub-delegation to the D/CEO as this position no longer exists. Synergy Record Number N23010.	Nil

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Delegation	Date	Type	Amendment	References
1.1.19 Tenders for Goods and Services - Exempt Procurement	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.20 Application of Regional Price Preference Policy	27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.20 Application of Regional Price Preference Policy	26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.20 Application of Regional Price Preference Policy	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.20 Application of Regional Price Preference Policy	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
1.1.20 Application of Regional Price Preference Policy	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.20 Application of Regional Price Preference Policy	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
1.1.20 Application of Regional Price Preference Policy	19 Mar 2025	Amended delegation	Removal of the sub-delegation to the D/CEO as this position no longer exists. Synergy Record Number N23010.	Nil
1.1.20 Application of Regional Price Preference Policy	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.21 Payments from the Municipal or Trust Funds	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019

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Delegation	Date	Type	Amendment	References
1.1.21 Payments from the Municipal or Trust Funds	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.21 Payments from the Municipal or Trust Funds	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
1.1.21 Payments from the Municipal or Trust Funds	26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.21 Payments from the Municipal or Trust Funds	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.21 Payments from the Municipal or Trust Funds	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services, A/Director of Corporate Service and Manager Finance and add in the positions of Deputy Chief Executive Officer and Corporate Services Manager.	Synergy Record No. N20660.
1.1.21 Payments from the Municipal or Trust Funds	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.21 Payments from the Municipal or Trust Funds	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure and put in reference to policy F1. Synergy Record No. N22323.	Nil
1.1.21 Payments from the Municipal or Trust Funds	19 Mar 2025	Amended delegation	Removal of the sub-delegation to the D/CEO as this position no longer exists. Synergy Record Number N23010.	Nil
1.1.21 Payments from the Municipal or Trust Funds	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	Date	Type	Amendment	References
1.1.22 Defer, Grant Discounts, Waive or Write Off Debts	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
1.1.22 Defer, Grant Discounts, Waive or Write Off Debts	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.22 Defer, Grant Discounts, Waive or Write Off Debts	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
1.1.22 Defer, Grant Discounts, Waive or Write Off Debts	26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.22 Defer, Grant Discounts, Waive or Write Off Debts	15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
1.1.22 Defer, Grant Discounts, Waive or Write Off Debts	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.22 Defer, Grant Discounts, Waive or Write Off Debts	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
1.1.22 Defer, Grant Discounts, Waive or Write Off Debts	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.

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Delegation	Date	Type	Amendment	References
1.1.22 Defer, Grant Discounts, Waive or Write Off Debts	19 Mar 2025	Amended delegation	Removed the sub-delegation position of Deputy Chief Executive Officer and Director Strategic Business as these positions no longer exist. Removed reference to the Director Strategic Business under the 'sub-delegated conditions' to reflect that the position no longer exists. Synergy reference number N23010.	Nil
1.1.22 Defer, Grant Discounts, Waive or Write Off Debts	22 Apr 2025	Amended delegation	Review of delegation. Amended delegation to include references to grant concession, waiver or reduction of fees within the delegation	OCM 24 April 2025, Agenda Item 13.2, Resolution number CCO06/25
1.1.22 Defer, Grant Discounts, Waive or Write Off Debts	1 Oct 2025	Amended delegation	Added subdelegates	Synergy Record No. N23868
1.1.23 Power to Invest and Manage Investments	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
1.1.23 Power to Invest and Manage Investments	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.23 Power to Invest and Manage Investments	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
1.1.23 Power to Invest and Manage Investments	26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.23 Power to Invest and Manage Investments	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.

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Delegation	Date	Type	Amendment	References
1.1.23 Power to Invest and Manage Investments	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services, A/Director of Corporate Service and Manager Finance and add in the positions of Deputy Chief Executive Officer and Corporate Services Manager.	Synergy Record No. N20660.
1.1.23 Power to Invest and Manage Investments	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.23 Power to Invest and Manage Investments	19 Mar 2025	Amended delegation	Removed the Deputy Chief Executive Officer sub-delegation as this position no longer exists. Synergy reference number N23010.	Nil
1.1.23 Power to Invest and Manage Investments	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.24 Rate Record Amendment	27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.24 Rate Record Amendment	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
1.1.24 Rate Record Amendment	26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.24 Rate Record Amendment	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.

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Delegation	Date	Type	Amendment	References
1.1.24 Rate Record Amendment	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services, A/Director of Corporate Service and Manager Finance and add in the positions of Deputy Chief Executive Officer and Corporate Services Manager.	Synergy Record No. N20660.
1.1.24 Rate Record Amendment	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.24 Rate Record Amendment	19 Mar 2025	Amended delegation	Removed the Deputy Chief Executive Officer sub-delegation as this position no longer exists. Synergy reference number N23010.	Nil
1.1.24 Rate Record Amendment	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.25 Agreement as to Payment of Rates and Service Charges	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
1.1.25 Agreement as to Payment of Rates and Service Charges	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.25 Agreement as to Payment of Rates and Service Charges	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
1.1.25 Agreement as to Payment of Rates and Service Charges	26 May 2022	Amended delegation	Review of delegation, amendment to conditions, subdelegates and policy.	OCM Agenda Item 11.1 Res. No. 61/22

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Delegation	Date	Type	Amendment	References
1.1.25 Agreement as to Payment of Rates and Service Charges	15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
1.1.25 Agreement as to Payment of Rates and Service Charges	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.25 Agreement as to Payment of Rates and Service Charges	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
1.1.25 Agreement as to Payment of Rates and Service Charges	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.25 Agreement as to Payment of Rates and Service Charges	19 Mar 2025	Amended delegation	Removed the Deputy Chief Executive Officer and Director Strategic Business sub-delegation as this position no longer exists. Removed the Director Strategic Business Conditions as the position no longer exists Synergy reference number N23010.	Nil
1.1.25 Agreement as to Payment of Rates and Service Charges	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.26 Determine Due Date for Rates or Service Charges	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
1.1.26 Determine Due Date for Rates or Service Charges	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21

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Delegation	Date	Type	Amendment	References
1.1.26 Determine Due Date for Rates or Service Charges	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
1.1.26 Determine Due Date for Rates or Service Charges	26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.26 Determine Due Date for Rates or Service Charges	15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
1.1.26 Determine Due Date for Rates or Service Charges	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.26 Determine Due Date for Rates or Service Charges	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
1.1.26 Determine Due Date for Rates or Service Charges	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.26 Determine Due Date for Rates or Service Charges	19 Mar 2025	Amended delegation	Removed the Deputy Chief Executive Officer and Director Strategic Business sub-delegations as the positions no longer exist. Removed the Director Strategic Business Conditions as the position no longer exist. Synergy reference number N23010.	Nil

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Delegation	Date	Type	Amendment	References
1.1.26 Determine Due Date for Rates or Service Charges	23 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.27 Recovery of Rates or Service Charges	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
1.1.27 Recovery of Rates or Service Charges	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.27 Recovery of Rates or Service Charges	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
1.1.27 Recovery of Rates or Service Charges	26 May 2022	Amended delegation	Review of delegation, amendment to conditions, subdelegates and policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.27 Recovery of Rates or Service Charges	15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
1.1.27 Recovery of Rates or Service Charges	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.27 Recovery of Rates or Service Charges	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.

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Delegation	Date	Type	Amendment	References
1.1.27 Recovery of Rates or Service Charges	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.27 Recovery of Rates or Service Charges	19 Mar 2025	Amended delegation	Removed the sub-delegations for the Deputy Chief Executive Officer and Director Strategic Business as these positions no longer exist. Removed the Director Strategic Business Conditions as the position no longer exists. Synergy reference number N23010.	Nil
1.1.27 Recovery of Rates or Service Charges	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.28 Recovery of Rates Debts – Require Lessee to Pay Rent	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
1.1.28 Recovery of Rates Debts – Require Lessee to Pay Rent	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.28 Recovery of Rates Debts – Require Lessee to Pay Rent	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
1.1.28 Recovery of Rates Debts – Require Lessee to Pay Rent	26 May 2022	Amended delegation	Review of delegation, amendment to conditions, subdelegates and policy.	OCM Agenda Item 11.1 Res. No. 61/22

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Delegation	Date	Type	Amendment	References
1.1.28 Recovery of Rates Debts – Require Lessee to Pay Rent	15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
1.1.28 Recovery of Rates Debts – Require Lessee to Pay Rent	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.28 Recovery of Rates Debts – Require Lessee to Pay Rent	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
1.1.28 Recovery of Rates Debts – Require Lessee to Pay Rent	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.28 Recovery of Rates Debts – Require Lessee to Pay Rent	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.29 Recovery of Rates Debts - Actions to Take Possession of the Land	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
1.1.29 Recovery of Rates Debts - Actions to Take Possession of the Land	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.29 Recovery of Rates Debts - Actions to Take Possession of the Land	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778

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Delegation	Date	Type	Amendment	References
1.1.29 Recovery of Rates Debts - Actions to Take Possession of the Land	26 May 2022	Amended delegation	Review of delegation, amendment to conditions, subdelegates and policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.29 Recovery of Rates Debts - Actions to Take Possession of the Land	15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
1.1.29 Recovery of Rates Debts - Actions to Take Possession of the Land	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.29 Recovery of Rates Debts - Actions to Take Possession of the Land	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
1.1.29 Recovery of Rates Debts - Actions to Take Possession of the Land	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.29 Recovery of Rates Debts - Actions to Take Possession of the Land	23 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.30 Rate Record – Objections	27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.30 Rate Record – Objections	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778

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Delegation	Date	Type	Amendment	References
1.1.30 Rate Record – Objections	26 May 2022	Amended delegation	Review of delegation, amendment to subdelegates and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.30 Rate Record – Objections	15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
1.1.30 Rate Record – Objections	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.30 Rate Record – Objections	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
1.1.30 Rate Record – Objections	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.30 Rate Record – Objections	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.31 Renewal or Extension of Contracts during a State of Emergency	27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.31 Renewal or Extension of Contracts during a State of Emergency	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778

Delegation	Date	Type	Amendment	References
1.1.31 Renewal or Extension of Contracts during a State of Emergency	26 May 2022	Amended delegation	Review of delegation, amendment to conditions, subdelegates, policy and added information to statutory framework.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.31 Renewal or Extension of Contracts during a State of Emergency	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.31 Renewal or Extension of Contracts during a State of Emergency	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
1.1.31 Renewal or Extension of Contracts during a State of Emergency	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.31 Renewal or Extension of Contracts during a State of Emergency	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
1.1.31 Renewal or Extension of Contracts during a State of Emergency	19 Mar 2025	Amended delegation	Removed the sub-delegations for the Deputy Chief Executive Officer as this position no longer exists. Synergy reference number N23010.	Nil
1.1.31 Renewal or Extension of Contracts during a State of Emergency	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.32 Procurement of Goods or Services required to address a State of Emergency	27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.32 Procurement of Goods or Services required to address a State of Emergency	26 May 2022	Amended delegation	Review of delegation, amendment to conditions, policy and added information to subdelegates and statutory framework.	OCM Agenda Item 11.1 Res. No. 61/22

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Delegation	Date	Type	Amendment	References
1.1.32 Procurement of Goods or Services required to address a State of Emergency	15 Mar 2023	Amended delegation	Added express power too subdelegate, subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
1.1.32 Procurement of Goods or Services required to address a State of Emergency	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.32 Procurement of Goods or Services required to address a State of Emergency	24 Apr 2024	Amended delegation	Review of delegation added in Deputy Chief Executive Officer as subdelegate and subdelegate conditions.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.32 Procurement of Goods or Services required to address a State of Emergency	19 Mar 2025	Amended delegation	Removed the sub-delegations for the Deputy Chief Executive Officer and Director Strategic Business as these positions no longer exist. Removed the Director Strategic Business Conditions as the position no longer exists. Synergy reference number N23010.	Nil
1.1.32 Procurement of Goods or Services required to address a State of Emergency	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.33 Applying Common Seal	29 Aug 2024	Revoked	Revoked OCM 29.08.2024 Item 12.1 Res 100/24	Record No. N2024 and N22026
1.1.34 Minor Amendments to Policies and Delegations	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
1.1.34 Minor Amendments to Policies and Delegations	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21

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Delegation	Date	Type	Amendment	References
1.1.34 Minor Amendments to Policies and Delegations	26 May 2022	Amended delegation	Review of delegation, added subdelegate information, amendment to subdelegate conditions and policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.34 Minor Amendments to Policies and Delegations	15 Mar 2023	Amended delegation	Added subdelegate, subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
1.1.34 Minor Amendments to Policies and Delegations	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.1.34 Minor Amendments to Policies and Delegations	24 Apr 2024	Amended delegation	Review of delegation added in Deputy Chief Executive Officer as subdelegate and subdelegate conditions.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.34 Minor Amendments to Policies and Delegations	19 Mar 2025	Amended delegation	Removed the sub-delegations for the Deputy Chief Executive Officer and Director Strategic Business as these positions no longer exist. Removed the Director Strategic Business Conditions as the position no longer exists. Synergy reference number N23010.	Nil
1.1.34 Minor Amendments to Policies and Delegations	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.1.35 Submissions, Responses, Approvals and Endorsements	27 May 2021	New delegation	New of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.1.35 Submissions, Responses, Approvals and Endorsements	26 May 2022	Amended delegation	Review of delegation, added express power to delegate, express power or duty delegated and subdelegate information, amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.1.35 Submissions, Responses, Approvals and Endorsements	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.

Delegation	Date	Type	Amendment	References
1.1.35 Submissions, Responses, Approvals and Endorsements	12 Oct 2023	Amended delegation	Change of title and addition of Liquor Control Act submissions.	OCM Agenda Item 12.2 Res. No. 110/23.
1.1.35 Submissions, Responses, Approvals and Endorsements	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure, and reference Liquor Control Act year in conditions.	OCM Agenda Item 12.1 Res. No. 48/24.
1.1.35 Submissions, Responses, Approvals and Endorsements	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
1.1.35 Submissions, Responses, Approvals and Endorsements	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.2.1 Determine if an Emergency (for Emergency Powers of Entry)	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
1.2.1 Determine if an Emergency (for Emergency Powers of Entry)	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.2.1 Determine if an Emergency (for Emergency Powers of Entry)	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
1.2.1 Determine if an Emergency (for Emergency Powers of Entry)	26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.2.1 Determine if an Emergency (for Emergency Powers of Entry)	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.

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Delegation	Date	Type	Amendment	References
1.2.1 Determine if an Emergency (for Emergency Powers of Entry)	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
1.2.1 Determine if an Emergency (for Emergency Powers of Entry)	24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
1.2.1 Determine if an Emergency (for Emergency Powers of Entry)	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
1.2.1 Determine if an Emergency (for Emergency Powers of Entry)	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.2.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare	27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.2.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare	26 May 2022	Amended delegation	Review of delegation, amendment to function, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.2.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare	15 Mar 2023	Amended delegation	Added delegate and delegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a delegate. Synergy Record No. N19361.
1.2.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.

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Delegation	Date	Type	Amendment	References
1.2.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.2.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
1.2.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare	13 Mar 2025	Amended delegation	Reviewed delegation. Amended the sub delegation to include the Manager Assets and Works.	Synergy reference no.N23079
1.2.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.2.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares	27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.2.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares	26 May 2022	Amended delegation	Review of delegation, amendment to function, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.2.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares	15 Mar 2023	Amended delegation	Added delegate and delegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a delegate. Synergy Record No. N19361.

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Delegation	Date	Type	Amendment	References
1.2.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares	19 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.2.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.2.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.2.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places	27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.2.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places	26 May 2022	Amended delegation	Review of delegation, amendment to statutory framework, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.2.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places	15 Mar 2023	Amended delegation	Added delegate and delegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a delegate. Synergy Record No. N19361.
1.2.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.

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Delegation	Date	Type	Amendment	References
1.2.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.2.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
1.2.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.2.5 Appoint Persons (other than employees) to Open Tenders	27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.2.5 Appoint Persons (other than employees) to Open Tenders	11 Mar 2022	Amended delegation	Advice to CEO 21 November 2021 that the sub-delegation should be changed to "All Directors" for flexibility and ease of management. Advice received from Director Strategic Business 11 March 2022 to make the amendment to the Delegation.	Synergy Record No. N17574 & N17814
1.2.5 Appoint Persons (other than employees) to Open Tenders	26 May 2022	Amended delegation	Review of delegation, amendment to delegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.2.5 Appoint Persons (other than employees) to Open Tenders	19 Nov 2022	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No's. N17778
1.2.5 Appoint Persons (other than employees) to Open Tenders	29 Jun 2023	Amended delegation	Review of delegations.	OCM Agenda Item 12.2 Res. No. 69/23.

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Delegation	Date	Type	Amendment	References
1.2.5 Appoint Persons (other than employees) to Open Tenders	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
1.2.5 Appoint Persons (other than employees) to Open Tenders	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.2.5 Appoint Persons (other than employees) to Open Tenders	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
1.2.5 Appoint Persons (other than employees) to Open Tenders	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.2.6 Electoral Enrolment Eligibility Claims and Electoral Roll	27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.2.6 Electoral Enrolment Eligibility Claims and Electoral Roll	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
1.2.6 Electoral Enrolment Eligibility Claims and Electoral Roll	26 May 2022	Amended delegation	Review of delegation, amendment to delegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22

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Delegation	Date	Type	Amendment	References
1.2.6 Electoral Enrolment Eligibility Claims and Electoral Roll	15 Mar 2023	Amended delegation	Added delegate and delegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a delegate. Synergy Record No. N19361.
1.2.6 Electoral Enrolment Eligibility Claims and Electoral Roll	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.2.6 Electoral Enrolment Eligibility Claims and Electoral Roll	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
1.2.6 Electoral Enrolment Eligibility Claims and Electoral Roll	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.2.6 Electoral Enrolment Eligibility Claims and Electoral Roll	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.2.7 Destruction of Electoral Papers	27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.2.7 Destruction of Electoral Papers	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778

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Delegation	Date	Type	Amendment	References
1.2.7 Destruction of Electoral Papers	26 May 2022	Amended delegation	Review of delegation, amendment to delegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.2.7 Destruction of Electoral Papers	15 Mar 2023	Amended delegation	Added delegate and delegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a delegate. Synergy Record No. N19361.
1.2.7 Destruction of Electoral Papers	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.2.7 Destruction of Electoral Papers	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
1.2.7 Destruction of Electoral Papers	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.2.7 Destruction of Electoral Papers	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.2.8 Appoint Authorised Persons (Local Government and Various Acts)	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
1.2.8 Appoint Authorised Persons (Local Government and Various Acts)	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21

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Delegation	Date	Type	Amendment	References
1.2.8 Appoint Authorised Persons (Local Government and Various Acts)	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
1.2.8 Appoint Authorised Persons (Local Government and Various Acts)	26 May 2022	Amended delegation	Review of delegation, amendment to function, delegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.2.8 Appoint Authorised Persons (Local Government and Various Acts)	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.2.8 Appoint Authorised Persons (Local Government and Various Acts)	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
1.2.8 Appoint Authorised Persons (Local Government and Various Acts)	24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure and add in parking to statutory framework.	OCM Agenda Item 12.1 Res. No. 48/24.
1.2.8 Appoint Authorised Persons (Local Government and Various Acts)	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
1.2.8 Appoint Authorised Persons (Local Government and Various Acts)	23 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Resolution Number CCO14/25
1.2.9 Information to be Available to the Public	27 May 2021	New delegation	New of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21

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Delegation	Date	Type	Amendment	References
1.2.9 Information to be Available to the Public	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
1.2.9 Information to be Available to the Public	26 May 2022	Amended delegation	Review of delegation, amendment to delegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.2.9 Information to be Available to the Public	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.2.9 Information to be Available to the Public	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
1.2.9 Information to be Available to the Public	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.2.9 Information to be Available to the Public	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.2.10 Financial Management Systems and Procedures	27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.2.10 Financial Management Systems and Procedures	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
1.2.10 Financial Management Systems and Procedures	26 May 2022	Amended delegation	Review of delegation, amendment to delegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22

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Delegation	Date	Type	Amendment	References
1.2.10 Financial Management Systems and Procedures	15 Mar 2023	Amended delegation	Added delegate and delegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a delegate. Synergy Record No. N19361.
1.2.10 Financial Management Systems and Procedures	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.2.10 Financial Management Systems and Procedures	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
1.2.10 Financial Management Systems and Procedures	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.2.10 Financial Management Systems and Procedures	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.2.11 Audit – CEO Review of Systems and Procedures	27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.2.11 Audit – CEO Review of Systems and Procedures	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
1.2.11 Audit – CEO Review of Systems and Procedures	26 May 2022	Amended delegation	Review of delegation, amendment to delegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22

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Delegation	Date	Type	Amendment	References
1.2.11 Audit – CEO Review of Systems and Procedures	15 Mar 2023	Amended delegation	Added delegate and delegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a delegate. Synergy Record No. N19361.
1.2.11 Audit – CEO Review of Systems and Procedures	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.2.11 Audit – CEO Review of Systems and Procedures	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
1.2.11 Audit – CEO Review of Systems and Procedures	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
1.2.11 Audit – CEO Review of Systems and Procedures	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.2.12 Infringement Notices (Local Government and Various Acts)	27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.2.12 Infringement Notices (Local Government and Various Acts)	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778

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Delegation	Date	Type	Amendment	References
1.2.12 Infringement Notices (Local Government and Various Acts)	26 May 2022	Amended delegation	Review of delegation, amendment to delegate and conditions, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.2.12 Infringement Notices (Local Government and Various Acts)	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.2.12 Infringement Notices (Local Government and Various Acts)	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
1.2.12 Infringement Notices (Local Government and Various Acts)	24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates and conditions to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
1.2.12 Infringement Notices (Local Government and Various Acts)	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
1.2.12 Infringement Notices (Local Government and Various Acts)	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.3.1 Infrastructure Control – Template Activities in Thoroughfares and Public Places and Trading Local Law	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
1.3.1 Infrastructure Control – Template Activities in Thoroughfares and Public Places and Trading Local Law	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21

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Delegation	Date	Type	Amendment	References
1.3.1 Infrastructure Control – Template Activities in Thoroughfares and Public Places and Trading Local Law	23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
1.3.1 Infrastructure Control – Template Activities in Thoroughfares and Public Places and Trading Local Law	26 May 2022	Amended delegation	Review of delegation, amendment to statutory framework, added information to policy and subdelegates.	OCM Agenda Item 11.1 Res. No. 61/22
1.3.1 Infrastructure Control – Template Activities in Thoroughfares and Public Places and Trading Local Law	21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
1.3.1 Infrastructure Control – Template Activities in Thoroughfares and Public Places and Trading Local Law	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.3.1 Infrastructure Control – Template Activities in Thoroughfares and Public Places and Trading Local Law	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
1.3.1 Infrastructure Control – Template Activities in Thoroughfares and Public Places and Trading Local Law	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
1.3.1 Infrastructure Control – Template Activities in Thoroughfares and Public Places and Trading Local Law	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	Date	Type	Amendment	References
1.3.2 Trading, Stallholders, Performing and Outdoor Dining – Activities in Thoroughfares and Public Places and Trading Local Law	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019option al - maximum 200 characters
1.3.2 Trading, Stallholders, Performing and Outdoor Dining – Activities in Thoroughfares and Public Places and Trading Local Law	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
1.3.2 Trading, Stallholders, Performing and Outdoor Dining – Activities in Thoroughfares and Public Places and Trading Local Law	26 May 2022	Amended delegation	Review of delegation, added information to express power to subdelegate and delegates, amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
1.3.2 Trading, Stallholders, Performing and Outdoor Dining – Activities in Thoroughfares and Public Places and Trading Local Law	19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position title of Senior Environmental Officer to Environmental Officer.	Synergy Record No. N18299.
1.3.2 Trading, Stallholders, Performing and Outdoor Dining – Activities in Thoroughfares and Public Places and Trading Local Law	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.3.2 Trading, Stallholders, Performing and Outdoor Dining – Activities in Thoroughfares and Public Places and Trading Local Law	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
1.3.2 Trading, Stallholders, Performing and Outdoor Dining – Activities in Thoroughfares and Public Places and Trading Local Law	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil

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Delegation	Date	Type	Amendment	References
1.3.2 Trading, Stallholders, Performing and Outdoor Dining – Activities in Thoroughfares and Public Places and Trading Local Law	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
1.4.1 Behaviour Complaints Committee - Authority on Complaints	28 Jul 2022	New delegation	New delegation in accordance with legislative changes of 3 February 2021, with regards to the Model Code of Conduct (for Council Members, Committee Members and Candidates).	OCM Agenda Item 12.1 Res. No. 93/22
1.4.1 Behaviour Complaints Committee - Authority on Complaints	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
1.4.1 Behaviour Complaints Committee - Authority on Complaints	24 Apr 2024	Amended delegation	Review of delegation and added Behaviour Complaints Committee Terms of Reference to Policy.	OCM Agenda Item 12.1 Res. No. 48/24.
1.4.1 Behaviour Complaints Committee - Authority on Complaints	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
2.1.1 Approve or Refuse a Building Permit	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
2.1.1 Approve or Refuse a Building Permit	26 May 2021	Amended delegation	Review of delegation, added information to statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
2.1.1 Approve or Refuse a Building Permit	27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
2.1.1 Approve or Refuse a Building Permit	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.

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Delegation	Date	Type	Amendment	References
2.1.1 Approve or Refuse a Building Permit	18 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to change the policy reference of TP3 Minimum Finished Floor Level of New Buildings (other than Outbuildings) Fitzroy Crossing and Camballin to TPG1 Minimum Floor Level for New Buildings in Fitzroy Crossing and Camballin for delegations 2.11 and 2.1.3.	Synergy Record No. N20604.
2.1.1 Approve or Refuse a Building Permit	18 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to change the policy reference of TP3/TP7 Minimum Finished Floor Level of New Buildings (other than Outbuildings) Fitzroy Crossing and Camballin to TPG1 Minimum Floor Level for New Buildings in Fitzroy Crossing and Camballin for delegations 2.1.1, 2.1.3., 9.2.1 and 9.2.2.	Synergy Record No. N20604.
2.1.1 Approve or Refuse a Building Permit	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
2.1.1 Approve or Refuse a Building Permit	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
2.1.1 Approve or Refuse a Building Permit	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
2.1.2 Demolition Permits	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
2.1.2 Demolition Permits	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
2.1.2 Demolition Permits	26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22

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Delegation	Date	Type	Amendment	References
2.1.2 Demolition Permits	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
2.1.2 Demolition Permits	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
2.1.2 Demolition Permits	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
2.1.2 Demolition Permits	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
2.1.3 Occupancy Permits or Building Approval Certificates	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
2.1.3 Occupancy Permits or Building Approval Certificates	27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
2.1.3 Occupancy Permits or Building Approval Certificates	26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
2.1.3 Occupancy Permits or Building Approval Certificates	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
2.1.3 Occupancy Permits or Building Approval Certificates	18 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to change the policy reference of TP3 Minimum Finished Floor Level of New Buildings (other than Outbuildings) Fitzroy Crossing and Camballin to TPG1 Minimum Floor Level for New Buildings in Fitzroy Crossing and Camballin for delegations 2.11 and 2.1.3.	Synergy Record No. N20604.

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Delegation	Date	Type	Amendment	References
2.1.3 Occupancy Permits or Building Approval Certificates	18 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to change the policy reference of TP3/TP7 Minimum Finished Floor Level of New Buildings (other than Outbuildings) Fitzroy Crossing and Camballin to TPG1 Minimum Floor Level for New Buildings in Fitzroy Crossing and Camballin for delegations 2.1.1, 2.1.3., 9.2.1 and 9.2.2.	Synergy Record No. N20604.
2.1.3 Occupancy Permits or Building Approval Certificates	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
2.1.3 Occupancy Permits or Building Approval Certificates	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
2.1.3 Occupancy Permits or Building Approval Certificates	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
2.1.4 Designate Employees as Authorised Persons (Building)	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
2.1.4 Designate Employees as Authorised Persons (Building)	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
2.1.4 Designate Employees as Authorised Persons (Building)	26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22

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Delegation	Date	Type	Amendment	References
2.1.4 Designate Employees as Authorised Persons (Building)	15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
2.1.4 Designate Employees as Authorised Persons (Building)	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
2.1.4 Designate Employees as Authorised Persons (Building)	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
2.1.4 Designate Employees as Authorised Persons (Building)	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
2.1.4 Designate Employees as Authorised Persons (Building)	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
2.1.5 Building Orders	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
2.1.5 Building Orders	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
2.1.5 Building Orders	26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate conditions and added information to statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
2.1.5 Building Orders	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.

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Delegation	Date	Type	Amendment	References
2.1.5 Building Orders	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates and subdelegate conditions to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
2.1.5 Building Orders	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
2.1.5 Building Orders	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
2.1.6 Inspection and Copies of Building Records	27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
2.1.6 Inspection and Copies of Building Records	26 May 2022	Amended delegation	Review of delegation, added information to express power to subdelegate, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
2.1.6 Inspection and Copies of Building Records	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
2.1.6 Inspection and Copies of Building Records	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
2.1.6 Inspection and Copies of Building Records	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
2.1.6 Inspection and Copies of Building Records	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
2.1.7 Referrals and Issuing Certificates (Building)	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019

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Delegation	Date	Type	Amendment	References
2.1.7 Referrals and Issuing Certificates (Building)	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
2.1.7 Referrals and Issuing Certificates (Building)	26 May 2022	Amended delegation	Review of delegation, added information to express power to subdelegate, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
2.1.7 Referrals and Issuing Certificates (Building)	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
2.1.7 Referrals and Issuing Certificates (Building)	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
2.1.7 Referrals and Issuing Certificates (Building)	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
2.1.7 Referrals and Issuing Certificates (Building)	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
2.1.8 Private Pool Barrier – Alternative and Performance Solutions	27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
2.1.8 Private Pool Barrier – Alternative and Performance Solutions	26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
2.1.8 Private Pool Barrier – Alternative and Performance Solutions	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
2.1.8 Private Pool Barrier – Alternative and Performance Solutions	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
2.1.8 Private Pool Barrier – Alternative and Performance Solutions	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil

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Delegation	Date	Type	Amendment	References
2.1.8 Private Pool Barrier – Alternative and Performance Solutions	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
2.1.9 Smoke Alarms – Alternative Solutions	27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
2.1.9 Smoke Alarms – Alternative Solutions	26 May 2022	Amended delegation	Review of delegation, added information to statutory framework, record keeping and policy.	OCM Agenda Item 11.1 Res. No. 61/22
2.1.9 Smoke Alarms – Alternative Solutions	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
2.1.9 Smoke Alarms – Alternative Solutions	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
2.1.9 Smoke Alarms – Alternative Solutions	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
2.1.9 Smoke Alarms – Alternative Solutions	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
2.1.10 Appointment of Approved Officers and Authorised Officers (Building)	27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
2.1.10 Appointment of Approved Officers and Authorised Officers (Building)	26 May 2022	Amended delegation	Review of delegation, amendment to subdelegates and added information to statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
2.1.10 Appointment of Approved Officers and Authorised Officers (Building)	29 Jun 2023	Amended delegation	Review of delegation and amendment to subdelegates.	OCM Agenda Item 12.2 Res. No. 69/23.

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Delegation	Date	Type	Amendment	References
2.1.10 Appointment of Approved Officers and Authorised Officers (Building)	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure and to include the Deputy Chief Executive Officer as per conditions of delegation 1.2.12.	OCM Agenda Item 12.1 Res. No. 48/24.
2.1.10 Appointment of Approved Officers and Authorised Officers (Building)	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
2.1.10 Appointment of Approved Officers and Authorised Officers (Building)	19 Mar 2025	Amended delegation	Removed the sub-delegations for the Deputy Chief Executive Officer as this position no longer exists. Synergy reference number N23010.	Nil
2.1.10 Appointment of Approved Officers and Authorised Officers (Building)	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
3.1.1 Make Request to FES Commissioner – Control of Fire	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
3.1.1 Make Request to FES Commissioner – Control of Fire	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
3.1.1 Make Request to FES Commissioner – Control of Fire	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
3.1.1 Make Request to FES Commissioner – Control of Fire	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
3.1.1 Make Request to FES Commissioner – Control of Fire	24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
3.1.1 Make Request to FES Commissioner – Control of Fire	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil

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Delegation	Date	Type	Amendment	References
3.1.1 Make Request to FES Commissioner – Control of Fire	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
3.1.2 Prohibited Burning Times - Vary	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
3.1.2 Prohibited Burning Times - Vary	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
3.1.2 Prohibited Burning Times - Vary	26 May 2022	Amended delegation	Review of delegation, added information to delegates, subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
3.1.2 Prohibited Burning Times - Vary	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
3.1.2 Prohibited Burning Times - Vary	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
3.1.2 Prohibited Burning Times - Vary	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
3.1.3 Prohibited Burning Times – Control Activities	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
3.1.3 Prohibited Burning Times – Control Activities	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
3.1.3 Prohibited Burning Times – Control Activities	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
3.1.3 Prohibited Burning Times – Control Activities	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.

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Delegation	Date	Type	Amendment	References
3.1.3 Prohibited Burning Times – Control Activities	24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
3.1.3 Prohibited Burning Times – Control Activities	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
3.1.3 Prohibited Burning Times – Control Activities	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
3.1.4 Restricted Burning Times – Vary and Control Activities	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
3.1.4 Restricted Burning Times – Vary and Control Activities	27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
3.1.4 Restricted Burning Times – Vary and Control Activities	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
3.1.4 Restricted Burning Times – Vary and Control Activities	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
3.1.4 Restricted Burning Times – Vary and Control Activities	24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
3.1.4 Restricted Burning Times – Vary and Control Activities	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
3.1.4 Restricted Burning Times – Vary and Control Activities	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
3.1.5 Control of Operations Likely to Create Bush Fire Danger	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019

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Delegation	Date	Type	Amendment	References
3.1.5 Control of Operations Likely to Create Bush Fire Danger	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
3.1.5 Control of Operations Likely to Create Bush Fire Danger	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
3.1.5 Control of Operations Likely to Create Bush Fire Danger	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
3.1.5 Control of Operations Likely to Create Bush Fire Danger	24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
3.1.5 Control of Operations Likely to Create Bush Fire Danger	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
3.1.5 Control of Operations Likely to Create Bush Fire Danger	24 Apr 2025	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
3.1.5 Control of Operations Likely to Create Bush Fire Danger	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
3.1.6 Burning Garden Refuse / Open Air Fires	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
3.1.6 Burning Garden Refuse / Open Air Fires	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
3.1.6 Burning Garden Refuse / Open Air Fires	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
3.1.6 Burning Garden Refuse / Open Air Fires	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No.69/23.
3.1.6 Burning Garden Refuse / Open Air Fires	24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.

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Delegation	Date	Type	Amendment	References
3.1.6 Burning Garden Refuse / Open Air Fires	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
3.1.6 Burning Garden Refuse / Open Air Fires	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
3.1.7 Firebreaks	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
3.1.7 Firebreaks	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
3.1.7 Firebreaks	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
3.1.7 Firebreaks	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
3.1.7 Firebreaks	24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
3.1.7 Firebreaks	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
3.1.7 Firebreaks	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21

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Delegation	Date	Type	Amendment	References
3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer	24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
3.1.9 Control and Extinguishment of Bush Fires	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
3.1.9 Control and Extinguishment of Bush Fires	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
3.1.9 Control and Extinguishment of Bush Fires	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
3.1.9 Control and Extinguishment of Bush Fires	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
3.1.9 Control and Extinguishment of Bush Fires	24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
3.1.9 Control and Extinguishment of Bush Fires	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil

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Delegation	Date	Type	Amendment	References
3.1.9 Control and Extinguishment of Bush Fires	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
3.1.10 Recovery of Expenses Incurred through Contraventions of the Bush Fires Act	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
3.1.10 Recovery of Expenses Incurred through Contraventions of the Bush Fires Act	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
3.1.10 Recovery of Expenses Incurred through Contraventions of the Bush Fires Act	26 May 2022	Amended delegation	Review of delegation, added information to express power to subdelegate, subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
3.1.10 Recovery of Expenses Incurred through Contraventions of the Bush Fires Act	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
3.1.10 Recovery of Expenses Incurred through Contraventions of the Bush Fires Act	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
3.1.10 Recovery of Expenses Incurred through Contraventions of the Bush Fires Act	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
3.1.11 Prosecution of Offences (Bush Fires)	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
3.1.11 Prosecution of Offences (Bush Fires)	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
3.1.11 Prosecution of Offences (Bush Fires)	26 May 2022	Amended delegation	Review of delegation, added information to, subdelegates, subdelegates conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22

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Delegation	Date	Type	Amendment	References
3.1.11 Prosecution of Offences (Bush Fires)	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
3.1.11 Prosecution of Offences (Bush Fires)	24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
3.1.11 Prosecution of Offences (Bush Fires)	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
3.1.11 Prosecution of Offences (Bush Fires)	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
4.1.1 Cat Registrations	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
4.1.1 Cat Registrations	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
4.1.1 Cat Registrations	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
4.1.1 Cat Registrations	23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
4.1.1 Cat Registrations	26 May 2022	Amended delegation	Review of delegation, added information to express power or duty delegated, subdelegates, subdelegate conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
4.1.1 Cat Registrations	21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564

Delegation	Date	Type	Amendment	References
4.1.1 Cat Registrations	29 Jun 2023	Amended delegation	Review of delegation, amendments to subdelegates – adding Senior Customer Service and Tourism Officer (will eventually replace FX Senior Customer Services Officer), Customer Service and Administration Officer and deleting out Team Leader Customer Service.	OCM Agenda Item 12.2x Res. No. 69/23.
4.1.1 Cat Registrations	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
4.1.1 Cat Registrations	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates and subdelegate conditions to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
4.1.1 Cat Registrations	9 Jul 2024	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position title of Senior Customer Service and Tourism Officer to Team Leader Operations for delegations 4.1.1 and 5.1.2.	Synergy Record No. N21810.
4.1.1 Cat Registrations	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
4.1.1 Cat Registrations	19 Mar 2025	Amended delegation	Removed the sub-delegations for the Deputy Chief Executive Officer and Manager Administration as these positions no longer exist. Amended the sub-delegate conditions from Deputy Chief Executive Officer to Chief Executive Officer. Added the sub-delegation Manager ICT and Customer Service.	Synergy reference number N23010
4.1.1 Cat Registrations	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	Date	Type	Amendment	References
4.1.2 Cat Control Notices	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
4.1.2 Cat Control Notices	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
4.1.2 Cat Control Notices	23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
4.1.2 Cat Control Notices	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
4.1.2 Cat Control Notices	21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
4.1.2 Cat Control Notices	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2x Res. No. 69/23.
4.1.2 Cat Control Notices	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
4.1.2 Cat Control Notices	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
4.1.2 Cat Control Notices	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
4.1.3 Approval to Breed Cats	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
4.1.3 Approval to Breed Cats	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21

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Delegation	Date	Type	Amendment	References
4.1.3 Approval to Breed Cats	26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
4.1.3 Approval to Breed Cats	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
4.1.3 Approval to Breed Cats	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
4.1.3 Approval to Breed Cats	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
4.1.3 Approval to Breed Cats	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
4.1.4 Recovery of Costs – Destruction of Cats	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
4.1.4 Recovery of Costs – Destruction of Cats	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
4.1.4 Recovery of Costs – Destruction of Cats	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
4.1.4 Recovery of Costs – Destruction of Cats	23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
4.1.4 Recovery of Costs – Destruction of Cats	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22

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Delegation	Date	Type	Amendment	References
4.1.4 Recovery of Costs – Destruction of Cats	21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
4.1.4 Recovery of Costs – Destruction of Cats	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
4.1.4 Recovery of Costs – Destruction of Cats	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
4.1.4 Recovery of Costs – Destruction of Cats	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
4.1.4 Recovery of Costs – Destruction of Cats	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
4.1.4 Recovery of Costs – Destruction of Cats	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
4.1.5 Applications to Keep Additional Cats	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
4.1.5 Applications to Keep Additional Cats	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
4.1.5 Applications to Keep Additional Cats	23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
4.1.5 Applications to Keep Additional Cats	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22

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Delegation	Date	Type	Amendment	References
4.1.5 Applications to Keep Additional Cats	21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
4.1.5 Applications to Keep Additional Cats	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
4.1.5 Applications to Keep Additional Cats	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
4.1.5 Applications to Keep Additional Cats	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
4.1.5 Applications to Keep Additional Cats	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
4.1.6 Reduce or Waiver a Cat Registration Fee	27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
4.1.6 Reduce or Waiver a Cat Registration Fee	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
4.1.6 Reduce or Waiver a Cat Registration Fee	23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
4.1.6 Reduce or Waiver a Cat Registration Fee	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
4.1.6 Reduce or Waiver a Cat Registration Fee	21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564

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Delegation	Date	Type	Amendment	References
4.1.6 Reduce or Waiver a Cat Registration Fee	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
4.1.6 Reduce or Waiver a Cat Registration Fee	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
4.1.6 Reduce or Waiver a Cat Registration Fee	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
4.1.6 Reduce or Waiver a Cat Registration Fee	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
4.1.6 Reduce or Waiver a Cat Registration Fee	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
4.2.1 Infringement Notices – Extensions and Withdrawals	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
4.2.1 Infringement Notices – Extensions and Withdrawals	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
4.2.1 Infringement Notices – Extensions and Withdrawals	23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
4.2.1 Infringement Notices – Extensions and Withdrawals	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
4.2.1 Infringement Notices – Extensions and Withdrawals	21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564

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Delegation	Date	Type	Amendment	References
4.2.1 Infringement Notices – Extensions and Withdrawals	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
4.2.1 Infringement Notices – Extensions and Withdrawals	24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
4.2.1 Infringement Notices – Extensions and Withdrawals	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
4.2.1 Infringement Notices – Extensions and Withdrawals	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
5.1.1 Part Payment of Dog Sterilisation Costs / Directions to Veterinary Surgeons	27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
5.1.1 Part Payment of Dog Sterilisation Costs / Directions to Veterinary Surgeons	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
5.1.1 Part Payment of Dog Sterilisation Costs / Directions to Veterinary Surgeons	23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
5.1.1 Part Payment of Dog Sterilisation Costs / Directions to Veterinary Surgeons	26 May 2022	Amended delegation	Review of delegation, amendment to conditions, added information to express power to subdelegate, subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
5.1.1 Part Payment of Dog Sterilisation Costs / Directions to Veterinary Surgeons	21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564

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Delegation	Date	Type	Amendment	References
5.1.1 Part Payment of Dog Sterilisation Costs / Directions to Veterinary Surgeons	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
5.1.1 Part Payment of Dog Sterilisation Costs / Directions to Veterinary Surgeons	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
5.1.1 Part Payment of Dog Sterilisation Costs / Directions to Veterinary Surgeons	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
5.1.1 Part Payment of Dog Sterilisation Costs / Directions to Veterinary Surgeons	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure and changed wording for express power to sub-delegate. Synergy Record No. N22323.	Nil
5.1.1 Part Payment of Dog Sterilisation Costs / Directions to Veterinary Surgeons	20 Mar 2025	Amended delegation	Removed the Deputy Chief Executive Officer sub-delegation as this position no longer exists. Synergy record number N23010.	Nil
5.1.1 Part Payment of Dog Sterilisation Costs / Directions to Veterinary Surgeons	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
5.1.2 Refuse or Cancel Registration of a Dog	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
5.1.2 Refuse or Cancel Registration of a Dog	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
5.1.2 Refuse or Cancel Registration of a Dog	23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil

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Delegation	Date	Type	Amendment	References
5.1.2 Refuse or Cancel Registration of a Dog	26 May 2022	Amended delegation	Review of delegation, amendment to express duty or power delegated, conditions, added information to express power to subdelegate, subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
5.1.2 Refuse or Cancel Registration of a Dog	21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
5.1.2 Refuse or Cancel Registration of a Dog	29 Jun 2023	Amended delegation	Review of delegation, amendments to subdelegates – adding Senior Customer Service and Tourism Officer (will eventually replace FX Senior Customer Services Officer), Customer Service and Administration Officer and deleting out Team Leader Customer Service.	OCM Agenda Item 12.2 Res. No. 69/23.
5.1.2 Refuse or Cancel Registration of a Dog	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
5.1.2 Refuse or Cancel Registration of a Dog	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
5.1.2 Refuse or Cancel Registration of a Dog	9 Jul 2024	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position title of Senior Customer Service and Tourism Officer to Team Leader Operations for delegations 4.1.1 and 5.1.2.	Synergy Record No. N21810.
5.1.2 Refuse or Cancel Registration of a Dog	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure and changed wording for express power to sub-delegate. Synergy Record No. N22323.	Nil

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Delegation	Date	Type	Amendment	References
5.1.2 Refuse or Cancel Registration of a Dog	20 Mar 2025	Amended delegation	Removed the sub-delegations for the Deputy Chief Executive Officer and Manager Administration as these positions no longer exist. Added the position Manager ICT and Customer Service to the sub-delegations. Synergy Record Number N23010.	Nil
5.1.2 Refuse or Cancel Registration of a Dog	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
5.1.2 Refuse or Cancel Registration of a Dog	18 Oct 2025	Amended delegation	Amended delegation to remove the position of 'Recovery and Fitzroy Crossing Senior Operations Manager'	Nil
5.1.3 Dog Kennel Establishments	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
5.1.3 Dog Kennel Establishments	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
5.1.3 Dog Kennel Establishments	23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
5.1.3 Dog Kennel Establishments	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
5.1.3 Dog Kennel Establishments	21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
5.1.3 Dog Kennel Establishments	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
5.1.3 Dog Kennel Establishments	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.

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Delegation	Date	Type	Amendment	References
5.1.3 Dog Kennel Establishments	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
5.1.3 Dog Kennel Establishments	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
5.1.4 Recovery of Moneys Due Under the Dog Act	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
5.1.4 Recovery of Moneys Due Under the Dog Act	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
5.1.4 Recovery of Moneys Due Under the Dog Act	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
5.1.4 Recovery of Moneys Due Under the Dog Act	23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
5.1.4 Recovery of Moneys Due Under the Dog Act	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
5.1.4 Recovery of Moneys Due Under the Dog Act	21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
5.1.4 Recovery of Moneys Due Under the Dog Act	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.

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Delegation	Date	Type	Amendment	References
5.1.4 Recovery of Moneys Due Under the Dog Act	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
5.1.4 Recovery of Moneys Due Under the Dog Act	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
5.1.4 Recovery of Moneys Due Under the Dog Act	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
5.1.4 Recovery of Moneys Due Under the Dog Act	20 Mar 2025	Amended delegation	Removed the sub-delegations for the Deputy Chief Executive Officer as this position no longer exists.	Synergy Record Number N23010
5.1.4 Recovery of Moneys Due Under the Dog Act	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
5.1.5 Dispose of or Sell Dogs Liable to be Destroyed	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
5.1.5 Dispose of or Sell Dogs Liable to be Destroyed	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
5.1.5 Dispose of or Sell Dogs Liable to be Destroyed	23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
5.1.5 Dispose of or Sell Dogs Liable to be Destroyed	26 May 2022	Amended delegation	Review of delegation, amendment to policy, added information to subdelegates, and statutory framework.	OCM Agenda Item 11.1 Res. No. 61/22
5.1.5 Dispose of or Sell Dogs Liable to be Destroyed	26 May 2022	Amended delegation	Review of delegation, amendment to conditions and policy, added information to express power to subdelegate, subdelegates, and statutory framework.	OCM Agenda Item 11.1 Res. No. 61/22

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Delegation	Date	Type	Amendment	References
5.1.5 Dispose of or Sell Dogs Liable to be Destroyed	21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564
5.1.5 Dispose of or Sell Dogs Liable to be Destroyed	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
5.1.5 Dispose of or Sell Dogs Liable to be Destroyed	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
5.1.5 Dispose of or Sell Dogs Liable to be Destroyed	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure and changed wording for express power to sub-delegate. Synergy Record No. N22323.	Nil
5.1.5 Dispose of or Sell Dogs Liable to be Destroyed	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
5.1.6 Declare a Dog Dangerous	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
5.1.6 Declare a Dog Dangerous	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
5.1.6 Declare a Dog Dangerous	23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil
5.1.6 Declare a Dog Dangerous	26 May 2022	Amended delegation	Review of delegation, amendment to conditions and policy, added information to express power to subdelegate, subdelegates, and statutory framework.	OCM Agenda Item 11.1 Res. No. 61/22
5.1.6 Declare a Dog Dangerous	21 Sep 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to add the position of Ranger Coordinator	Synergy Reference N18564

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Delegation	Date	Type	Amendment	References
5.1.6 Declare a Dog Dangerous	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
5.1.6 Declare a Dog Dangerous	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
5.1.6 Declare a Dog Dangerous	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure and changed wording for express power to sub-delegate. Synergy Record No. N22323.	Nil
5.1.6 Declare a Dog Dangerous	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
5.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
5.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
5.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	26 May 2022	Amended delegation	Review of delegation, amendment to conditions, added information to express power to subdelegate, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
5.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
5.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.

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Delegation	Date	Type	Amendment	References
5.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure and changed wording for express power to sub-delegate. Synergy Record No. N22323.	Nil
5.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice	27 May 2021	New delegation	Reviewed - Council Meeting 28 February 2019. Reformatted using WALGA Model - Council Meeting 27 May 2021.	Nil
5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice	26 May 2022	Amended delegation	Review of delegation, amendment to conditions and express power to subdelegate, added information to subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure and changed wording for express power to sub-delegate. Synergy Record No. N22323	Nil

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Delegation	Date	Type	Amendment	References
5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration	19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778
5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration	26 May 2022	Amended delegation	Review of delegation, amendment to conditions and express power to subdelegate, added information to subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.

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Delegation	Date	Type	Amendment	References
5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure and changed wording for express power to sub-delegate. Synergy Record No. N22323	Nil
5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration	20 Mar 2025	Amended delegation	Removed the Deputy Chief Executive Officer sub-delegation as this position no longer exists.	Synergy Record Number N23010
5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
6.1.1 Determine Compensation	27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
6.1.1 Determine Compensation	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
6.1.1 Determine Compensation	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
6.1.1 Determine Compensation	24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
6.1.1 Determine Compensation	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
6.1.1 Determine Compensation	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
6.1.2 Prohibition Orders and Certificate of Clearance (Food Act)	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019

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Delegation	Date	Type	Amendment	References
6.1.2 Prohibition Orders and Certificate of Clearance (Food Act)	27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
6.1.2 Prohibition Orders and Certificate of Clearance (Food Act)	26 May 2022	Amended delegation	Review of delegation, added information to delegates, subdelegates, subdelegates conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
6.1.2 Prohibition Orders and Certificate of Clearance (Food Act)	19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
6.1.2 Prohibition Orders and Certificate of Clearance (Food Act)	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
6.1.2 Prohibition Orders and Certificate of Clearance (Food Act)	24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
6.1.2 Prohibition Orders and Certificate of Clearance (Food Act)	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
6.1.2 Prohibition Orders and Certificate of Clearance (Food Act)	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
6.1.3 Food Business Registrations	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
6.1.3 Food Business Registrations	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
6.1.3 Food Business Registrations	26 May 2022	Amended delegation	Review of delegation, added information to delegates, subdelegates, subdelegates conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22

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Delegation	Date	Type	Amendment	References
6.1.3 Food Business Registrations	19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
6.1.3 Food Business Registrations	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
6.1.3 Food Business Registrations	24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
6.1.3 Food Business Registrations	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
6.1.3 Food Business Registrations	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
6.1.4 Appoint Authorised Officers and Designated Officers (Food Act)	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
6.1.4 Appoint Authorised Officers and Designated Officers (Food Act)	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
6.1.4 Appoint Authorised Officers and Designated Officers (Food Act)	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
6.1.4 Appoint Authorised Officers and Designated Officers (Food Act)	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
6.1.4 Appoint Authorised Officers and Designated Officers (Food Act)	24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.

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Delegation	Date	Type	Amendment	References
6.1.4 Appoint Authorised Officers and Designated Officers (Food Act)	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
6.1.4 Appoint Authorised Officers and Designated Officers (Food Act)	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
6.1.5 Debt Recovery and Prosecutions (Food Act)	27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
6.1.5 Debt Recovery and Prosecutions (Food Act)	26 May 2022	Amended delegation	Review of delegation, amendment to delegates and policy, added information to subdelegates, subdelegates conditions, and statutory framework.	OCM Agenda Item 11.1 Res. No. 61/22
6.1.5 Debt Recovery and Prosecutions (Food Act)	19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
6.1.5 Debt Recovery and Prosecutions (Food Act)	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
6.1.5 Debt Recovery and Prosecutions (Food Act)	24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
6.1.5 Debt Recovery and Prosecutions (Food Act)	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
6.1.5 Debt Recovery and Prosecutions (Food Act)	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
6.1.6 Abattoir Inspections and Fees	27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21

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Delegation	Date	Type	Amendment	References
6.1.6 Abattoir Inspections and Fees	26 May 2022	Amended delegation	Review of delegation, amendment to policy, added information to subdelegates, subdelegates conditions, and statutory framework.	OCM Agenda Item 11.1 Res. No. 61/22
6.1.6 Abattoir Inspections and Fees	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
6.1.6 Abattoir Inspections and Fees	24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
6.1.6 Abattoir Inspections and Fees	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
6.1.6 Abattoir Inspections and Fees	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
6.1.7 Food Businesses List – Public Access	27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
6.1.7 Food Businesses List – Public Access	26 May 2022	Amended delegation	Review of delegation, amendment to express power to duty to delegate, delegates, and policy, added information to subdelegates, subdelegates conditions, and statutory framework.	OCM Agenda Item 11.1 Res. No. 61/22
6.1.7 Food Businesses List – Public Access	19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
6.1.7 Food Businesses List – Public Access	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
6.1.7 Food Businesses List – Public Access	24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.

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Delegation	Date	Type	Amendment	References
6.1.7 Food Businesses List – Public Access	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
6.1.7 Food Businesses List – Public Access	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
7.1.1 Give Notice Requiring Obliteration of Graffiti	27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
7.1.1 Give Notice Requiring Obliteration of Graffiti	26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
7.1.1 Give Notice Requiring Obliteration of Graffiti	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
7.1.1 Give Notice Requiring Obliteration of Graffiti	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
7.1.1 Give Notice Requiring Obliteration of Graffiti	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
7.1.2 Notices – Deal with Objections and Give Effect to Notices (Graffiti)	27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
7.1.2 Notices – Deal with Objections and Give Effect to Notices (Graffiti)	26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
7.1.2 Notices – Deal with Objections and Give Effect to Notices (Graffiti)	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.

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Delegation	Date	Type	Amendment	References
7.1.2 Notices – Deal with Objections and Give Effect to Notices (Graffiti)	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
7.1.2 Notices – Deal with Objections and Give Effect to Notices (Graffiti)	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
7.1.2 Notices – Deal with Objections and Give Effect to Notices (Graffiti)	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
7.1.3 Obliterate Graffiti on Private Property	27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	Nil
7.1.3 Obliterate Graffiti on Private Property	26 May 2022	Amended delegation	Review of delegation, added information to express power to subdelegate, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
7.1.3 Obliterate Graffiti on Private Property	15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
7.1.3 Obliterate Graffiti on Private Property	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
7.1.3 Obliterate Graffiti on Private Property	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
7.1.3 Obliterate Graffiti on Private Property	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	Date	Type	Amendment	References
7.1.4 Powers of Entry (Graffiti Vandalism Act)	27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
7.1.4 Powers of Entry (Graffiti Vandalism Act)	26 May 2022	Amended delegation	Review of delegation, added information to express power to subdelegate, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
7.1.4 Powers of Entry (Graffiti Vandalism Act)	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
7.1.4 Powers of Entry (Graffiti Vandalism Act)	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
7.1.4 Powers of Entry (Graffiti Vandalism Act)	12 Nov 2024	Amended delegation	12 Nov 2024 Amended delegation Review of delegation. The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
7.1.4 Powers of Entry (Graffiti Vandalism Act)	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos)	27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos)	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegate conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos)	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos)	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.

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Delegation	Date	Type	Amendment	References
8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos)	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Resolution Number CCO14/25
8.1.2 Enforcement Agency Reports to the Chief Health Officer	27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
8.1.2 Enforcement Agency Reports to the Chief Health Officer	26 May 2022	Amended delegation	Review of delegation, amendment to delegates, added information to subdelegates, subdelegate conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
8.1.2 Enforcement Agency Reports to the Chief Health Officer	19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
8.1.2 Enforcement Agency Reports to the Chief Health Officer	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
8.1.2 Enforcement Agency Reports to the Chief Health Officer	24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
8.1.2 Enforcement Agency Reports to the Chief Health Officer	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
8.1.3 Designate Authorised Officers (Health)	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
8.1.3 Designate Authorised Officers (Health)	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
8.1.3 Designate Authorised Officers (Health)	26 May 2022	Amended delegation	Review of delegation, added information to subdelegate, subdelegate conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
8.1.3 Designate Authorised Officers (Health)	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.

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Delegation	Date	Type	Amendment	References
8.1.3 Designate Authorised Officers (Health)	24 Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
8.1.3 Designate Authorised Officers (Health)	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
8.1.3 Designate Authorised Officers (Health)	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
8.1.4 Determine Compensation for Seized Items (Health)	27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
8.1.4 Determine Compensation for Seized Items (Health)	26 May 2022	Amended delegation	Review of delegation, amendment to delegates, added information to subdelegate, subdelegate conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
8.1.4 Determine Compensation for Seized Items (Health)	19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
8.1.4 Determine Compensation for Seized Items (Health)	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
8.1.4 Determine Compensation for Seized Items (Health)	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
8.1.4 Determine Compensation for Seized Items (Health)	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
9.1.1 Illegal Development	27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21

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Delegation	Date	Type	Amendment	References
9.1.1 Illegal Development	26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22
9.1.1 Illegal Development	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
9.1.1 Illegal Development	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
9.1.1 Illegal Development	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
9.1.1 Illegal Development	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
9.2.1 Town Planning Scheme No's 5,7 and Local Planning Scheme No. 9 following final approval and gazettal: Determination of Applications	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019
9.2.1 Town Planning Scheme No's 5,7 and Local Planning Scheme No. 9 following final approval and gazettal: Determination of Applications	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
9.2.1 Town Planning Scheme No's 5,7 and Local Planning Scheme No. 9 following final approval and gazettal: Determination of Applications	26 May 2022	Amended delegation	Review of delegation, moved designated employers paragraph from express power to delegate to statutory framework, moved council polices from statutory framework to policy and amendment to express power or duty delegated and policy.	OCM Agenda Item 11.1 Res. No. 61/22

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Delegation	Date	Type	Amendment	References
9.2.1 Town Planning Scheme No's 5,7 and Local Planning Scheme No. 9 following final approval and gazettal: Determination of Applications	3 May 2023	Amended delegation	The Director Strategic Business (using Authorisation AUTHO33 - Acting through on behalf of the CEO) utilised delegation 1.1.34 Amendments to Policies and Delegations to amend the express power or duty delegated, generally by deleting "Manager Planning Services" wherever it occurs, and replacing it with Director Technical and Development Services and Manager Development Services.	Synergy Record No. N19557.
9.2.1 Town Planning Scheme No's 5,7 and Local Planning Scheme No. 9 following final approval and gazettal: Determination of Applications	29 Jun 2023	Amended delegation	Review of delegation, amendment to delegation title and conditions.	OCM Agenda Item 12.2 Res. No. 69/23.
9.2.1 Town Planning Scheme No's 5,7 and Local Planning Scheme No. 9 following final approval and gazettal: Determination of Applications	18 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to change the policy reference of TP3/TP7 Minimum Finished Floor Level of New Buildings (other than Outbuildings) Fitzroy Crossing and Camballin to TPG1 Minimum Floor Level for New Buildings in Fitzroy Crossing and Camballin for delegations 2.1.1, 2.1.3., 9.2.1 and 9.2.2.	Synergy Record No. N20604.
9.2.1 Town Planning Scheme No's 5,7 and Local Planning Scheme No. 9 following final approval and gazettal: Determination of Applications	24 Apr 2024	Amended delegation	Review of delegation and amendments to conditions and subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
9.2.1 Town Planning Scheme No's 5,7 and Local Planning Scheme No. 9 following final approval and gazettal: Determination of Applications	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
9.2.2 Interim Development Order No 9: Determination of Applications	28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019

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Delegation	Date	Type	Amendment	References
9.2.2 Interim Development Order No 9: Determination of Applications	27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21
9.2.2 Interim Development Order No 9: Determination of Applications	26 May 2022	Amended delegation	Review of delegation, amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22
9.2.2 Interim Development Order No 9: Determination of Applications	3 May 2023	Amended delegation	The Director Strategic Business (using Authorisation AUTHO33 - Acting through on behalf of the CEO) utilised delegation 1.1.34 Amendments to Policies and Delegations to amend the express power or duty delegated, generally by deleting "Manager Planning Services" wherever it occurs, and replacing it with Director Technical and Development Services and Manager Development Services.	Synergy Record No. N19557.
9.2.2 Interim Development Order No 9: Determination of Applications	29 Jun 2023	Amended delegation	Review of delegation, and amendment to conditions.	OCM Agenda Item 12.2 Res. No. 69/23.
9.2.2 Interim Development Order No 9: Determination of Applications	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
9.2.2 Interim Development Order No 9: Determination of Applications	18 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to change the policy reference of TP3/TP7 Minimum Finished Floor Level of New Buildings (other than Outbuildings) Fitzroy Crossing and Camballin to TPG1 Minimum Floor Level for New Buildings in Fitzroy Crossing and Camballin for delegations 2.1.1, 2.1.3., 9.2.1 and 9.2.2.	Synergy Record No. N20604.
9.2.2 Interim Development Order No 9: Determination of Applications	24 Apr 2024	Amended delegation	Review of delegation and amendments to conditions and subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
9.2.2 Interim Development Order No 9: Determination of Applications	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil

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Delegation	Date	Type	Amendment	References
9.2.2 Interim Development Order No 9: Determination of Applications	6 Mar 2025	Amended delegation	Delegation included provision for applicants to have a refusal made under delegation to be reconsidered by Council. This would be inconsistent with the Planning and Development Act and any subsequent decision would not be valid. The only option for reconsideration is via the SAT's Appeal Process as outlined in the second paragraph at the bottom of the delegation.	Nil
9.2.2 Interim Development Order No 9: Determination of Applications	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
10.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]	27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21 Approved by A/Chief Executive Officer of Department of Environment Regulation and Minister for Environment – published 19/3/2004.
10.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]	26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	Nil
10.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]	19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
10.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
10.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.

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Delegation	Date	Type	Amendment	References
10.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
10.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events	27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21 Approved by Acting Minister for Environment; Heritage – published 20/12/2013.
10.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events	26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.maximum 1500 characters	OCM Agenda Item 11.1 Res. No. 61/22
10.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events	19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
10.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
10.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.

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Delegation	Date	Type	Amendment	References
10.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to remove the subdelegation as there is no power to delegate. Synergy Record No. N22323.	Nil
10.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
10.1.3 Noise Management Plans – Construction Sites	27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21 Approved by Minister for Environment; Heritage – published 16/5/2014.
10.1.3 Noise Management Plans – Construction Sites	26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	OCM Agenda Item 11.1 Res. No. 61/22
10.1.3 Noise Management Plans – Construction Sites	19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
10.1.3 Noise Management Plans – Construction Sites	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
10.1.3 Noise Management Plans – Construction Sites	24 Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item 12.1 Res. No. 48/24.
10.1.3 Noise Management Plans – Construction Sites	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	Date	Type	Amendment	References
10.2.1 Instrument of Authorisation – Local Government CEOs - Sign Development Applications for Crown Land as Owner	27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21 Approved by Minister for Lands – published 2/6/2014.
10.2.1 Instrument of Authorisation – Local Government CEOs - Sign Development Applications for Crown Land as Owner	26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	OCM Agenda Item 11.1 Res. No. 61/22
10.2.1 Instrument of Authorisation – Local Government CEOs - Sign Development Applications for Crown Land as Owner	15 Mar 2023	Amended delegation	Added express power to subdelegate, subdelegate, subdelegate conditions and statutory framework.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
10.2.1 Instrument of Authorisation – Local Government CEOs - Sign Development Applications for Crown Land as Owner	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
10.2.1 Instrument of Authorisation – Local Government CEOs - Sign Development Applications for Crown Land as Owner	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
10.2.1 Instrument of Authorisation – Local Government CEOs - Sign Development Applications for Crown Land as Owner	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to remove the subdelegation as there is no power to delegate. Synergy Record No. N22323.	Nil

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Delegation	Date	Type	Amendment	References
10.2.1 Instrument of Authorisation – Local Government CEOs - Sign Development Applications for Crown Land as Owner	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
10.2.2 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)	27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21 Approved by Secretary, Western Australian Planning Commission – published 27/3/2020.
10.2.2 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)	26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	OCM Agenda Item 11.1 Res. No. 61/22
10.2.2 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)	15 Mar 2023	Amended delegation	Added express power to subdelegate, subdelegate, subdelegate conditions and statutory framework.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
10.2.2 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
10.2.2 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.

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Delegation	Date	Type	Amendment	References
10.2.2 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to remove the subdelegation as there is no power to delegate. Synergy Record No. N22323.	Nil
10.2.2 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
10.3.1 Traffic Management - Events on Roads	27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21 Signed agreement by the Commissioner of Main Roads – dated 27/03/2007.
10.3.1 Traffic Management - Events on Roads	26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	OCM Agenda Item 11.1 Res. No. 61/22
10.3.1 Traffic Management - Events on Roads	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
10.3.1 Traffic Management - Events on Roads	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
10.3.1 Traffic Management - Events on Roads	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
10.3.1 Traffic Management - Events on Roads	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
10.3.2 Traffic Management – Road Works	27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21

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Delegation	Date	Type	Amendment	References
10.3.2 Traffic Management – Road Works	26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	OCM Agenda Item 11.1 Res. No. 61/22 Signed agreement by the Commissioner of Main Roads – (dated) – to be received.
10.3.2 Traffic Management – Road Works	29 Jun 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23. Agreement signed by the Shire President and Chief Executive Officer to be resent to Commissioner of Main Roads. Fully signed agreement to replace current document
10.3.2 Traffic Management – Road Works	13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to add in the signed Instrument of Authorisation to delegation 10.3.2 Traffic Management – Road Works.	Synergy Record No. N20660.
10.3.2 Traffic Management – Road Works	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
10.3.2 Traffic Management – Road Works	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to reflect current organisational structure. Synergy Record No. N22323.	Nil
10.3.2 Traffic Management – Road Works	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	Date	Type	Amendment	References
10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles	27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21 Signed approval by Assistant Director, Strategy and Policy, Driver and Vehicle Services, Department of Transport dates 5/9/2017.
10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles	26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	OCM Agenda Item 11.1 Res. No. 61/22
10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles	15 Mar 2023	Amended delegation	Added express power to subdelegate, subdelegate, subdelegate, subdelegate conditions and statutory framework.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles	29 Jun 2023	Amended delegation	Review of delegation, administrative error with updating the delegation when CEO utilised delegation 1.1.34 on 15 March 2023 – Amendments have now been included.	OCM Agenda Item 12.2 Res. No. 69/23.
10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles	24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.
10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles	12 Nov 2024	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to remove the subdelegation as there is no power to delegate. Synergy Record No. N22323.	Nil

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Delegation	Date	Type	Amendment	References
10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles	25 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO1 Local Government Act 1995 s.3.24 Authorising persons under this subdivision	21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
AUTHO1 Local Government Act 1995 s.3.24 Authorising persons under this subdivision	6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
AUTHO1 Local Government Act 1995 s.3.24 Authorising persons under this subdivision	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO1 Local Government Act 1995 s.3.24 Authorising persons under this subdivision	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO1 Local Government Act 1995 s.3.24 Authorising persons under this subdivision	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO1 Local Government Act 1995 s.3.24 Authorising persons under this subdivision	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO2 Local Government Act 1995 s.3.25 Notices requiring certain things to be done by owner or occupier of land	19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.

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Delegation	Date	Type	Amendment	References
AUTHO2 Local Government Act 1995 s.3.25 Notices requiring certain things to be done by owner or occupier of land	21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
AUTHO2 Local Government Act 1995 s.3.25 Notices requiring certain things to be done by owner or occupier of land	6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
AUTHO2 Local Government Act 1995 s.3.25 Notices requiring certain things to be done by owner or occupier of land	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO2 Local Government Act 1995 s.3.25 Notices requiring certain things to be done by owner or occupier of land	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO2 Local Government Act 1995 s.3.25 Notices requiring certain things to be done by owner or occupier of land	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO2 Local Government Act 1995 s.3.25 Notices requiring certain things to be done by owner or occupier of land	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO3 Local Government Act 1995 s.9.16 Notice, giving of to alleged offender	19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
AUTHO3 Local Government Act 1995 s.9.16 Notice, giving of to alleged offender	21 Sep 2022	Amended delegation	The CEO approved add the position of Ranger Coordinator.	Synergy Reference N18564

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Delegation	Date	Type	Amendment	References
AUTHO3 Local Government Act 1995 s.9.16 Notice, giving of to alleged offender	6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
AUTHO3 Local Government Act 1995 s.9.16 Notice, giving of to alleged offender	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO3 Local Government Act 1995 s.9.16 Notice, giving of to alleged offender	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO3 Local Government Act 1995 s.9.16 Notice, giving of to alleged offender	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO3 Local Government Act 1995 s.9.16 Notice, giving of to alleged offender	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO4 Local Government Act 1995 s.9.29 Representing local government in court	19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
AUTHO4 Local Government Act 1995 s.9.29 Representing local government in court	21 Sep 2022	Amended delegation	The CEO approved add the position of Ranger Coordinator.	Synergy Reference N18564
AUTHO4 Local Government Act 1995 s.9.29 Representing local government in court	6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
AUTHO4 Local Government Act 1995 s.9.29 Representing local government in court	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.

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Delegation	Date	Type	Amendment	References
AUTHO4 Local Government Act 1995 s.9.29 Representing local government in court	18 Oct 2023	Amended delegation	The A/CEO approved to change the title A/Director Corporate Services to Deputy Chief Executive Officer.	Synergy Record No. N20606.
AUTHO4 Local Government Act 1995 s.9.29 Representing local government in court	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO4 Local Government Act 1995 s.9.29 Representing local government in court	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO4 Local Government Act 1995 s.9.29 Representing local government in court	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO5 Local Government Act 1995 s.9.31 Terms used	19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
AUTHO5 Local Government Act 1995 s.9.31 Terms used	21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
AUTHO5 Local Government Act 1995 s.9.31 Terms used	6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
AUTHO5 Local Government Act 1995 s.9.31 Terms used	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO5 Local Government Act 1995 s.9.31 Terms used	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO5 Local Government Act 1995 s.9.31 Terms used	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.

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Delegation	Date	Type	Amendment	References
AUTHO5 Local Government Act 1995 s.9.31 Terms used	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO6 Local Government (Miscellaneous Provisions) Act 1960 s.449 Pounds, establishing; poundkeepers and rangers, appointing	21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
AUTHO6 Local Government (Miscellaneous Provisions) Act 1960 s.449 Pounds, establishing; poundkeepers and rangers, appointing	6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
AUTHO6 Local Government (Miscellaneous Provisions) Act 1960 s.449 Pounds, establishing; poundkeepers and rangers, appointing	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO6 Local Government (Miscellaneous Provisions) Act 1960 s.449 Pounds, establishing; poundkeepers and rangers, appointing	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO6 Local Government (Miscellaneous Provisions) Act 1960 s.449 Pounds, establishing; poundkeepers and rangers, appointing	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.

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Delegation	Date	Type	Amendment	References
AUTHO6 Local Government (Miscellaneous Provisions) Act 1960 s.449 Pounds, establishing; poundkeepers and rangers, appointing	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO7 SDWK Local Government Property Local Law 9.1 Authorised person to be obeyed and 9.2 Persons may be directed to leave local government property	19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
AUTHO7 SDWK Local Government Property Local Law 9.1 Authorised person to be obeyed and 9.2 Persons may be directed to leave local government property	21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
AUTHO7 SDWK Local Government Property Local Law 9.1 Authorised person to be obeyed and 9.2 Persons may be directed to leave local government property	6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
AUTHO7 SDWK Local Government Property Local Law 9.1 Authorised person to be obeyed and 9.2 Persons may be directed to leave local government property	2 Aug 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding the Executive Services Project Director, Manager Community Development FX, and the Recovery and Fitzroy Crossing Senior Operations Manager.	Synergy Record No. N20035.
AUTHO7 SDWK Local Government Property Local Law 9.1 Authorised person to be obeyed and 9.2 Persons may be directed to leave local government property	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.

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Delegation	Date	Type	Amendment	References
AUTHO7 SDWK Local Government Property Local Law 9.1 Authorised person to be obeyed and 9.2 Persons may be directed to leave local government property	18 Oct 2023	Amended delegation	The Acting CEO approve the changes: Delete Director Corporate and Community Services, A/Director Corporate Services, and Team Leader Customer Services. Added Deputy Chief Executive Officer, Senior Customer Service and Tourism Officer and Corporate Services Manager.	Synergy Record No. N20606.
AUTHO7 SDWK Local Government Property Local Law 9.1 Authorised person to be obeyed and 9.2 Persons may be directed to leave local government property	16 Nov 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve the changes to AUTHO77: Add in Manager of Ports, add in Aquatic and Recreation Officer and delete FX Senior Customer Services Officer.	Synergy Record No. I59635.
AUTHO7 SDWK Local Government Property Local Law 9.1 Authorised person to be obeyed and 9.2 Persons may be directed to leave local government property	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO7 SDWK Local Government Property Local Law 9.1 Authorised person to be obeyed and 9.2 Persons may be directed to leave local government property	9 Jul 2024	Amended delegation	The CEO approved a change to the title Senior Customer Service and Tourism Officer to Team Leader Operations for AUTHO7.	Synergy Record No. N21810.
AUTHO7 SDWK Local Government Property Local Law 9.1 Authorised person to be obeyed and 9.2 Persons may be directed to leave local government property	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO7 SDWK Local Government Property Local Law 9.1 Authorised person to be obeyed and 9.2 Persons may be directed to leave local government property	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	Date	Type	Amendment	References
AUTHO8 SDWK Local Government Property Law 10.1 Offence to fail to comply with notice and 10.2 Local government may undertake requirements of notice	19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
AUTHO8 SDWK Local Government Property Law 10.1 Offence to fail to comply with notice and 10.2 Local government may undertake requirements of notice	21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
AUTHO8 SDWK Local Government Property Law 10.1 Offence to fail to comply with notice and 10.2 Local government may undertake requirements of notice	6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
AUTHO8 SDWK Local Government Property Law 10.1 Offence to fail to comply with notice and 10.2 Local government may undertake requirements of notice	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO8 SDWK Local Government Property Law 10.1 Offence to fail to comply with notice and 10.2 Local government may undertake requirements of notice	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO8 SDWK Local Government Property Law 10.1 Offence to fail to comply with notice and 10.2 Local government may undertake requirements of notice	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.

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Delegation	Date	Type	Amendment	References
AUTHO8 SDWK Local Government Property Law 10.1 Offence to fail to comply with notice and 10.2 Local government may undertake requirements of notice	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO9 SDWK Local Government Property Law 10.3 Offences and general penalty	19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
AUTHO9 SDWK Local Government Property Law 10.3 Offences and general penalty	21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
AUTHO9 SDWK Local Government Property Law 10.3 Offences and general penalty	6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
AUTHO9 SDWK Local Government Property Law 10.3 Offences and general penalty	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO9 SDWK Local Government Property Law 10.3 Offences and general penalty	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO9 SDWK Local Government Property Law 10.3 Offences and general penalty	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO9 SDWK Local Government Property Law 10.3 Offences and general penalty	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO10 SDWK Local Government Property Law 10.4 Prescribed offences and 10.5 Form of notices	19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.

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Delegation	Date	Type	Amendment	References
AUTHO10 SDWK Local Government Property Law 10.4 Prescribed offences and 10.5 Form of notices	21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
AUTHO10 SDWK Local Government Property Law 10.4 Prescribed offences and 10.5 Form of notices	6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
AUTHO10 SDWK Local Government Property Law 10.4 Prescribed offences and 10.5 Form of notices	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO10 SDWK Local Government Property Law 10.4 Prescribed offences and 10.5 Form of notices	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO10 SDWK Local Government Property Law 10.4 Prescribed offences and 10.5 Form of notices	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO10 SDWK Local Government Property Law 10.4 Prescribed offences and 10.5 Form of notices	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO11 SDWK Local Government Property Law 10.6 Evidence of determination	19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
AUTHO11 SDWK Local Government Property Law 10.6 Evidence of determination	21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
AUTHO11 SDWK Local Government Property Law 10.6 Evidence of determination	6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843

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Delegation	Date	Type	Amendment	References
AUTHO11 SDWK Local Government Property Law 10.6 Evidence of determination	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO11 SDWK Local Government Property Law 10.6 Evidence of determination	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO11 SDWK Local Government Property Law 10.6 Evidence of determination	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO11 SDWK Local Government Property Law 10.6 Evidence of determination	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO12 Dog Act 1976 3. Terms used (authorised person)	21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
AUTHO12 Dog Act 1976 3. Terms used (authorised person)	6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
AUTHO12 Dog Act 1976 3. Terms used (authorised person)	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO12 Dog Act 1976 3. Terms used (authorised person)	8 Apr 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO12 Dog Act 1976 3. Terms used (authorised person)	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO12 Dog Act 1976 3. Terms used (authorised person)	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO12 Dog Act 1976 3. Terms used (authorised person)	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	Date	Type	Amendment	References
AUTHO13 Caravan Parks and Camping Grounds Act 1995 s.17 Appointment of authorised person and s.17A Assistance from member of Police Force	19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
AUTHO13 Caravan Parks and Camping Grounds Act 1995 s.17 Appointment of authorised person and s.17A Assistance from member of Police Force	21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
AUTHO13 Caravan Parks and Camping Grounds Act 1995 s.17 Appointment of authorised person and s.17A Assistance from member of Police Force	6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
AUTHO13 Caravan Parks and Camping Grounds Act 1995 s.17 Appointment of authorised person and s.17A Assistance from member of Police Force	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO13 Caravan Parks and Camping Grounds Act 1995 s.17 Appointment of authorised person and s.17A Assistance from member of Police Force	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO13 Caravan Parks and Camping Grounds Act 1995 s.17 Appointment of authorised person and s.17A Assistance from member of Police Force	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO14 Caravan Parks and Camping Grounds Act 1995 s.23 Infringement notices	19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.

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Delegation	Date	Type	Amendment	References
AUTHO14 Caravan Parks and Camping Grounds Act 1995 s.23 Infringement notices	21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
AUTHO14 Caravan Parks and Camping Grounds Act 1995 s.23 Infringement notices	6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
AUTHO14 Caravan Parks and Camping Grounds Act 1995 s.23 Infringement notices	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO14 Caravan Parks and Camping Grounds Act 1995 s.23 Infringement notices	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO14 Caravan Parks and Camping Grounds Act 1995 s.23 Infringement notices	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO14 Caravan Parks and Camping Grounds Act 1995 s.23 Infringement notices	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO15 Bush Fires Act 1954 s.38. Local government may appoint bush fire control officer (Bush Fire Control Officer)	6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
AUTHO15 Bush Fires Act 1954 s.38. Local government may appoint bush fire control officer (Bush Fire Control Officer)	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO15 Bush Fires Act 1954 s.38. Local government may appoint bush fire control officer (Bush Fire Control Officer)	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.

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Delegation	Date	Type	Amendment	References
AUTHO15 Bush Fires Act 1954 s.38. Local government may appoint bush fire control officer (Bush Fire Control Officer)	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO16 Bush Fires Act 1954 s.38. Local government may appoint bush fire control officer (Deputy Chief Bush Fire Control Officer)	21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
AUTHO16 Bush Fires Act 1954 s.38. Local government may appoint bush fire control officer (Deputy Chief Bush Fire Control Officer)	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO16 Bush Fires Act 1954 s.38. Local government may appoint bush fire control officer (Deputy Chief Bush Fire Control Officer)	8 May 2024	Amended delegation	Review of authorisation.	Synergy Record No. N21571.
AUTHO16 Bush Fires Act 1954 s.38. Local government may appoint bush fire control officer (Deputy Chief Bush Fire Control Officer)	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO17 Bush Fires Act 1954 s.59 Prosecution of offences and s.59A Alternative procedure – infringement notices	21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
AUTHO17 Bush Fires Act 1954 s.59 Prosecution of offences and s.59A Alternative procedure – infringement notices	6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843

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Delegation	Date	Type	Amendment	References
AUTHO17 Bush Fires Act 1954 s.59 Prosecution of offences and s.59A Alternative procedure – infringement notices	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO17 Bush Fires Act 1954 s.59 Prosecution of offences and s.59A Alternative procedure – infringement notices	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO17 Bush Fires Act 1954 s.59 Prosecution of offences and s.59A Alternative procedure – infringement notices	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO17 Bush Fires Act 1954 s.59 Prosecution of offences and s.59A Alternative procedure – infringement notices	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO18 Control of Vehicles (Off Road Areas) Act 1978 s.38 Authorised persons	21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
AUTHO18 Control of Vehicles (Off Road Areas) Act 1978 s.38 Authorised persons	6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
AUTHO18 Control of Vehicles (Off Road Areas) Act 1978 s.38 Authorised persons	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO18 Control of Vehicles (Off Road Areas) Act 1978 s.38 Authorised persons	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO18 Control of Vehicles (Off Road Areas) Act 1978 s.38 Authorised persons	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.

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Delegation	Date	Type	Amendment	References
AUTHO18 Control of Vehicles (Off Road Areas) Act 1978 s.38 Authorised persons	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO19 Food Act 2008 s.122 Appointment of authorised officers	19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
AUTHO19 Food Act 2008 s.122 Appointment of authorised officers	21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
AUTHO19 Food Act 2008 s.122 Appointment of authorised officers	6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
AUTHO19 Food Act 2008 s.122 Appointment of authorised officers	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO19 Food Act 2008 s.122 Appointment of authorised officers	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO19 Food Act 2008 s.122 Appointment of authorised officers	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO19 Food Act 2008 s.122 Appointment of authorised officers	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO20 Food Act 2008 s.126 Infringement notices	19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
AUTHO20 Food Act 2008 s.126 Infringement notices	21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564

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Delegation	Date	Type	Amendment	References
AUTHO20 Food Act 2008 s.126 Infringement notices	6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
AUTHO20 Food Act 2008 s.126 Infringement notices	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO20 Food Act 2008 s.126 Infringement notices	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO20 Food Act 2008 s.126 Infringement notices	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO20 Food Act 2008 s.126 Infringement notices	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO21 Health (Asbestos) Regulations 1992 r.15D Infringement Notices	19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
AUTHO21 Health (Asbestos) Regulations 1992 r.15D Infringement Notices	21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy reference N18564
AUTHO21 Health (Asbestos) Regulations 1992 r.15D Infringement Notices	6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
AUTHO21 Health (Asbestos) Regulations 1992 r.15D Infringement Notices	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO21 Health (Asbestos) Regulations 1992 r.15D Infringement Notices	8 Apr 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO21 Health (Asbestos) Regulations 1992 r.15D Infringement Notices	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.

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Delegation	Date	Type	Amendment	References
AUTHO21 Health (Asbestos) Regulations 1992 r.15D Infringement Notices	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO21 Health (Asbestos) Regulations 1992 r.15D Infringement Notices	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO22 Litter Act 1979 s.27 Authorised officers, powers of	19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
AUTHO22 Litter Act 1979 s.27 Authorised officers, powers of	21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy reference N18564
AUTHO22 Litter Act 1979 s.27 Authorised officers, powers of	6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
AUTHO22 Litter Act 1979 s.27 Authorised officers, powers of	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO22 Litter Act 1979 s.27 Authorised officers, powers of	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO22 Litter Act 1979 s.27 Authorised officers, powers of	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO22 Litter Act 1979 s.27 Authorised officers, powers of	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO23 Public Health Act 2016 s.24 Designation of authorised officers	19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
AUTHO23 Public Health Act 2016 s.24 Designation of authorised officers	21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564

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Delegation	Date	Type	Amendment	References
AUTHO23 Public Health Act 2016 s.24 Designation of authorised officers	6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
AUTHO23 Public Health Act 2016 s.24 Designation of authorised officers	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO23 Public Health Act 2016 s.24 Designation of authorised officers	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO23 Public Health Act 2016 s.24 Designation of authorised officers	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO23 Public Health Act 2016 s.24 Designation of authorised officers	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO24 SDWK Bushfire Brigade Local Law s.1.2 Definitions	21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy reference N18564
AUTHO24 SDWK Bushfire Brigade Local Law s.1.2 Definitions	6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843
AUTHO24 SDWK Bushfire Brigade Local Law s.1.2 Definitions	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO24 SDWK Bushfire Brigade Local Law s.1.2 Definitions	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO24 SDWK Bushfire Brigade Local Law s.1.2 Definitions	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO24 SDWK Bushfire Brigade Local Law s.1.2 Definitions	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	Date	Type	Amendment	References
AUTHO25 SDWK Local Government Property Local Law 3.15 Permit required for possession and consumption of liquor	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO25 SDWK Local Government Property Local Law 3.15 Permit required for possession and consumption of liquor	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO25 SDWK Local Government Property Local Law 3.15 Permit required for possession and consumption of liquor	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO25 SDWK Local Government Property Local Law 3.15 Permit required for possession and consumption of liquor	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO26 Health (Miscellaneous Provisions) Act 1911 s.12 Powers of Chief Health Officer and authorised officers & s.26 Powers of local government	19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
AUTHO26 Health (Miscellaneous Provisions) Act 1911 s.12 Powers of Chief Health Officer and authorised officers & s.26 Powers of local government	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO26 Health (Miscellaneous Provisions) Act 1911 s.12 Powers of Chief Health Officer and authorised officers & s.26 Powers of local government	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.

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Delegation	Date	Type	Amendment	References
AUTHO26 Health (Miscellaneous Provisions) Act 1911 s.12 Powers of Chief Health Officer and authorised officers & s.26 Powers of local government	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO26 Health (Miscellaneous Provisions) Act 1911 s.12 Powers of Chief Health Officer and authorised officers & s.26 Powers of local government	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO27 Health (Miscellaneous Provisions) Act 1911 s.145 Authorised officer may order house or things to be cleansed	19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
AUTHO27 Health (Miscellaneous Provisions) Act 1911 s.145 Authorised officer may order house or things to be cleansed	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO27 Health (Miscellaneous Provisions) Act 1911 s.145 Authorised officer may order house or things to be cleansed	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO27 Health (Miscellaneous Provisions) Act 1911 s.145 Authorised officer may order house or things to be cleansed	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO27 Health (Miscellaneous Provisions) Act 1911 s.145 Authorised officer may order house or things to be cleansed	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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Delegation	Date	Type	Amendment	References
AUTHO28 Health (Miscellaneous Provisions) Act 1911 s.157 Register of lodgers to be kept	19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
AUTHO28 Health (Miscellaneous Provisions) Act 1911 s.157 Register of lodgers to be kept	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO28 Health (Miscellaneous Provisions) Act 1911 s.157 Register of lodgers to be kept	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO28 Health (Miscellaneous Provisions) Act 1911 s.157 Register of lodgers to be kept	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO28 Health (Miscellaneous Provisions) Act 1911 s.157 Register of lodgers to be kept	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO29 Health (Miscellaneous Provisions) Act 1911 s.181 Removal of offensive matter; s.183 Immediate action in respect of nuisances; s.184 Mode of dealing with nuisances	19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
AUTHO29 Health (Miscellaneous Provisions) Act 1911 s.181 Removal of offensive matter; s.183 Immediate action in respect of nuisances; s.184 Mode of dealing with nuisances	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.

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Delegation	Date	Type	Amendment	References
AUTHO29 Health (Miscellaneous Provisions) Act 1911 s.181 Removal of offensive matter; s.183 Immediate action in respect of nuisances; s.184 Mode of dealing with nuisances	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO29 Health (Miscellaneous Provisions) Act 1911 s.181 Removal of offensive matter; s.183 Immediate action in respect of nuisances; s.184 Mode of dealing with nuisances	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO29 Health (Miscellaneous Provisions) Act 1911 s.181 Removal of offensive matter; s.183 Immediate action in respect of nuisances; s.184 Mode of dealing with nuisances	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Resolution Number CCO14/25
AUTHO30 Health (Miscellaneous Provisions) Act 1911 s349 Entry, s.352 Duty of police officers and authorised officers, s.358 Prosecutions of offences & Power to inspect register of births and deaths	19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
AUTHO30 Health (Miscellaneous Provisions) Act 1911 s349 Entry, s.352 Duty of police officers and authorised officers, s.358 Prosecutions of offences & Power to inspect register of births and deaths	6 Jul 2023	Amended delegation	The Director Strategic Business used AUTHO33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843

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Delegation	Date	Type	Amendment	References
AUTHO30 Health (Miscellaneous Provisions) Act 1911 s349 Entry, s.352 Duty of police officers and authorised officers, s.358 Prosecutions of offences & Power to inspect register of births and deaths	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO30 Health (Miscellaneous Provisions) Act 1911 s349 Entry, s.352 Duty of police officers and authorised officers, s.358 Prosecutions of offences & Power to inspect register of births and deaths	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO30 Health (Miscellaneous Provisions) Act 1911 s349 Entry, s.352 Duty of police officers and authorised officers, s.358 Prosecutions of offences & Power to inspect register of births and deaths	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO30 Health (Miscellaneous Provisions) Act 1911 s349 Entry, s.352 Duty of police officers and authorised officers, s.358 Prosecutions of offences & Power to inspect register of births and deaths	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO31 Environmental Protection Act 1986 s.87 Authorised person, appointment of & s.88 Inspectors, appointment and purposes of	19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.

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Delegation	Date	Type	Amendment	References
AUTHO31 Environmental Protection Act 1986 s.87 Authorised person, appointment of & s.88 Inspectors, appointment and purposes of	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO31 Environmental Protection Act 1986 s.87 Authorised person, appointment of & s.88 Inspectors, appointment and purposes of	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO31 Environmental Protection Act 1986 s.87 Authorised person, appointment of & s.88 Inspectors, appointment and purposes of	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO31 Environmental Protection Act 1986 s.87 Authorised person, appointment of & s.88 Inspectors, appointment and purposes of	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO32 F,P, and Infring. Not. Enforce. Act 1994 s.13 Approved Prosecuting Authorities and Officers	19 Aug 2022	Amended delegation	The CEO approved to change the position title of Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
AUTHO32 F,P, and Infring. Not. Enforce. Act 1994 s.13 Approved Prosecuting Authorities and Officers	21 Sep 2022	Amended delegation	The CEO approved to add the position of Ranger Coordinator.	Synergy Reference N18564
AUTHO32 F,P, and Infring. Not. Enforce. Act 1994 s.13 Approved Prosecuting Authorities and Officers	6 Jul 2023	Amended delegation	The Director Strategic Business used AUTH33 to approve adding in the position of Project Officer (Development Services).	Synergy Record No. N19843

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Delegation	Date	Type	Amendment	References
AUTHO32 F,P, and Infring. Not. Enforce. Act 1994 s.13 Approved Prosecuting Authorities and Officers	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO32 F,P, and Infring. Not. Enforce. Act 1994 s.13 Approved Prosecuting Authorities and Officers	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO32 F,P, and Infring. Not. Enforce. Act 1994 s.13 Approved Prosecuting Authorities and Officers	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.
AUTHO32 F,P, and Infring. Not. Enforce. Act 1994 s.13 Approved Prosecuting Authorities and Officers	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO33 Local Government Act 1995 s5.45 Other matters relevant to delegations under this Division (Acting Through on behalf of the Chief Executive Officer)	15 Mar 2023	New delegation	New authorisation for CEO to perform any of their functions by giving 'acting through' authority to Director Strategic Business.	Synergy Record No. N19361.
AUTHO33 Local Government Act 1995 s5.45 Other matters relevant to delegations under this Division (Acting Through on behalf of the Chief Executive Officer)	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO33 Local Government Act 1995 s5.45 Other matters relevant to delegations under this Division (Acting Through on behalf of the Chief Executive Officer)	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.

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Delegation	Date	Type	Amendment	References
AUTHO33 Local Government Act 1995 s5.45 Other matters relevant to delegations under this Division (Acting Through on behalf of the Chief Executive Officer)	10 Oct 2024	Amended delegation	The CEO approved amendment to delegates for AUTHO33.	Synergy Record No. N22235.
AUTHO33 Local Government Act 1995 s5.45 Other matters relevant to delegations under this Division (Acting Through on behalf of the Chief Executive Officer)	22 May 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO34 SDWK Parking Local Law 1.4 Interpretation AUTHO34 SDWK Parking Local Law 1.4 Interpretation	15 Feb 2023	New delegation	Council endorsed the draft Local Law on 24 November 2022, Item. 14.1, Res. 153/22. The law was gazetted in the Western Australian Government Gazette 15 February 2023, No. 18.	OCM 24.11.2022, Res. 153/22. The Director Strategic Business used AUTHO33 to approve adding the Authorised Officers. Synergy Record No. N20273.
AUTHO34 SDWK Parking Local Law 1.4 Interpretation AUTHO34 SDWK Parking Local Law 1.4 Interpretation	13 Oct 2023	Amended delegation	The Director Strategic Business used AUTHO33 to review and approve authorisation.	Synergy Record No. N20605.
AUTHO34 SDWK Parking Local Law 1.4 Interpretation AUTHO34 SDWK Parking Local Law 1.4 Interpretation	8 May 2024	Amended delegation	The CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N21571.
AUTHO34 SDWK Parking Local Law 1.4 Interpretation AUTHO34 SDWK Parking Local Law 1.4 Interpretation	12 Nov 2024	Amended delegation	The Acting CEO approved amendments to delegates to reflect current organisational structure.	Synergy Record No. N22323.

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Delegation	Date	Type	Amendment	References
AUTHO34 SDWK Parking Local Law 1.4 Interpretation AUTHO34 SDWK Parking Local Law 1.4 Interpretation	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO35 Local Government Act 1995 s5.45 Other matters relevant to delegations under this Division, (d) manage the day to day operations of the local government, (Acting Through on behalf of the Chief Executive Officer)	7 Jun 2024	New delegation	New authorisation for CEO to perform specific functions of s.5.41 (d) of the Local Government Act 1995 by giving 'acting through' authority to Manager of People and Culture.	Synergy Record No. N21733.
AUTHO35 Local Government Act 1995 s5.45 Other matters relevant to delegations under this Division, (d) manage the day to day operations of the local government, (Acting Through on behalf of the Chief Executive Officer)	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO36 Short Term Rental Accommodation Regulations 2024 r.9 (3) Certificate Evidence	12 Nov 2024	New delegation	New authorisation for certificate evidence of certain matters that may be relied upon by the Commissioner.	Synergy Record No. N22323.
AUTHO36 Short Term Rental Accommodation Regulations 2024 r.9 (3) Certificate Evidence	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25
AUTHO37 Building Act 2011 s.93 Changing Building Standards, requirements, as to existing buildings (Inspection of barrier to private swimming pool)	12 Nov 2024	New delegation	New authorisation for authorised persons to inspect a barrier to private swimming pools for the purpose of monitoring that the regulations have been complied with.	Synergy Record No. N22323.

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Delegation	Date	Type	Amendment	References
AUTHO37 Building Act 2011 s.93 Changing Building Standards, requirements, as to existing buildings (Inspection of barrier to private swimming pool)	24 Apr 2025	Amended delegation	Annual Review of Delegations May 2025	OCM 22 May 2025, Agenda Item 12.4, Resolution Number CCO14/25

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