Shire of Collie
Delegations Register 2026/2027

REVIEW

Reviewed by	Date approved	References
Council	11 Aug 2026	OCM11 August 2026 res 9814

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INTRODUCTION

Council is responsible for the overall governance of the Shire's functions. The Chief Executive Officer (CEO) is responsible for the day-to-day management of the administration of the Shire's functions amongst other functions such as advising Council.

Delegation of authority, where allowed, allows for efficient and timely decision making by local governments. Conditions or limitations may be incorporated into delegations such as limiting the circumstances in which a delegation can be exercised or imposing financial or other limits to the delegated power.

The delegation of a power or duty does not preclude a delegator from exercising or performing that power or duty itself or by acting through any employee authorised, by job description or otherwise, to carry out a function as the agent of, and on behalf of, the local government in accordance with approved policies.

A person granted a delegation is not obliged to exercise the delegated power and may, if circumstances indicate, refer the decision back to the delegator. Legislation varies in how delegation of authority is provided for, including limitations, conditions and reporting or review requirements. Reviews of delegations, where required by law, are the responsibilities of the delegator.

Under the Local Government Act 1995 (the Act) and some other legislation, persons affected by specified decisions made under delegated authority have a right under Part 9 Division 1 of the Act to lodge an objection to the decision, which must be considered by Council, and/or to seek a review of the decision by the State Administrative Tribunal.

1.1 Delegations by Local Government

The Act allows for the local government (Council) to delegate to the Chief Executive Officer the exercise of any of its power or the discharge of any of its duties under the Act (except for matters referred to in section 1.2 below) in order to effectively manage the day-to-day operations of the Shire.

The main consideration for a local government when deciding if it should delegate a power or duty is whether the delegation will improve the efficiency of the local government's operations whilst ensuring that its policies are consistently implemented.

Some legislation may restrict the local government to delegating a power or function only to the local government CEO, although some acts provide for the local government to delegate to persons other than the CEO, such as other local government employees or committees.

The CEO may further delegate those powers to other officers only if sub-delegation is permitted by the legislation.

The Act also allows for the CEO to delegate any powers or discharge of any of the CEO's duties to another employee other than the power of delegation itself (s5.44(4)). There is no power other than for the CEO to delegate a power.

The ability to delegate a statutory function, power or duty must be described in a piece of legislation and is known as the power of delegation. It may be stated as a duty, function or power depending on the legislation. Delegations or authorisations may occur under legislation other than the Act, its regulations and the local government's local law including but not limited to:

- *Local Government Act 1995*
- *Planning and Development Act 2005*
- *Dog Act 1976*
- *Cat Act 2011*
- *Bush Fires Act 1954 and any local law created under that Act*
- *Litter Act 1979*
- *Local Government (Miscellaneous Provisions) Act 1960*
- *Caravan Parks and Camping Grounds Act 1995*
- *Control of Vehicle (Off-Road Areas) Act 1978*
- *Building Act 2011*
- *Food Act 2008*

A Council delegation is not required where the legislation confers a specified function or power directly on the CEO or another defined class of authorised persons.

1.2 Matters which cannot be delegated

The following cannot be delegated by Council to the CEO under the Act (s5.43):

- Any power or duty that requires a decision of an absolute majority of the Council
- Accepting a tender which exceeds an amount determined by the local government
- Appointing an auditor
- Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government
- Any of the local government's powers under
    - s.5.98 – Fees etc for council members
    - s.5.98A – Allowance for deputy President
    - s.5.99 – Annual fee for council members in lieu of fees for attending meetings
    - s.5.99A – Allowances for council members
    - s5.100 – Payment for certain committee members

- Borrowing money on behalf of the local government
- Hearing or determining an objection of a kind referred to in s9.5
- The power under s9.49A(4) to authorise a person to sign documents on behalf of the local government
- Any power or duty that requires the approval of the Minister for the Governor

1.3 Conditions

The following conditions apply to delegations:-

- The delegations commence from 1 September 2025 and remain in place until Council next reviews the delegations
- The Chief Executive Officer as empowered by the *Local Government Act 1995* may delegate these delegations to other officers of Council as authorised by Council resolution and statutes. These sub delegations to other Council officers are not to be sub delegated further to any other officers.
- The Chief Executive Officer is to place constraints and limitations upon delegations as deemed necessary.
- Delegation of decision making powers are to be recorded in the Delegations Register.
- Officers exercising powers given by delegation are to keep records of when the power or duty was exercised, and the persons, or classes of persons directly affected by the exercise of the power or duty.
- The requirements of Financial Interest and other Interest provisions that may imply influence on the officer are to be adhered to at all times, where an officer has such an interest the decision is to be referred to the Chief Executive Officer.

DELEGATIONS

02 Local Government Act 1995 Delegations

02.2 Council to CEO

Delegation	**2.2.1 Authorise a Persons to Perform Specified Functions under the Local Government Act 1995**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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.3.24 Authorising persons under this Subdivision s.3.31(2) General Procedure for entering property s.3.39(1) Power to remove and impound s.3.40A(1) Abandoned vehicle wreck may be taken s.9.24(1)(c) and (2)(b) Prosecutions, commencing *Local Government (Miscellaneous Provisions) Act 1960* s.449 Pounds, establishing; poundkeepers and rangers, appointing
Function	1. Authority to authorise persons for the purposes of *Part 3, Division 3, Subdivision 2 – Certain provisions about land* to exercise the Local Government's powers under s.3.25 to 3.27 inclusive, to issue and administer notices requiring certain things to be one by owner or occupier of land *[s.3.24]* 2. Authority to authorise an employee to remove and impound any goods that are involved in a contravention that can lead to impounding *[s.3.39(1)]*. 3. Authority to authorise persons to commence prosecutions for offences under the *Local Government Act 1995* and any Local Laws made under the *Local Government Act 1995 [s.9.24(1)(c) and (2)(b)]*. 4. Authority to authorise an employee to remove and impound a vehicle that has been determined as an abandoned vehicle wreck [s.3.40A(1)]. 5. Authority to appoint fit and proper persons as poundkeepers or rangers [*Misc.Prov.s.449]*.
Delegates	CEO
Conditions	a. A register of Authorisations is to be maintained as a Local Government Record. b. Only persons who are appropriately qualified and trained may be authorised to perform relevant functions. c. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Development Services

Subdelegate conditions	a. A register of Authorisations is to be maintained as a Local Government Record. b. Only persons who are appropriately qualified and trained may be authorised to perform relevant functions. c. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Register of Authorisations and copy of Certificate of Authorisation issued to be retained. R. 19 LG (*Admin*) *Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of delegation by Council - condition added and removal of function.	OCM 9 September 2025 Res 9648
22 Dec 2025	Amended delegation	Review of sub delegation by CEO. Removal of one sub delegate position.	---

Delegation	**2.2.2 Performing Functions Outside the District**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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	1. 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	CEO
Conditions	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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Operations
Subdelegate conditions	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.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	R.19 LG *(Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	9 September 2025
Adoption references	OCM 9 September 2025 Res 9648
Last reviewed	11 August 2026

Delegation	**2.2.3 Compensation - Damage Incurred when Performing Executive Functions**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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	CEO
Conditions	Nil
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	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of delegation by Council. Function 2 added.	OCM 9 September 2025 res 9648

Delegation	**2.2.4 Powers of Entry**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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.3.31 General procedure for enterring property 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 entry to enter onto land to perform any of the local government functions under this Act, other than entry under a Local Law [s3.28]. 2. Authority to authorise persons to enter onto land, premises or thing, without consent of the owner / occupier, unless the owner / occupier objects [s.3.31(2)] 3. Authority to give notice of entry [s.3.32]. 4. Authority to seek and execute an entry under warrant [s.3.33]. 5. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 6. Authority to give notice and effect entry by opening a fence [s.3.36].
Delegates	CEO
Conditions	a. Delegated authority under s.3.34(1) and (3) may only be used, where there is risk to public safety or property. b. When exercising authority to authorise persons under s.3.31(2): • A register of Authorisations is to be maintained as a Local Government Record. • Only persons who are appropriately qualified and trained may be appointed as Authorised persons. • Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Community Emergency Services Manager Director Development Services Director Operations Senior Ranger

Subdelegate conditions	**Director Operations, Director Development Services** **Function:** 1. Authority to exercise powers of entry to enter onto land to perform any of the local government functions under this Act, other than entry under a Local Law [s3.28]. 2. Authority to authorise persons to enter onto land, premises or thing, without consent of the owner / occupier, unless the owner / occupier objects [s.3.31(2)] 3. Authority to give notice of entry [s.3.32]. 4. Authority to seek and execute an entry under warrant [s.3.33]. 5. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. Authority to give notice and effect entry by opening a fence [s.3.36]. **CEO Conditions:** a. Delegated authority under s.3.34(1) and (3) may only be used, where there is risk to public safety or property. b. When exercising authority to authorise persons under s.3.31(2): • A register of Authorisations is to be maintained as a Local Government Record. • Only persons who are appropriately qualified and trained may be appointed as Authorised persons. • Authorisations are to be provided in writing by issuing a Certificate of Authorisation. **Community Services Manager, Senior Ranger** **Function** 1. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. **CEO Conditions** Delegated authority under s.3.34(1) and (3) may only be used, where there is risk to public safety or property.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns
Record keeping	Register of authorised persons and copies of certificates of authorisation to be retained. R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO – amendments as per delegation by Council.	---
9 Sep 2025	Amended delegation	Review of delegation by Council – function 2 added. Council condition a. amended	OCM 9 September 2025 res 9648

Delegation	**2.2.5 Declare Vehicle is Abandoned Vehicle Wreck**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegates	CEO
Conditions	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 2.2.6 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated refer Delegated Authority 1.2.1 Authorise Persons to Perform Specified Functions.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Development Services
Subdelegate conditions	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 2.2.6 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated refer Delegated Authority 1.2.1 Authorise Persons to Perform Specified Functions.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns
Policy	Nil
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
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Delegation	**2.2.6 Confiscated or Uncollected Goods**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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	CEO
Conditions	Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than $20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated - refer Delegated Authority 1.2.1 Authorise Persons to Perform Specified Functions.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Development Services
Subdelegate conditions	Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than $5,000 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. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated - refer Delegated Authority 1.2.1 Authorise Persons to Perform Specified Functions.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*: 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.

Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
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Delegation	**2.2.7 Disposal of Sick or Injured Animals**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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	CEO
Conditions	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	Director Development Services
Subdelegate conditions	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**2.2.8 Close Thoroughfares to Vehicles**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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 Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Function	1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-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; and • 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	CEO
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)] c. Limited to temporary road closures only. Permanent closure of roads must be determined by Council and subject to compliance with *Land Administration Act 1987* s.58.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Operations

Subdelegate conditions	**Function:** 1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 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] **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)] c. Limited to temporary road closures only. Permanent closure of roads must be determined by Council and subject to compliance with *Land Administration Act 1987* s.58.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Land Administration Act. 1987*
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of delegation by Council – condition C added.	OCM 9 September 2025 res 9648
9 Sep 2025	Amended delegation	Review of sub delegation by CEO – sub delegation added.	---

Delegation	**2.2.9 Control Reserves and Certain Unvested Facilities**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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 2 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 Collie that the Shire of Collie could do under s.5 of the *Parks and Reserves Act 189*5. [s.3.54(1)].
Delegates	CEO
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
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	R. 19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**2.2.10 Obstruction of Footpaths and Thoroughfares**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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	L*ocal 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 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; or 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	CEO
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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Operations

Subdelegate 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.
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*
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Sub delegation by CEO – sub delegation added.	---

Delegation	**2.2.11 Gates Across Public Thoroughfares**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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	CEO
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 of Collie's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8.
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*.
Record keeping	R19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**2.2.12 Public Thoroughfare – Dangerous Excavations**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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	CEO
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
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*
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239

Last reviewed	11 August 2026

Delegation	**2.2.13 Crossing – Construction, Repair and Removal**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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	CEO
Conditions	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 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Operations
Subdelegate conditions	Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.*
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*
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239

Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Sub delegation by CEO – sub delegation added	---

Delegation	**2.2.14 Private Works on, over or under Public Places**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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)].
Delegates	CEO
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
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 Determination of Bond Value and Conditions Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.

Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**2.2.15 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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 landowner / 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	CEO
Conditions	Nil
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. *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*
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**2.2.16 Expressions of Interest for Goods and Services**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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 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	CEO
Conditions	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
Subdelegates	Director Corporate Services
Subdelegate conditions	Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services and the intention of the Expression of Interest is to enable a restricted tender in accordance with the *Local Government Act 1995*.
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	WALGA Subscription Service – Procurement Toolkit Council Policy CP2-004 Procurement Policy
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO – delegates reviewed & sub delegation condition updated	---

Delegation	**2.2.17 Tenders for Goods and Services – Call Tenders**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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	CEO
Conditions	Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where: i. The proposed goods or services are required to fulfil a routine contract related to the day-to-day operations of the Local Government; or ii. A current supply contract expiry is imminent; and iii. The value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and iv. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services

Subdelegate conditions	Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where: i. the proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government; or ii. a current supply contract expiry is imminent; and iii. the value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and iv. the tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.
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	Council PolicyCP2-004 Procurement Policy WALGA Subscription Service – Procurement Toolkit
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**2.2.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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 [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 6-months of 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 chosen tenderer 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 5% [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	CEO

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 total consideration under the resulting contract is $250,000 or less; ii. The expense is included in the adopted Annual Budget; and 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 comply with the adopted Purchasing Policy C3.23 and 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
Subdelegates	Director Corporate Services Director Development Services Director Operations Governance Coordinator Manager Engineering & Facilities Manager Operations

Subdelegate conditions	**Directors:** **<u>Function</u>:** 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 [F&G r.18(4)]. **<u>Conditions</u>:** 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. The Tender Evaluation Panel is to consist of a minimum of three panel members with the Director Corporate Services or Governance Coordinator being one of the three panel members. **Technical Services Coordinator, Manager Operations, Governance Coordinator:** **<u>Function</u>:** 1. 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 [F&G r.18(4)]. **<u>Conditions</u>:** The Tender Evaluation Panel is to consist of a minimum of three panel members with the Director Corporate Services or Governance Coordinator being one of the three panel members.
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	Council Policy CP2-004 Procurement Policy WALGA Subscription Service – Procurement Toolkit
Record keeping	R. 19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
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Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of delegation by Council – condition increased from $100,000 to $250,000.	OCM 9 September 2025 res 9648
9 Sep 2025	Amended delegation	Review of sub delegation by CEO – delegates and conditions amended.	---
11 Aug 2026	Amended delegation	Review and amendment of subdelegates by CEO.	---

Delegation	**2.2.19 Tenders for Goods and Services - Exempt Procurement**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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 the Purchasing 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	CEO
Conditions	Tender exempt procurement under F&G r.11(2)(f) may only be approved where a record is retained that evidences: 1. A detailed specification; 2. The outcomes of market testing of the specification; 3. The reasons why market testing has not met the requirements of the specification; 4. Rationale for why the supply is unique and cannot be sourced through other suppliers; and 5. The expense is included in the adopted Annual Budget.
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. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures
Policy	Council PolicyCP2-004 Procurement Policy WALGA Subscription Service – Procurement Toolkit
Record keeping	R. 19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	9 September 2025
Adoption references	OCM 9 September 2025 Res 9648
Last reviewed	11 August 2026

Delegation	**2.2.20 Renewal or Extension of Contracts during a State of Emergency**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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:* Regulation 11 'When tenders have to be publicly invited' 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 3 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 $100 000, and • contracts formed through a public tender.
Delegates	CEO
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 Local Government; ii. It is in the best interests of the Local Government; iii. It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; iv. iIt 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 $100,000 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 Mayor or 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 the Purchasing Policy. e. This authority may only be exercised where the total consideration under the resulting contract is $100,000 or less. f. The CEO cannot sub-delegate this authority.
Express power to subdelegate	Not applicable

Statutory framework	*Local Government (Functions and General) Regulations 1996*
Policy	Council PolicyCP2-004 Procurement Policy WALGA Subscription Service – Procurement Toolkit
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record ofhow and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**2.2.21 Procurement Goods or Services required to address a State of Emergency**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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:* Regulation 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 >$100,000 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)]; and 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	CEO
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 the Purchasing 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 Purchasing 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 Mayor or 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
Express power to subdelegate	Not applicable
Statutory framework	*Local Government (Functions and General) Regulations 1996*
Policy	Council Policy CP2-004 Procurement Policy WALGA Subscription Service – Procurement Toolkit Council Policy
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records

Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**2.2.22 Procurement of Goods or Services**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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* Incurring a Liability
Function	Authority to purchase goods and services.
Delegates	CEO
Conditions	Authority to purchase goods and services up to $250,000. Authority to purchase goods and services $250,000 and above require a Council resolution.
Express power to subdelegate	*Local Government Act 1995* s 5.45 (2) Other matters relevant to delegations under this Division Acting Through Provisions
Subdelegates	Director Corporate Services Director Development Services Director Operations
Subdelegate conditions	**Position Title** **Delegated Amount** Director Corporate Services $125,000 Director Development Services $125,000 Director Operations $125,000 Authorisation for other positions is in accordance with AP019 - Procurment of Goods and Services - Purchasing Authority. Purchasing to be in accordance with Shire of Collie Procurement Framework and relevant policies and procedures. Delegated amount in accordance with annual budget thresholds and the approved Responsible Officer. Purchase Orders are to be raised by a Shire Officer and Authorised by another delegated Authorising Shire Officer for capital expenditure above $5,000 to ensure adequate Separation of Duties. Goods and Services must be confirmed as received by a Verifying Officer. This Verifying Officer must be separate to the Authorising Officer to ensure adequate Separation of Duties.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.

Policy	Council Policy CP2-004 Procurement Policy
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	9 September 2025
Adoption references	OCM 9 September 2025 Res 9648
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
18 Sep 2025	Amended delegation	Review of sub delegation by CEO – Administration and Safety Officer role added.	---
25 Jun 2026	Amended delegation	Removal of sub delegates below director level. Subdelegate authorisation moved to management policy authorisation	---

Delegation	**2.2.23 Disposing of Property**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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.3.58(2) & (3) Disposing of Property *Local Government (Functions and General) Regulations 1996:* R.30 Dispositions of property excluded from Act s.3.58
Function	1. Authority to dispose of property to: a. the highest bidder at public auction [s.3.58(2)(a)]. b. the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with section 3.58 (3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)]. 3. Authority to dispose of property, that is prescribed as exempt from the provisions of s.3.58: a. disposal of land to an adjoining owner, where the market value is less than $5,000 and the delegate has determined that the land would not be of benefit to anyone other than the adjoining owner. [F&G.r.30(2)(a)] b. disposal of land, by lease, to an employee of the local government for use as the employee's residence [F&G.r.30(2)(d)]. c. disposal of land, by lease, for a period of less than 2 years during all or any of which time the lease dose not give the lessee the exclusive use of the land. [F&G..r.30(20(e)] d. disposal of land, by lease, of a residential property to a person for residential purposes [F&G.r.30(2)(f)]. e. disposal of property (other than land / buildings), where the property is disposed within 6 months after it has been unsuccessfully put out to auction, public tender or private treaty via Statewide public notice[F&G.r.(2A) f. disposal of property, other than land / buildings, where the market value is determined as less than $20,000. [F&G r.30(3)(a)] g. disposal of property, other than land / buildings, where the entire consideration received for the disposal is used to purchase other property AND the total value of the other property is not more, or worth more, than $75,000. [F&G.r.30(3)(b)]
Delegates	CEO

Conditions	a. Disposal of land or building assets is limited to matters specified in the Annual Budget. A Council resolution is required. b. When determining the method of disposal: 1. Where a public auction is determined as the method of disposal: - Reserve price has been set by independent valuation. - Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. 2. Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. 3. Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: o Negotiate the sale of the property up to a -10% variance on the valuation; and o Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded. 4. A disposal under Functions and General Regulations 30(2)(a),(f), (2A) or (3)(a),(b), the disposal method selected must obtain a best value outcome for the Local Government. 5. A disposal under Functions and General Regulations 30(2)(d), must be assessed as equitable in context of disposals to other employees of the Local Government. 6. Disposal methodology must consider and where practicable demonstrate environmentally responsible outcomes.
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. *Local Government Act 1995* - s.3.58 Disposal of Property *Local Government (Functions and General) Regulations 1995* – r.30 Dispositions of property excluded from Act s. 3.58 *Land Administration Act 1987* – where Ministerial approval is required before Crown Land may be disposed of.
Policy	Council Policy Disposal of Property
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**2.2.24 Acquisition of Interest in Land by Lease or other Short Term Instrument**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: s.3.59 Commercial enterprises by local governments *Local Government (Functions and General) Regulations 1996:* r.8A Amount prescribed for major land transactions; exempt land transactions prescribed r.8 Exempt land transactions prescribed
Function	1. Authority to acquire an interest in land (includes buildings), by lease or other short term instrument ONLY, where the total value of the consideration and anything done by the Shire of Collie is less than the threshold amount for a major land transaction [s.3.59(1), r.8A(1)]. 2. Authority to acquire an interest in land by lease or other short term instrument ONLY through an exempt land transaction [s.3.59(1), r.8(1)]: a. without intending to produce a profit to the Local Government; and b. without intending that another person will be sold, or given joint or exclusive use of, all or any of the land involved in the transaction.
Delegates	CEO
Conditions	a. Delegation excludes authority to purchase in fee simple land or buildings and is therefore limited to leases, rental or other short term acquisition instruments that do not commit the Local Government for a period greater than 12 months. b. Delegation is limited to acquisitions that are necessary to achieve an objective determined by Council resolution, including objectives identified in the adopted Corporate Business Plan, a Policy or Strategy and for which an associated budget allocation has been included, and is available, in the Annual Budget. NOTE - Examples of acquisitions necessary to achieve an approved objective may include; hire a venue for a community event or short term lease of storage space for equipment while a refurbishment is completed. c. Where the acquisition total consideration value is greater than $50,000, the value is to be verified by at least one written valuation obtained from a suitably licensed valuer not more than 3-months prior to the execution of the associated acquisition contract. d. In accordance with s.5.43, this delegation is limited to acquisitions that have a total consideration value of $50,000 or less. e. Documents that give effect to an acquisition under this delegation, must be executed by a person duly authorised under s.9.49A.
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. *Local Government Act 1995* s.3.59 Commercial enterprises by local Government s.9.49A Execution of documents s.6.2 Annual Budget Corporate Business Plan as adopted by Council *Local Government (Functions and General) Regulations 1995* – Regulations 8A and 8 Residential *Tenancy Act 1987* *Commercial Tenancy (Retail Shops) Agreements Act 1985*
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	9 September 2025
Adoption references	OCM 9 September 2025 Res 9648
Last reviewed	11 August 2026

<table>
<tr><td>Delegation</td><td>2.2.25 Payments from the Municipal or Trust Funds</td></tr>
<tr><td>Head of power</td><td>02 Local Government Act 1995 Delegations</td></tr>
<tr><td>Delegator</td><td>Local Government</td></tr>
<tr><td>Express power to delegate</td><td>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</td></tr>
<tr><td>Express power or duty delegated</td><td>Local Government (Financial Management) Regulations1996:
r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making</td></tr>
<tr><td>Function</td><td>1. Authority to develop procedures that implement appropriate internal controls and risk mitigation for the authorisation and payment of accounts by any method, including but not limited to; cheques, credit cards, computer encryption devices and passwords, purchasing transaction cards, petty cash systems, etc.
2. Authority to make payments from the municipal or trust funds [r.12(1)(a)].</td></tr>
<tr><td>Delegates</td><td>CEO</td></tr>
<tr><td>Conditions</td><td>Authority to make payments is subject to annual budget limitations.</td></tr>
<tr><td>Express power to subdelegate</td><td>Local Government Act 1995:
s.5.44 CEO may delegate some powers and duties to other employees</td></tr>
<tr><td>Subdelegates</td><td>Director Corporate Services
Director Development Services
Finance Manager</td></tr>
<tr><td>Subdelegate conditions</td><td>Authority to make payments from the municipal or trust funds [r.12(1)(a)]

Position Title Authority — Chq Signing/ Cash Withdraw — EFT & Payroll

Director Corporate Services — Yes — Yes

Director Development Services — Yes — Yes

Finance Manager — Yes — Yes

1. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5.
2. 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.
3. Payments by Cheque and EFT must be approved jointly by two Delegates, one of whom must be the CEO, Director Corporate Services or Finance Manager.
4. 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.</td></tr>
</table>

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *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*
Policy	Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards Department of Local Government, Sport and Cultural Industries: Accounting Manual
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of delegation by Council function 1 added.	OCM 9 September 2025 res 9648
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - further detail and conditions added	---

Delegation	**2.2.26 Defer, Grant Discounts, Waive or Write Off Debts**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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.6.12 Power to defer, grant discounts, waive or write off debts
Function	1. Waive a debt which is owed to the Shire of Collie [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of Collie [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire of Collie [s.6.12(1)(c)]
Delegates	CEO
Conditions	a. Write-off a rates or service charge debt up to $500. b. A debt may only be waived where the write off relates to accrued interest. c. A concession may only be granted where a request is made in writing (except for the writing off minor amounts under $10 associated with interest). d. *Food Act 2008* fees for registration, notification and assessment may be waived for applications that are of a charitable or community nature.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Accountant Director Corporate Services Director Development Services Finance Manager Senior Finance Officer
Subdelegate conditions	Position Title — Amount Director Corporate Services — $500 Finance Manager — $300 Accountant — <$50 Senior Finance Officer — <$50 Director Development Services — Up to $200 per individual request relating to Animal fees and charges a. Write-off a rates or service charge debt up to $500. b. A debt may only be waived where the write off relates to accrued interest. c. A concession may only be granted where a request is made in writing (except for the writing off minor amounts under $10 associated with interest). d. *Food Act 2008* fees for registration, notification and assessment may be waived for applications that are of a charitable or community nature

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns
Policy	Collection of Rates Debts – refer Delegations: Agreement as to Payment of Rates and Service Charges Recovery of Rates or Service Charges Recovery of Rates Debts – Require Lessee to Pay Rent Recovery of Rates Debts – Actions to Take Possession of the Land
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of delegation by Council - functions amended	OCM 9 September 2025 res 9648
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to amounts.	---

Delegation	**2.2.27 Power to Invest and Manage Investments**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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	CEO
Conditions	All investment activity must comply with the Financial Management Regulation 19C and Council Policy CS3.8.
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 Finance Manager
Subdelegate conditions	1. Condition in accordance with the investment policy, and in the absence of the Director Corporate Services, the Finance Manager may have the delegated authority as per above. 2. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. 3. 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.
Statutory framework	• *Local Government (Financial Management) Regulations1996* – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a)) • *Local Government Act 1995* - s6.14 • *Local Government (Financial Management) Regulations1996* – r19, r28 and r49 • *The Trustees Amendment Act 1997* - Part III Investments
Policy	• Council Policy CP2-009 • Australian Accounting Standards
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023

Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - conditions added	---

Delegation	**2.2.28 Rate Record Amendment**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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	1. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Delegates	CEO
Conditions	a. Delegates 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 Finance Manager
Subdelegate conditions	Requirements of s6.40 if the Act.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *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	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**2.2.29 Agreement as to Payment of Rates and Service Charges**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*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	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Delegates	CEO
Conditions	a. Agreements must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied. b. Agreements must be consistent with the terms of Council Policy CS3.22.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services
Subdelegate conditions	a. Agreements must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied. b. Agreements must be consistent with the terms of Council Policy CS3.22.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Council Policy CS3.22
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**2.2.30 Determine Due Date for Rates or Service Charges**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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	1. Authority to determine the date on which rates or service charges become due and payable to the Shire of Collie [s.6.50].
Delegates	CEO
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
Subdelegates	Director Corporate Services
Subdelegate 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.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	R.19 *LG (Admin) Regs 1996 r*equires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**2.2.31 Recovery of Rates or Service Charges**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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	CEO
Conditions	Nil
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 Finance Manager
Subdelegate conditions	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**2.2.32 Recovery of Rates Debts – Require Lessee to Pay Rent**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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 of Collie [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	CEO
Conditions	Decisions under this delegation must comply with Council Policy CS3.16.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services
Subdelegate conditions	Decisions under this delegation must comply with Council Policy CS3.16.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *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	Council Policy CS3.16
Record keeping	R. 19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**2.2.33 Recovery of Rates Debts - Actions to Take Possession of the Land**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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) & (3) Actions to be taken s,6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Function	1. Authority to take possession of land and hold the land as 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: i. lease the land, or ii. 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]; or II. cause the land to be transferred to the Shire of Collie [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, services charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Delegates	CEO
Conditions	a. Decisions under this delegation must comply with Council Policies Financial Hardship Policy CP2-003 and Debt Recovery Policy CP2-010 and Administration Procedures PR-018 Debt Recovery Sundry Debtors and PR-019 Debt Recovery Rates. 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 3-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

Subdelegate conditions	a. Decisions under this delegation must comply with Council Policies Financial Hardship Policy CP2-003 and Debt Recovery Policy CP2-010 and Administration Procedures PR-018 Debt Recovery Sundry Debtors and PR-019 Debt Recovery Rates. 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 3-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*. d. Any action to take possession of the land must be supported by the CEO via a memo and subject to a report to Council to obtain Council endorsement.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *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.
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**2.2.34 Rate Record – Objections**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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 whom made the objection [s.6.76(5)].
Delegates	CEO
Conditions	A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services
Subdelegate conditions	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.
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	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation	---

Delegation	**2.2.35 Extend Time for Lodging an Objection**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
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.9.5 Objection may be lodged
Function	1. Authority to extend the time for a person to make an objection regarding a relevant prescribed decision of the Local Government [s.9.5(2)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services
Subdelegate conditions	Nil
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	R. 19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**2.2.36 Shire of Collie Local Laws**
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	*Local Government Act 1995* *Section 3.18 – Performing executive functions under:* Shire of Collie Activities in Thoroughfares and Public Places and Trading Local Law 2012 Shire of Collie Bush Fire Brigades Local Law 2017 Shire of Collie Cemeteries Local Law 2019 Shire of Collie Dogs Local Law 2010 Shire of Collie Extractive Industries Local Law 2015 Shire of Collie Fencing Local Law 2001 Shire of Collie Health Local Law 2001 Shire of Collie Parking Local Laws 2012 Shire of Collie Parking and Parking Facilities Amendment Local Law 2017 Shire of Collie Standing Orders Local Law 2017
Function	Authority to administer and enforce the Shire's Local Laws and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the Shire's Local Laws and the authority to subdelegate this function.
Delegates	CEO
Conditions	Nil.
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 Director Development Services Director Operations
Subdelegate conditions	**Director Corporate Services** Shire of Collie Dogs Local Law 2010 Shire of Collie Cemeteries Local Law 2019 **Director Operations** Shire of Collie Cemeteries Local Law 2019 Shire of Collie Dogs Local Law 2010 **Director Development Services** Shire of Collie Activities in Thoroughfares and Public Places and Trading Local Law 2012 Shire of Collie Bush Fire Brigades Local Law 2017 Shire of Collie Dogs Local Law 2010 Shire of Collie Extractive Industries Local Law 2015 Shire of Collie Fencing Local Law 2001 Shire of Collie Health Local Law 2001 Shire of Collie Parking Local Laws 2012 Shire of Collie Parking and Parking Facilities Amendment Local Law 2017 **Conditions on Sub Delegations** Nil.

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---
22 Sep 2025	Amended delegation	Review of sub delegations by CEO – amendments to Local Laws applicable to each Director.	---

Delegation	**2.3.1 Information to be Available to the Public**
Head of power	02 Local Government Act 1995 Delegations
Delegator	CEO
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 (Administration) Regulations 1996:* r.29B Copies of certain information not to be provided (Act s.5.96) *Local Government Act 1995:* s.5.95(1)(b) & (3)(b) Limits on right to inspect local government information
Function	1. 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]. 2. 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)].
Delegates	Director Corporate Services
Conditions	In accordance with Shire of Collie policies and procedures.
Express power to subdelegate	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	9 September 2025
Adoption references	Delegation by CEO
Last reviewed	11 August 2026

03 Building Act 2011 Delegations

03.1 Council to CEO

Delegation	**3.1.1 Grant a Building Permit**
Head of power	03 Building Act 2011 Delegations
Delegator	Local Government
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	CEO
Conditions	Nil
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	Building Surveyor Director Development Services Manager Planning & Development
Subdelegate conditions	Nil

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
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**3.1.2 Demolition Permits**
Head of power	03 Building Act 2011 Delegations
Delegator	Local Government
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	CEO
Conditions	Nil
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	Building Surveyor Director Development Services Manager Planning & Development
Subdelegate conditions	Nil

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 *Building Services (Complaint Resolution and Administration) Act 2011* –– Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---
19 Oct 2026	Amended delegation	Review and amendment of subdelegates by CEO.	---

Delegation	**3.1.3 Occupancy Permits or Building Approval Certificates**
Head of power	03 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*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	CEO
Conditions	Nil
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	Building Surveyor Director Development Services Manager Planning & Development
Subdelegate conditions	Nil
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*

Record keeping	R.19 *LG (Admin) Regs 1996 r*equires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---
19 Oct 2026	Amended delegation	Review and amendment of subdelegates by CEO.	---

Delegation	**3.1.4 Designate Employees as Authorised Persons**
Head of power	03 Building Act 2011 Delegations
Delegator	Local Government
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. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
Delegates	CEO
Conditions	Decisions under this delegated authority to 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)
Statutory framework	*Building Act 2011:* s.97 requires each person designated as an authorised person must have an identity card.
Record keeping	Register of authorised persons and copies of certificates of authorisation to be retained. R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**3.1.5 Building Orders**
Head of power	03 Building Act 2011 Delegations
Delegator	Local Government
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 noncompliance
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 ; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]..
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Statutory framework	*Building Act 2011:* Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order Section 113 Limitation on effect of building order Section 114 Service of building order Part 9 Review - s.122 Building orders – application for review by SAT.
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239

Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - removal of delegation to others.	---

Delegation	**3.1.6 Inspection and Copies of Building Records**
Head of power	03 Building Act 2011 Delegations
Delegator	Local Government
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	1. Authority to determine an application from a n interested person to inspect and copy a building record [s.131(2)].
Delegates	CEO
Conditions	Nil.
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	Building Surveyor Director Development Services Manager Planning & Development
Subdelegate conditions	Nil
Statutory framework	*Building Act 2011* - s.146 Confidentiality
Record keeping	19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation	---
19 Oct 2026	Amended delegation	Review and amendment of subdelegates by CEO.	---

Delegation	**3.1.7 Authorise persons to commence proceedings**
Head of power	03 Building Act 2011 Delegations
Delegator	Local Government
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.133(1) A permit authority may commence a prosecution for an offence against this Act
Function	Authority to authorise a person to commence a prosecution for an offence against the Building Act 2011 [s.133(1)(b)].
Delegates	CEO
Conditions	Nil
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 Development Services
Subdelegate conditions	Nil
Statutory framework	*Building Act 2011* - s.146 Confidentiality
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
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Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

Delegation	**3.1.8 Referrals and Issuing Certificates**
Head of power	03 Building Act 2011 Delegations
Delegator	Local Government
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 of Collie's District [s.145A(2)].
Delegates	CEO
Conditions	Nil
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	Building Surveyor Director Development Services Manager Planning & Development
Subdelegate conditions	Nil
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	amendment to sub delegates by CEO	---
19 Oct 2026	Amended delegation	Review and amendment of subdelegates by CEO.	---

Delegation	**3.1.9 Private Pool Barrier – Alternative Solutions**
Head of power	03 Building Act 2011 Delegations
Delegator	Local Government
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 compliance 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 solution to a Building Code pool barrier requirement if satisfied that the solution complies with the relevant performance requirement [r.51(5)].
Delegates	CEO
Conditions	Decisions under thisdelegation must be consistent with modifications to AS 1926.1-2012 prescribedin Building Regulation 15B.
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	Building Surveyor Director Development Services Manager Planning & Development
Subdelegate conditions	Decisions under thisdelegation must be consistent with modifications to AS 1926.1-2012 prescribedin Building Regulation 15B.
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

Delegation	**3.1.10 Smoke Alarms – Alternative Solutions**
Head of power	03 Building Act 2011 Delegations
Delegator	Local Government
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	CEO
Conditions	Nil
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	Building Surveyor Director Development Services Manager Planning & Development
Subdelegate conditions	Nil.
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

Delegation	**3.1.11 Appoint approved officers and authorised officers**
Head of power	03 Building Act 2011 Delegations
Delegator	Local Government
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	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Statutory framework	*Building Regulations 2012:* r 70(3) each authorised officer must be issued a certificate of appointment.
Record keeping	Register of Authorisations and copy of Certificate of Authorisation issued to be retained. R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

04 Bush Fires Act 1954 Delegations

04.1 Council to CEO and Bush Fire Control Officer

Delegation	**4.1.1 Make Request to FES Commissioner – Control of Fire**
Head of power	04 Bush Fires Act 1954 Delegations
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.13(4) Duties and powers of bush fire liaison officers
Function	Authority to request on behalf of the Shire of Collie that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**4.1.2 Prohibited Burning Times - Vary**
Head of power	04 Bush Fires Act 1954 Delegations
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 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 Bush Fire Control Officer Shire President
Conditions	a. Decisions under s,17(7) must be undertake jointly by both the [President / Mayor] and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**4.1.3 Prohibited Burning Times – Control Activities**
Head of power	04 Bush Fires Act 1954 Delegations
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.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
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 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)]. 4. 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)]. 5. Authority to recover the cost of measures taken by the Shire of Collie 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	CEO
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**4.1.4 Restricted Burning Times – Vary and Control Activities**
Head of power	04 Bush Fires Act 1954 Delegations
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.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
Function	1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. 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)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. 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)]. 5. 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]. 6. 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)]. 7. Authority to recover the cost of measures taken by the Shire of Collie 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	CEO
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)

Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**4.1.5 Control of Operations Likely to Create Bush Fire Danger**
Head of power	04 Bush Fires Act 1954 Delegations
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.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].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**4.1.6 Burning Garden Refuse / Open Air Fires**
Head of power	04 Bush Fires Act 1954 Delegations
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.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 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 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	CEO
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	R19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239

Last reviewed	11 August 2026

Delegation	**4.1.7 Fire-Breaks**
Head of power	04 Bush Fires Act 1954 Delegations
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 fire-breaks
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 of Collie: a. clearing of fire-breaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. d. determine that these matters have been acted upon to the satisfaction of the Shire of Collie. 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)]. a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**4.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer**
Head of power	04 Bush Fires Act 1954 Delegations
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.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*; and a. Of those Officers, appoint 2 as the Chief Bush Fire Control Officer and 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 of Collie [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)]. 4. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	Register of appointed persons and copy of Certificate of Authorisation issued to be retained. R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**4.1.9 Control and Extinguishment of Bush Fires**
Head of power	04 Bush Fires Act 1954 Delegations
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.46 Bush fire control officer or forest officer may postpone lighting fire
Function	Authority to prohibit or postpose 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)]. a. 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	CEO
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**4.1.10 Recovery of Expenses Incurred through Contraventions of this Act**
Head of power	04 Bush Fires Act 1954 Delegations
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.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 of Collie or those on behalf of the Shire of Collie to do [s.58].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**4.1.11 Prosecution of Offences**
Head of power	04 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.59(3) Prosecution of offences
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)].
Delegates	CEO Community Emergency Services Manager Director Development Services Ranger Senior Ranger
Conditions	Community Emergency Services Manager, Senior Ranger and Ranger are limited to function 2 only..
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	R19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

05 Cat Act 2011 Delegations

05.1 Council to CEO

Delegation	**5.1.1 Cat Registrations**
Head of power	05 Cat Act 2011 Delegations
Delegator	Local Government
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 *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 of Collie's District [Regs. Sch. 3 cl.1(4)].
Delegates	CEO
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	Customer Service Officer Director Development Services Finance Manager Finance Officer Finance Officer - Rates Ranger Senior Finance Officer Senior Ranger

Subdelegate conditions	**Director Development Services & Rangers** 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)], **Customer Service and Finance Officers** 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)]. 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)], Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*.
Statutory framework	*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	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
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Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation	---

Delegation	**5.1.2 Cat Control Notices**
Head of power	05 Cat Act 2011 Delegations
Delegator	Local Government
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 of Collie's District [s.26].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Director Development Services Ranger Senior Ranger
Subdelegate conditions	Nil.
Statutory framework	*Cat Regulations 2012* – r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**5.1.3 Approval to Breed Cats**
Head of power	05 Cat Act 2011 Delegations
Delegator	Local Government
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	CEO
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	Director Development Services Senior Ranger
Subdelegate conditions	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*
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	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239

Last reviewed	11 August 2026

Delegation	**5.1.4 Recovery of Costs – Destruction of Cats**
Head of power	05 Cat Act 2011 Delegations
Delegator	Local Government
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	CEO
Conditions	Nil
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Director Development Services Senior Ranger
Subdelegate conditions	Nil
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**5.1.5 Authorise a person to perform Specified functions under the Cat Act 2011**
Head of power	05 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011:* s.73 Prosecutions
Function	Authority to authorise a person to commence a prosecution for an offence against the *Cat Act 2011.* [s.73(1)(b) & (2)(b)
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Director Development Services
Subdelegate conditions	Nil
Record keeping	Register of Authorisations and copy of Certificate of Authorisation issued to be retained. R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

Delegation	**5.1.6 Applications to Keep Additional Cats**
Head of power	05 Cat Act 2011 Delegations
Delegator	Local Government
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	CEO
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	Director Development Services Senior Ranger
Subdelegate conditions	Notices of decisions must include advice as to Review rights in accordance with r.11 of the *Cat (Uniform Local Provisions) Regulations 2013*.
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**5.1.7 Reduce or Waiver Registration Fee**
Head of power	05 Cat Act 2011 Delegations
Delegator	Local Government
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	1. Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Delegates	CEO
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	Director Development Services
Subdelegate 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..
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

05.2 Cat Act Delegations - CEO to Employees

Delegation	**5.2.1 Infringement Notices – Extensions and Withdrawals**
Head of power	05 Cat Act 2011 Delegations
Delegator	CEO
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 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 Development Services
Express power to subdelegate	Nil
Statutory framework	*Cat Regulations 2012:* r.28 Withdrawal of infringement notice (s.65(1))
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records
Date adopted	9 September 2025
Adoption references	Delegation from CEO to subdelegate Director Development Services
Last reviewed	11 August 2026

06 Dog Act 1976 Delegations

06.1 Dog Act Delegations Council to CEO

Delegation	**6.1.1 Appoint Registration Officer**
Head of power	06 Dog Act 1976 Delegations
Delegator	Local Government
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.3 Terms Used (Registration officer means a person authorised by the local government to effect the registration of dogs pursuant to this Act)
Function	1. Authority to authorise a person for the purposes of performing the prescribed office of Registration Officer under the Dog Act 1976 [s.3].
Delegates	CEO
Conditions	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. A register of Authorisations is to be maintained as a Local Government Record. c. Only persons who are appropriately qualified and trained may be appointed as Authorised persons. d. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
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)
Statutory framework	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**6.1.2 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons**
Head of power	06 Dog Act 1976 Delegations
Delegator	Local Government
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 $200 [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	CEO
Conditions	Nil
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)*
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**6.1.3 Refuse or Cancel Registration**
Head of power	06 Dog Act 1976 Delegations
Delegator	Local Government
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.15(2) Registration periods and fees s.16(3) Registration procedure s.17A(2) 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 3-years in respect of 2 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 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 of Collie'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 be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]
Delegates	CEO
Conditions	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	Director Development Services
Statutory framework	*Dog Act 1976* s.17A If no application for registration made – procedure for giving 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	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation	---

Delegation	**6.1.4 Grant Exemption as to Number of Dogs Kept at Premises**
Head of power	06 Dog Act 1976 Delegations
Delegator	Local Government
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.26(3) Limitation as to numbers
Function	Authority to approve, and determine conditions that apply to, an exemption as to the limit to the number of dogs that can be kept at a premises [s.26(3)].
Delegates	CEO
Conditions	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Decisions under this delegation must comply with the relevant provisions of the *Dog Act 1976* and the Shire of Collie Dogs Local Law, including: • Consider and be satisfied that for any particular premises the provisions of the Dog Act 1976 relating to kennel establishments need not be applied in the circumstances [s.26(3)]. • Apply the provisions of s.26(4). c. Conditions that must be applied to an approved exemption, include: • Fencing at the premises must be adequate and • maintained to prevent the dogs from leaving the premises, to the satisfaction of the CEO. • Registrations for each dog subject of the approved exemption must be current and maintained. • An exemption applies only to the dogs registered and listed in the approval and as such cannot be transferred to another dog.
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 Development Services
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – See s.33H(5) of the *Dog Act 1976*
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO amendments to positions with delegation.	---

Delegation	**6.1.5 Kennel Establishments**
Head of power	06 Dog Act 1976 Delegations
Delegator	Local Government
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	1. Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].
Delegates	CEO
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 Collie 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	Director Development Services
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

Delegation	**6.1.6 Recovery of Moneys Due Under this Act**
Head of power	06 Dog Act 1976 Delegations
Delegator	Local Government
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	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Delegates	CEO
Conditions	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	Director Development Services
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)
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

Delegation	**6.1.7 Dispose of or Sell Dogs Liable to be Destroyed**
Head of power	06 Dog Act 1976 Delegations
Delegator	Local Government
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	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Delegates	CEO
Conditions	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. 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	Director Development Services
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

Delegation	**6.1.8 Declare Dangerous Dog**
Head of power	06 Dog Act 1976 Delegations
Delegator	Local Government
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	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Delegates	CEO
Conditions	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	Director Development Services
Subdelegate conditions	Nil
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

Delegation	**6.1.9 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke**
Head of power	06 Dog Act 1976 Delegations
Delegator	Local Government
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.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1) 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 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)] 4. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Delegates	CEO
Conditions	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	Director Development Services
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – See s.33H(5) of the *Dog Act 1976*
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

Delegation	**6.1.10 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice**
Head of power	06 Dog Act 1976 Delegations
Delegator	Local Government
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	1. 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	CEO
Conditions	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	Director Development Services
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

Delegation	**6.1.11 Determine Recoverable Expenses for Dangerous Dog Declaration**
Head of power	06 Dog Act 1976 Delegations
Delegator	Local Government
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	CEO
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 Development Services
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

07 Food Act 2008 Delegations

07.1 Council to CEO

Delegation	**7.1.1 Determine Compensation**
Head of power	07 Food Act 2008 Delegations
Delegator	Local Government
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.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	Director Development Services Environmental Health Officer
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	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**7.1.2 Prohibition Orders**
Head of power	07 Food Act 2008 Delegations
Delegator	Local Government
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.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	Director Development Services Environmental Health Officer
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	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**7.1.3 Food Business Registrations**
Head of power	07 Food Act 2008 Delegations
Delegator	Local Government
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	Director Development Services Environmental Health Officer
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	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**7.1.4 Appoint Authorised Officers and Designated Officers**
Head of power	07 Food Act 2008 Delegations
Delegator	Local Government
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	CEO Director 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: • 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	NIL – *Food Regulations 2009* do not provide for sub-delegation.
Statutory framework	s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers .
Record keeping	Register of Authorisations and copy of Certificate of Authorisation issued to be retained. R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023

Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**7.1.5 Debt Recovery and Prosecutions**
Head of power	07 Food Act 2008 Delegations
Delegator	Local Government
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.54 Cost of destruction or disposal of forfeited item 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	CEO
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	NIL – *Food Regulations 2009* do not provide for sub-delegation.
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

08 Graffiti Vandalism Act 2016 Delegations

08.1 Council to CEO

Delegation	**8.1.1 Give Notice Requiring Obliteration of Graffiti**
Head of power	08 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Local Government Act 1995:* 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	CEO
Conditions	Nil
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
22 Dec 2025	Amended delegation	Review of sub delegations by CEO - removal of sub delegation	---

Delegation	**8.1.2 Notices – Deal with Objections and Give Effect to Notices**
Head of power	08 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Local Government Act 1995:* 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)] and ii. to give notice to the affected person, before taking the necessary actions [s.24 (3)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**8.1.3 Obliterate Graffiti on Private Property**
Head of power	08 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Local Government Act 1995:* 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	CEO
Conditions	Nil
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**8.1.4 Powers of Entry**
Head of power	08 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Local Government Act 1995:* 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	CEO
Conditions	Nil
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

09 Public Health Act 2016 Delegations

09.1 Council to CEO

Delegation	**9.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)**
Head of power	09 Public Health Act 2016 Delegations
Delegator	Local Government
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	CEO
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	Nil – the *Health (Asbestos) Regulations 1992* do not provide a power to subdelegate
Statutory framework	*Criminal Procedure Act 2004* – Part 2.
Record keeping	Register of Authorisations and copy of Certificate of Authorisation issued to be retained. R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**9.1.2 Enforcement Agency Reports to the Chief Health Officer**
Head of power	09 Public Health Act 2016 Delegations
Delegator	Local Government
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	Environmental Health Officer
Conditions	Nil
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
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**9.1.3 Designate Authorised Officers**
Head of power	09 Public Health Act 2016 Delegations
Delegator	Local Government
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	1. 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	CEO
Conditions	a. Subject to each person so appointed being appropriately qualified and experienced [s.25(1)(a)]; and b. A Register (list) of authorised officers being 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)].
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*
Record keeping	Register of Authorisations and copy of Certificate of Authorisation issued to be retained. *R.19 LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records

Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**9.1.4 Give Enforcement Orders and Issue Clearance Certificates**
Head of power	09 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016* s.216 Issue of Enforcement Orders s.218 Extension of period of compliance with enforcement order s.223 Certificate of clearance to be given in certain circumstances s.224 Request for assessment
Function	Authority to: 1. Give an enforcement order in accordance [s.216]. 2. Extend the period for compliance specified in the order [s.218]. 3. Give a certificate of clearance (in the Department of Health approved form) where an assessment report of an authorised officer finds the enforcement order has been complied with and there is no longer a serious public health risk to be prevented or mitigated [s.223]. 4. Where requested under s.224, cause an assessment by another authorised officer to be made for the purposes of s.233 (clearance certificate) and give notice of a decision to not give a clearance certificate after assessment [s.224(2)].
Delegates	CEO
Conditions	a. Content of enforcement order must comply with s.217 provisions.
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. 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 s.217 Contents of enforcement order *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
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	9 September 2025

Adoption references	OCM 9 September 2025 Res 9648
Last reviewed	11 August 2026

Delegation	**9.1.5 Enforcement Orders - Implement and Recover Costs**
Head of power	09 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016* s.219 Enforcement agency may implement enforcement order s.221 Recovery of costs incurred by or on behalf of enforcement agency
Function	1. Authority to take any action reasonably necessary to implement sufficient compliance with an enforcement order that has not been complied with [s.219(2)]. 2. Authority to sign a certificate stating the amount of any costs and the manner in which they were incurred as evidence of the matters certified [s.221(2)]
Delegates	CEO
Conditions	a. Costs incurred in taking action under s.219 are to be recovered, including recovery in a court of competent jurisdiction [s.221(1)].
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. 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 s.220 Application of Criminal and Found Property Disposal Act 2006 *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
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	9 September 2025
Adoption references	OCM 9 September 2025 Res 9648
Last reviewed	11 August 2026

Delegation	**9.1.6 Dealing with Seized Items**
Head of power	09 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016* s.260 Return of seized item s.262 Cost of destruction or disposal of forfeited items s.263 Return of forfeited items s.264 Compensation
Function	1. Authority to determine if no contravention of the Public Health Act 2016 has occurred and return seized items or forfeited items to the person from whom the items were seized or to any other person who is determined to be entitled to it [s.260 and 263]. 2. Authority to recover the cost of destruction or disposal of forfeited items [s.262]. 3. 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	Environmental Health Officer
Conditions	Nil
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. 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 s.217 Contents of enforcement order *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*
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023

Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**9.1.7 Appoint Designated Officer – Information Sharing**
Head of power	09 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016* s.299 Information Sharing
Function	Authority, to appoint Designated Officer/s for the purposes of s.299 [s.299(1)].
Delegates	Environmental Health Officer
Conditions	Appointments must be consistent with requirements outlined in the Chief Health Officer's Information Sharing Guideline, prepared in accordance with s.300.
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.300 Guidelines relating to information sharing.
Record keeping	Register of Authorisations and copy of Certificate of Authorisation issued to be retained. R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	9 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - changes to delegates.	---

10 Planning and Development Act 2005 Delegations

10.1 Council to CEO

Delegation	**10.1.1 Illegal Development**
Head of power	10 Planning and Development Act 2005 Delegations
Delegator	Local Government
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; and b. to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Development Services
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

10.2 Local Planning Scheme 6 Council to CEO

Delegation	**10.2.1 Development Applications**
Head of power	10 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	*Planning and Development (Local Planning Schemes) Regulations 2015* *Schedule 2, Part 10, cl.82(1) Delegation by local government*
Express power or duty delegated	*Planning and Development (Local Planning Schemes) Regulations 2015,* Schedule 2 cl.18 Advertising structure plan cl.50 Advertising local development plan cl.64 Advertising applications cl.66 Consultation with other authorities cl.68 Determination of applications cl.70 Form and date of determination cl.77 Amending or cancelling applications *Planning and Development (Development Assessment Panel) Regulations 2011* r.17A Amendment or cancellation of development approval by responsible authority. Shire of Collie Local Planning Scheme 6 cl. 18 'A' Uses cl.36(4) Variation to site and development requirements
Function	1. Interpret and apply the provisions of Local Planning Scheme 6 and any relevant statutory planning framework, including Local and State Planning Policies; 2. To determine development applications by issuing refusals, deemed refusals, approvals with relevant conditions and amendments to development approvals in respect of applications determined under delegated authority.
Delegates	CEO
Conditions	This delegation may be exercised by the delegated officer in the following circumstances only: ***Development*** a. To approve any development application for 'P' or 'D' uses and impose reasonable conditions. Subject to compliance with Scheme and Policy requirements. b. To approve any development application for an 'A' use and impose reasonable conditions. c. Subject to compliance with Scheme and Policy requirements and where no valid objections are received during the advertising period. d. To refuse applications where the use is defined under the Scheme, but is an 'X' use under the applicable zone. e. To refuse applications for 'D' uses which do not comply with the provisions of the Local Planning Scheme and/or Deemed Provisions. f. To approve and impose relevant conditions, or refuse, an Application for Development Approval- Home Occupation/ Home Business. g. To approve development applications on local reserves if the proposed development is consistent with the purpose of the Reserve, the Objectives of the Scheme, and any relevant adopted Local Planning Policy. When relating to Council managed land, approval may only be granted where the application relates to an approved lease and is within an approved lease boundary. h. To approve an Application for Development Approval for a "Use Not Listed" that is consistent with the purpose and objectives of the zone, subject to no valid objections

being received during the advertising period.

i. To approve, or refuse an Application for Development Approval for Advertising Signs.
j. To approve, or refuse any development applications for outbuildings in all zones which do not comply with the setback, floor area and height requirements of Local Planning Policy 2.1. Approval is subject to no adverse effects being foreseen on the surrounding area and no valid objections being received during the advertising period, if required.
k. Refer an Application for Development Approval to relevant public authorities or utility service providers for comment. (Cl. 66)
l. Advertise an Application for Development Approval for public comment. (Cl.64)
m. Advertise a Structure Plan, Activity Centre Plan or Local Development Plan for public comment and comments from relevant public authorities and service providers (Cl.18, Cl.34, Cl.50)
n. Modify a development standard or requirements prescribed under Local Planning Scheme No.6 or an adopted Local Planning Policy. Subject to compliance with Cl. 36- Variations to site and development requirements of the Scheme To amend a Development Approval to extend the period within which Development Approval is to be substantially commenced (Cl. 77)

Existing Approvals

o. To amend or delete any condition to which a development approval is subject (Cl.77). Subject to the Development Approval being issued under delegated authority.
p. To amend an aspect of a Development Approval which, if amended, would not substantially change the development approved. (Cl.77)
q. To cancel a development approval. (Cl. 77)

Residential Design Codes

r. To approve, or refuse the erection or extension/alteration of any single house, ancillary dwelling, outbuilding, external fixture, boundary wall, fence, patio, pergola, verandah, garage, carport or swimming pool that does not meet the deemed-to-comply requirement under State Planning Policy 7.3 Residential Design Codes. Approval is subject to no valid objections being received during the advertising period and the proposal being consistent with Cl. 67 of the Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 Deemed Provisions.
s. To approve, or refuse variations to SPP 7.3- Residential Design Codes and Local Planning Policy 2.1Outbuildings, where the R Codes apply and the proposal does not comply with the setback, floor area, height and material requirements. Approval is subject to no adverse effects being foreseen on the surrounding area and no valid objections being received during the advertising period, if required.

Submissions and Responses to Applications (where Shire is not the determining authority)

t. To provide a response to applications on behalf of the Shire, where the Shire is not the determining authority. i.e Exploration License, Clearing Permit etc. Subject to the applications not being of the greater public interest and being likely to impact on the surrounding area.
u. To provide a response on behalf of the Shire to policy changes and reform initiatives which are not Shire policy.
v. To prepare a Responsible Authority Report for the Regional Joint Development Assessment Panel as required.

Notwithstanding all authorities above, the following condition applies to the exercise of authority:

a. Any application for subdivision in the opinion of the Chief Executive Officer to be controversial or of public interest to be referred to Council prior to the Shire making its recommendation to the Western Australian Planning Commission or the State Administrative Tribunal.
b. Any application in the opinion of the Chief Executive Officer to be controversial or of public interest to be determined by Council.

	public interest to be determined by Council. c. All non-compliance with approvals which cannot be resolved between affected parties and Shire of Collie staff to be referred to Council for determination.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Development Services Manager Planning & Development
Subdelegate conditions	**Director Development Services** All conditions on the original delegation also apply to this sub delegation. **Manager Planning and Development** The delegated officer may only exercise those conditions listed under k, l, m, t, u, and v in the original delegation.
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation	---
25 Jun 2026	Amended delegation	CEO review of sub delegates. Director Development Services and Manager Planning and Development added.	---

Delegation	**10.2.2 Subdivision**
Head of power	10 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegations of some powers or duties to the CEO
Express power or duty delegated	*Planning and Development Act 2005, Part 10, Division 2, Section 142*
Function	1. Provide advice including the imposition of reasonable conditions, to the Western Australian Planning Commission or the State Administrative Tribunal in relation to applications for subdivision/amalgamation, strata schemes and survey strata schemes; 2. To clear conditions and endorse diagrams of survey as they relate to subdivision approvals; 3. Advertise an application in a local newspaper circulating in the area or notify adjoining/nearby owners of a proposal and invite submissions.
Delegates	CEO
Conditions	a. Any application for subdivision in the opinion of the Chief Executive Officer to be controversial or of public interest to be referred to Council prior to the Shire making its recommendation to the Western Australian Planning Commission or the State Administrative Tribunal. b. Any application in the opinion of the Chief Executive Officer to be controversial or of public interest to be determined by Council. c. All non-compliance with approvals which cannot be resolved between affected parties and Shire of Collie staff to be referred to Council for determination.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Development Services
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	R.19 *LG (Admin) Regs 1996* requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Amendments			
Date	**Type**	**Amendment**	**References**
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation	---

11 Statutory Authorisations and Delegations to Local Government from State Government Entities

11.1 Environmental Protection Act 1986

Delegation	**11.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Environmental Protection Authority
Express power to delegate	*ENVIRONMENTAL PROTECTION ACT 1986* SECTION 20 Delegation No. 52
Express power or duty delegated	EV401 **ENVIRONMENTAL PROTECTION ACT 1986** **SECTION 20** Delegation No. 52 Pursuant to section 20 of the Environmental Protection Act 1986, the Chief Executive Officer hereby delegates as follows- Powers and duties delegated - All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice. Persons to whom delegation made - This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the Local Government Act 1995. Pursuant to section 59(1)(e) of the Interpretations Act 1984, Delegation No. 32, dated 4 February 2000 is hereby revoked. Dated this 9th day of January 2004 Approved - FERDINEND TROMP, A/Chief Executive Officer Dr JUDY EDWARDS MLA, Minister for the Environment Extract from Government Gazette dated 19 March 2004; page 919
Delegates	CEO
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**11.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Environmental Protection Authority
Express power to delegate	*Section 20 Environmental Protection Act 1986*
Express power or duty delegated	Instrument of delegation - Government Gazette 232, Delegation No. 112 Pg. 6282 - 20 Dec 2013 I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the Environmental Protection Act 1986 ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the Local Government Act 1995, my powers and duties under the Environmental Protection (Noise) Regulations 1997, other than this power of delegation, in relation to— a. waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B; b. bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi); c. community activities—noise control notices in respect of community noise under regulation 16; d. motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3; e. shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4; f. calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4; g. sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation— 1. Subregulation 18(13)(b) is not delegated.
Function	Any person for the time being holding or acting in the office of a Chief Executive Officer under the Local Government Act 1995, my powers and duties under the Environmental Protection (Noise) Regulations 1997, other than this power of delegation, in relation to— a. waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B; b. bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi); c. community activities—noise control notices in respect of community noise under regulation 16; d. motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3; e. shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4; f. calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4; g. sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation— i. Subregulation 18(13)(b) is not delegated.

Delegates	CEO
Conditions	Subregulation 18(13)(b) is not delegated.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**11.1.3 Noise Management Plans – Construction Sites**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Environmental Protection Authority
Express power to delegate	*Section 20 Environmental Protection Act 1986*
Express power or duty delegated	Instrument of delegation Government Gazette No 71, 16 May 2014 Delegation No 119 Pg. 1548 I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the Environmental Protection Act 1986 ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of— a. Chief Executive Officer under the *Local Government Act 1995*; and b. to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act, all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.
Function	I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of— a. Chief Executive Officer under the *Local Government Act 1995*; and b. to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act, all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.
Delegates	CEO
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

11.2 Planning and Development Act 2005

Delegation	**11.2.1 Instrument of Authorisation – Local Government CEOs - Sign Development Applications for Crown Land as Owner**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Minister for Lands
Express power to delegate	Section 267A *Planning and Development Act 2005*
Express power or duty delegated	Instrument of delegation -www.dplh.wa.gov.au I, Donald Terrence Redman MLA, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997* HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule
Function	I, Donald Terrence Redman IWLA, Minister for Lands, a body corporate continued by section 7 (1) of the Land Administration Act 1997 HEREBY authorise, in respect of each local government established under the Local Government Act 1995 and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule
Delegates	CEO
Conditions	See Column 3 of the Schedule
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**11.2.2 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	WA Planning Commission
Express power to delegate	*Section 16(4) of the Planning and Development Act 2005*
Express power or duty delegated	Instrument of Delegation- DEL 2020/01 Powers of Local Governments On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED— A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the Strata Titles Act 1985 as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1; B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the Strata Titles Act 1985 as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1; C. TO AMEND "Del 2020/01—Powers of Local Governments" to give effect to its resolution and to publish an updated, consolidated instrument.
Function	Schedule 1 1. Applications made under section 15 of the*Strata Titles Act 1985* Power to determine applications under section 15 of the Strata Titles Act 1985, except those applications that— a. propose the creation of a vacant lot; b. propose vacant air stratas in multi-tiered strata scheme developments; c. propose the creation or postponement of a leasehold scheme; d. propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the *Strata Titles Act 1985)*; e. in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to— i. a type of development; and/or ii. land within an area, which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application. 2. Applications under sections 21 and 22 of the *Strata Titles Act 1985* Power to determine applications under— a. section 21 of the *Strata Titles Act 1985;* b. section 22 of the *Strata Titles Act 1985* where the amendment or repeal of scheme by-laws requires the approval of the WAPC. 3. Reporting requirements A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.
Delegates	CEO

Conditions	3. Reporting requirements A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

11.3 Main Roads Act 1930

Delegation	**11.3.1 Traffic Management - Events on Roads**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Commissioner of Main Roads
Express power to delegate	*Regulation 297(2) of the Road Traffic Code 2000*
Express power or duty delegated	Instrument of Delegation- *Traffic Management for Events - CODE OF PRACTICE (Pg. 41)* Local Government (Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any: i. "event" subject to an order from the Commissioner of Police pursuant to Part VA of the Road Traffic Act 1974; ii. race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or iii. public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984*; or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction
Function	Local Government (Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any: i. "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974;* ii. race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or iii. public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984;* or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction,
Delegates	CEO

Conditions	SUBJECT ALWAYS to the following terms and conditions: a. the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone; b. the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and c. the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.
Policy	Traffic Management for Events CODE OF PRACTICE
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

Delegation	**11.3.2 Traffic Management – Road Works**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Commissioner of Main Roads
Express power to delegate	Regulation 297(2) of the *Road Traffic Code 2000*
Express power or duty delegated	Instrument of delegation -*Traffic Management for Works on Roads - CODE OF PRACTICE (Pg. 77* Local Government ('Authorised Body') by itself, its employees, consultants, agents and contractors (together 'Representatives') to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction
Function	Local Government ('Authorised Body') by itself, its employees, consultants, agents and contractors (together 'Representatives') to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction
Delegates	CEO
Conditions	SUBJECT ALWAYS to the following terms and conditions: a. the Authorised Body shall at all times observe, perform and comply with the provisions of the 'Traffic Management for Works on Roads Code of Practice' (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ('the Code') referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone; b. the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and c. the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.
Policy	Traffic Management for Works on Road CODE OF PRACTICE
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239

Last reviewed	11 August 2026

11.4 Road Traffic (Vehicles) Act 2012

Delegation	**11.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Department of Transport
Express power to delegate	Pursuant to the *Road Traffic (Vehicles) Regulations 2014*
Express power or duty delegated	Approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under: a. the *Local Government Act 1995*; b. regulations made under the *Local Government Act 1995*; c. a local law; d. any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1 976*); or e. any combination of the above paragraphs (a) to (d);
Function	To perform functions on its behalf under: a. the *Local Government Act 1995;* b. regulations made under the *Local Government Act 1995*; c. a local law; d. any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1 976*); or e. any combination of the above paragraphs (a) to (d); As special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the Regulations, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the Regulations, APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES
Delegates	CEO

Conditions	1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light. 2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction. 3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position. 4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles. 5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat. 6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle. 7. Any vehicle fitted with flashing lights for the purposes of this approval must: a. have words clearly set out on the sides of the vehicle which state the nameof the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and b. where the vehicle is a station wagon or van, have the words "Ranger'', "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle. This condition 7 is not intended to prevent the use of additional words on the vehicle.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	11 August 2026

AMENDMENTS

Delegation	Date	Type	Amendment	References
2.2.1 Authorise a Persons to Perform Specified Functions under the Local Government Act 1995	9 Sep 2025	Amended delegation	Review of delegation by Council - condition added and removal of function.	OCM 9 September 2025 Res 9648
2.2.1 Authorise a Persons to Perform Specified Functions under the Local Government Act 1995	22 Dec 2025	Amended delegation	Review of sub delegation by CEO. Removal of one sub delegate position.	Nil
2.2.3 Compensation - Damage Incurred when Performing Executive Functions	9 Sep 2025	Amended delegation	Review of delegation by Council. Function 2 added.	OCM 9 September 2025 res 9648
2.2.4 Powers of Entry	9 Sep 2025	Amended delegation	Review of sub delegation by CEO – amendments as per delegation by Council.	Nil
2.2.4 Powers of Entry	9 Sep 2025	Amended delegation	Review of delegation by Council – function 2 added. Council condition a. amended	OCM 9 September 2025 res 9648
2.2.8 Close Thoroughfares to Vehicles	9 Sep 2025	Amended delegation	Review of delegation by Council – condition C added.	OCM 9 September 2025 res 9648
2.2.8 Close Thoroughfares to Vehicles	9 Sep 2025	Amended delegation	Review of sub delegation by CEO – sub delegation added.	Nil
2.2.10 Obstruction of Footpaths and Thoroughfares	9 Sep 2025	Amended delegation	Sub delegation by CEO – sub delegation added.	Nil
2.2.13 Crossing – Construction, Repair and Removal	9 Sep 2025	Amended delegation	Sub delegation by CEO – sub delegation added	Nil
2.2.16 Expressions of Interest for Goods and Services	9 Sep 2025	Amended delegation	Review of sub delegation by CEO – delegates reviewed & sub delegation condition updated	Nil
2.2.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	9 Sep 2025	Amended delegation	Review of delegation by Council – condition increased from $100,000 to $250,000.	OCM 9 September 2025 res 9648

Delegation	Date	Type	Amendment	References
2.2.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	9 Sep 2025	Amended delegation	Review of sub delegation by CEO – delegates and conditions amended.	Nil
2.2.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	11 Aug 2026	Amended delegation	Review and amendment of subdelegates by CEO.	Nil
2.2.22 Procurement of Goods or Services	18 Sep 2025	Amended delegation	Review of sub delegation by CEO – Administration and Safety Officer role added.	Nil
2.2.22 Procurement of Goods or Services	25 Jun 2026	Amended delegation	Removal of sub delegates below director level. Subdelegate authorisation moved to management policy authorisation	Nil
2.2.25 Payments from the Municipal or Trust Funds	9 Sep 2025	Amended delegation	Review of delegation by Council function 1 added.	OCM 9 September 2025 res 9648
2.2.25 Payments from the Municipal or Trust Funds	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - further detail and conditions added	Nil
2.2.26 Defer, Grant Discounts, Waive or Write Off Debts	9 Sep 2025	Amended delegation	Review of delegation by Council - functions amended	OCM 9 September 2025 res 9648
2.2.26 Defer, Grant Discounts, Waive or Write Off Debts	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to amounts.	Nil
2.2.27 Power to Invest and Manage Investments	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - conditions added	Nil
2.2.34 Rate Record – Objections	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation	Nil
2.2.36 Shire of Collie Local Laws	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil

Delegation	Date	Type	Amendment	References
2.2.36 Shire of Collie Local Laws	22 Sep 2025	Amended delegation	Review of sub delegations by CEO – amendments to Local Laws applicable to each Director.	Nil
3.1.2 Demolition Permits	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
3.1.2 Demolition Permits	19 Oct 2026	Amended delegation	Review and amendment of subdelegates by CEO.	Nil
3.1.3 Occupancy Permits or Building Approval Certificates	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
3.1.3 Occupancy Permits or Building Approval Certificates	19 Oct 2026	Amended delegation	Review and amendment of subdelegates by CEO.	Nil
3.1.5 Building Orders	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - removal of delegation to others.	Nil
3.1.6 Inspection and Copies of Building Records	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation	Nil
3.1.6 Inspection and Copies of Building Records	19 Oct 2026	Amended delegation	Review and amendment of subdelegates by CEO.	Nil
3.1.7 Authorise persons to commence proceedings	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
3.1.8 Referrals and Issuing Certificates	9 Sep 2025	Amended delegation	amendment to sub delegates by CEO	Nil
3.1.8 Referrals and Issuing Certificates	19 Oct 2026	Amended delegation	Review and amendment of subdelegates by CEO.	Nil
3.1.9 Private Pool Barrier – Alternative Solutions	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
3.1.10 Smoke Alarms – Alternative Solutions	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
5.1.1 Cat Registrations	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation	Nil

Delegation	Date	Type	Amendment	References
5.1.5 Authorise a person to perform Specified functions under the Cat Act 2011	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
6.1.3 Refuse or Cancel Registration	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation	Nil
6.1.4 Grant Exemption as to Number of Dogs Kept at Premises	9 Sep 2025	Amended delegation	Review of sub delegation by CEO amendments to positions with delegation.	Nil
6.1.5 Kennel Establishments	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
6.1.6 Recovery of Moneys Due Under this Act	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
6.1.7 Dispose of or Sell Dogs Liable to be Destroyed	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
6.1.8 Declare Dangerous Dog	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
6.1.9 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
6.1.10 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
6.1.11 Determine Recoverable Expenses for Dangerous Dog Declaration	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
8.1.1 Give Notice Requiring Obliteration of Graffiti	22 Dec 2025	Amended delegation	Review of sub delegations by CEO - removal of sub delegation	Nil
9.1.7 Appoint Designated Officer – Information Sharing	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - changes to delegates.	Nil

Delegation	Date	Type	Amendment	References
10.1.1 Illegal Development	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
10.2.1 Development Applications	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation	Nil
10.2.1 Development Applications	25 Jun 2026	Amended delegation	CEO review of sub delegates. Director Development Services and Manager Planning and Development added.	Nil
10.2.2 Subdivision	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation	Nil