

Shire of Leonora
Register of Delegated Authority

REVIEW

There are no reviews to display

TABLE OF CONTENTS

INTRODUCTION	5
Introduction	5
Delegations and authorisations under other Legislation	6
DELEGATIONS	7
A01 - Contract Variations	7
A02 - Legal Advice – Representation	8
A03 - Enforcements and Legal Proceedings	9
A04 - Tenders	11
A05 - Trade/Vendor Licences	13
A06 - Appointment of Complaints Officer(s)	14
A07 - Appointment of Caretaker – Ageing in Place Village	15
A08 - Powers of Entry	16
A09 - Declaring a Vehicle to be an Abandoned Vehicle Wreck	18
A10 - Confiscated or uncollected goods	20
A11 - Disposal of sick or injured impounded animals	22
A12 - Authorised persons to perform specified functions under the local Government Act 1995	24
B01 - Dwellings Unfit for Habitation	26
B02 - Dwellings to be Repaired	27
B03 - Park Homes	28
B04 - Building / Demolition Permits	29
B05 - Building / Demolition, Extension of Time to Complete	30
B06 - Building Orders	31
B07 - Grant of Occupancy Permit, Building Approval Certificate	32
B08 - Extension of Period of Duration of Occupancy Permit or Building Approval Certificate	33
B09 - Authorised Persons – Building Act 2011	34
B10 - Certificate of Design Compliance	35
B11 - Disposing of property (Land) by lease or licence	36
E01 - Temporary Road Closures	38
E02 - Road Trains and Extra Mass Permits	39
E03 - Traffic Control Signals and Road Regulatory Devices	40
F01 - Payment of Accounts	41
F02 - Investments	43
F03 - Hire Fees & Charges	44
F04 - Rate Records and Recovery of Rates and Service Charges	46
F05 - Rating Exemptions	48
F06 - Surplus Equipment, Materials and Tools	49
F07 - Purchase Order Authorisation	51
H01 - Environmental Health	53
H02 - Local Government Septic Tank Approvals	54

H03 - Dealing with Nuisances 56

H04 - Camping other than at a Park or a Camping Ground 57

H05 - Food Act 2008 – Enforcement Action (Section 122) 58

H06 - Appointment of Authorised Officers – Public Health Act 2016 59

H07 - Authorised Officers for Certificates of Authority 60

P01 - Development Applications 61

P02 - Subdivision Applications 63

AMENDMENTS 66

INTRODUCTION

Introduction

Section 5.42 of the *Local Government Act 1995* (the Act) allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act (other than those under s5.43). The local government may also delegate the exercise of any of its powers to Committees pursuant to section 5.16, other than those under Section 5.17(1).

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

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

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

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

"Nothing in this Division is to read as preventing –

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

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

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

Delegations and authorisations under other Legislation

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

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

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

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

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

DELEGATIONS

Delegation	A01 Contract Variations
Head of power	2. Administration
Delegator	Local Government
Function	To approve minor variations to contracts which have been entered into by the Council, subject to the funds required to meet the cost of the variations being contained within the amount set aside in the budget adopted by the Council.
Delegates	CEO
Conditions	N/A
Statutory framework	<i>Local Government Act, 1995 and Local Government (Functions and General) Regulations 1996</i>
Policy	N/A
Record keeping	Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation. Update Contract Register
Date adopted	20 May 1997
Adoption references	Reviewed - 21.11.2023 Reviewed - 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
16 May 2023	Amended delegation	Reviewed	---
21 Nov 2023	Amended delegation	Reviewed & Amended	---
12 Dec 2025	Amended delegation	Reviewed - numbering amended and update to record keeping	---

Delegation	A02 Legal Advice – Representation
Head of power	2. Administration
Delegator	Local Government
Function	To determine applications for funding assistance for legal representation for Council Members and employees.
Delegates	CEO
Conditions	The authority to approve applications for legal advice and representation for Council Members and employees for costs associated with legal proceedings because of their official duties. This is subject to existing budgetary provisions for that purpose, and up to a value of \$10,000.
Statutory framework	<i>Local Government Act, 1995</i>
Policy	A.1.2. Legal Representation
Record keeping	Information on File and advice provided to Council. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Date adopted	20 May 1997
Adoption references	Reviewed - 21.11.2023 Reviewed - 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
16 May 2023	Amended delegation	Reviewed	---
21 Nov 2023	Amended delegation	Reviewed & Amended	---
12 Dec 2025	Amended delegation	Reviewed and numbering amended	---

Delegation	A03 Enforcements and Legal Proceedings
Head of power	2. Administration
Delegator	Local Government
Function	<ol style="list-style-type: none"> 1. To appoint persons or classes of person to be authorised for the purposes of performing particular functions in regard to the enforcement of local laws. 2. To issue to each person authorised to enforce local laws a certificate stating that the person is so authorised and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person. 3. To appoint persons to initiate prosecutions on behalf of Council under the Local Government Act 1995 and Council's Local Laws.
Delegates	CEO
Conditions	<p>Subject to compliance with the following:</p> <ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Dog Act 1976</i> • <i>Bush Fire Act 1954</i> • <i>Health Act (Miscellaneous Provisions) 1911</i> • <i>Local Government (Miscellaneous Provisions) Act 1960</i> • Local Laws, Parking and Dogs • Council Policy
Subdelegates	Manager Business Services
Statutory framework	S5.42/S5.44, S9.10, S9.19, S9.20 and S9.23 <i>Local Government Act, 1995 (As Amended)</i> Section 44.9 <i>Local Government (Miscellaneous Provisions) Act 1960</i> .
Policy	N/A
Record keeping	Retention of File copy of relevant correspondence
Date adopted	15 February 2011
Adoption references	<p>Reviewed - 21.11.2023</p> <p>Reviewed - 12.12.2025</p>
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
21 Nov 2023	Amended delegation	Reviewed	---
28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Business Services.	
12 Dec 2025	Amended delegation	Reviewed and numbering amended	---

Delegation	A04 Tenders
Head of power	2. Administration
Delegator	Local Government
Function	<ol style="list-style-type: none"> 1. To make determinations about the following matters contemplated by the Local Government (Functions and General) Regulations 1996 in relation to the supply of goods and services by tender, unless Council has already done so in any instance: <ol style="list-style-type: none"> a. to determine whether or not tenders should be publicly invited having regard to the circumstances contemplated by a clause 11 subclause (2) paragraphs (ba) (iii) (II) and (f) of the regulations; b. before publicly inviting tenders, to determine appropriate criteria for deciding which tender should be accepted as contemplated by clause 14 subclause (2a) of the regulations; c. to ensure that there is an adequate specification upon which to invite tenders for goods or services and to decide upon the extent of detailed information to be made available to interested tenderers to satisfy clause 14 subclauses 3 (b) and (4) (a) of regulations, and to vary that information where required whilst having regard to the provisions of subclause (5); d. to make a determination as to whether or not the local government will submit a tender, and advise other interested tenders accordingly as required by clause 14 subclause (4) (d) of the regulations; e. to assess tenders by written evaluation against the assessment criteria as provided for by clause 18 (4) of the regulations; f. where the circumstances contemplated by clause 18 (6) and (7) of the regulations prevail and the tender has been awarded by the CEO pursuant to Part (B)(a) of this delegation, to deal with the matter according to that clause and applicable subclause; g. where the circumstances contemplated by clause 20 (1) of the regulations prevail, upon becoming aware of the need for any minor variation/s, to deal with the matter according to that clause/subclause, including being satisfied that the extent of the variation constitute a minor variation under clause 20 (3); h. where the circumstances contemplated by clause 20 of the regulations prevail and the tender has been awarded by the CEO pursuant to Part (B) (a) of this delegation, to deal with the matter according to that clause/subclause; i. to make determination about seeking expressions of interest in lieu of public tenders as contemplated by clause 21 (1) of the regulations; and j. evaluating expressions of interest as to determining which would be capable of satisfactorily supplying the goods or services. 2. Unless otherwise specified by the Council for a particular case, where the consideration involved does not exceed \$249,999.00 and is acceptable or advantageous to the local government. <ol style="list-style-type: none"> a. to accept a tender provided that the appropriate provision has been made in Council's Budget; and b. to decline to accept a tender where none is deemed acceptable or advantageous to the Local Government.
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. Provision must be included in budget for CEO to call tenders without referring to Council. 2. On receipt of the tenders, the CEO shall report on tenders received to the next Council meeting.
Statutory framework	<i>Local Government (Functions and General) Regulations 1996, and Local Government Act 1995</i>

Policy	N/A
Record keeping	Report to Council and file of correspondence and actions. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Date adopted	20 May 1997
Adoption references	Reviewed - 21.11.2023 Reviewed - 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
15 Feb 2011	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
15 Oct 2024	Amended delegation	2) Amend amount to \$249,999 from \$30,000	---
12 Dec 2025	Amended delegation	Reviewed and numbering amended	---

Delegation	A05 Trade/Vendor Licences
Head of power	2. Administration
Delegator	Local Government
Function	To negotiate with traders/vendors to operate within the townsite, and if trader/vendor is unable to obtain suitable premises from which to operate within the central business area, the Chief Executive Officer is delegated authority to approve a suitable location within the townsite boundary provided no nuisance is created by the nature of that business.
Delegates	CEO Manager Business Services
Conditions	<ol style="list-style-type: none"> 1. The nature of the business and the type of goods sold 2. The effect the business has on local traders. 3. The duration of the stay 4. The CEO must consider any nuisance created by the nature of the business.
Statutory framework	<i>Local Government Miscellaneous Provisions Act 1996</i> <i>Public Places and Local Government Property Local Law 2022</i>
Policy	T.6.5. Vendor / Trading Licence
Record keeping	Record to be kept on appropriate file.
Date adopted	20 October 1998
Adoption references	Reviewed - 21.11.2023 Reviewed - 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
15 Feb 2011	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Business Services.	
15 Oct 2024	Amended delegation	Amend 4) "The CEO must consider any nuisance created by the nature of the business".	---
12 Dec 2025	Amended delegation	Reviewed and numbering amended	---

Delegation	A06 Appointment of Complaints Officer(s)
Head of power	2. Administration
Delegator	Local Government
Function	To authorise one or more persons to the role of Complaints Officer for the purposes of Division 3, Section 11(3) of the Code of Conduct for Council Members, Committee Members, and Candidates.
Delegates	CEO
Conditions	Subject to the express provisions contained in the <i>Local Government Act 1995</i> and <i>Local Government (Model Code of Conduct) Regulations 2021</i> .
Statutory framework	<i>Local Government Act 1995</i> – S5.42 & S5.104
Policy	A.1.5. External Complaints Management
Record keeping	Retention of file copy of relevant correspondence. Records to be kept under the provision of General Disposal Authority for Local Government Records Legislation.
Date adopted	16 February 2021
Adoption references	Reviewed - 21.11.2023 Reviewed - 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed and numbering amended	---

Delegation	A07 Appointment of Caretaker – Ageing in Place Village
Head of power	2. Administration
Delegator	Local Government
Function	To approve for the appointment on a caretaker for the Ageing in Place Village, as required.
Delegates	CEO
Conditions	Subject to the express provisions contained in the <i>Local Government Act 1995</i> , and other applicable legislation.
Statutory framework	<i>Local Government Act, 1995</i>
Policy	C.4.2 Ageing in Place Village
Record keeping	Retention of file copy of relevant correspondence. Records to be kept under the provision of General Disposal Authority for Local Government Records Legislation.
Date adopted	21 November 2023
Adoption references	21.11.2023 Reviewed - 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
12 Dec 2025	Amended delegation	Reviewed and numbering amended	---

Delegation	A08 Powers of Entry
Head of power	2. Administration
Delegator	Local Government
Function	<ol style="list-style-type: none"> 1. Authority to exercise powers of entry to enter onto land to perform any of the Local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect of entry by opening a fence
Delegates	CEO
Conditions	<p>Where resistance is encountered, entry shall not proceed without a warrant obtained from a magistrate or JP (per s. 3.33).</p> <p>This delegation does not authorise entry to dwellings without consent or warrant, except in genuine emergencies threatening public safety or health.</p> <p>No delegation limits the Council's ability to exercise the power directly.</p>
Express power to subdelegate	<p>Local Government Act 1995</p> <p>s.5.44 CEO may delegate powers and duties to other employees</p>
Subdelegates	<p>Authorised Officer EHO/Building Surveyor Manager Business Services Manager Community Services Manager Works and Services Ranger</p>
Subdelegate conditions	NIL
Statutory framework	<p>Local Government Act 1995</p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>
Record keeping	Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Date adopted	12 December 2025
Adoption references	<p>10.0 REPORTS</p> <p>10.2 CHIEF EXECUTIVE OFFICER REPORTS</p> <p>10.2.(B) DELEGATION REGISTER REVIEW</p>
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
12 Dec 2025	New delegation	New	---

Delegation	A09 Declaring a Vehicle to be an Abandoned Vehicle Wreck
Head of power	2. Administration
Delegator	Local Government
Function	<p>To declare that a vehicle (including a trailer, caravan, boat trailer, or part thereof) located on a road, public place, Shire-managed land, or private land (with owner consent) is an abandoned vehicle wreck and to exercise all associated powers, including:</p> <p>Issuing a notice under s. 3.40 requiring removal within the prescribed period Removing, impounding, storing, and disposing of the vehicle (including by sale, destruction, or retention) if the notice is not complied with Recovering costs of removal, storage, and disposal Determining that a vehicle is of negligible value and disposing of it without prior notice (where permitted under s. 3.40A)</p>
Delegates	CEO
Express power to subdelegate	<p>Local Government Act 1995</p> <p>s.5.44 CEO may delegate powers and duties to other employees</p>
Subdelegates	<p>Manager Business Services</p> <p>Manager Works and Services</p>
Subdelegate conditions	<ul style="list-style-type: none"> ▪ A vehicle may only be declared an “abandoned vehicle wreck” if it meets the criteria in s. 3.39(3) of the Local Government Act 1995 (e.g., apparently deserted, in a severely damaged or dismantled condition, and not validly registered or licensed). ▪ Photographic evidence and a written inspection report must be completed and retained on file before any declaration is made. ▪ All notices must be in the approved form and served in accordance with the Act. ▪ Where ownership is known, reasonable attempts must be made to contact the last registered owner before disposal. ▪ Disposal by destruction must only occur when the vehicle has no marketable value or is unsafe to sell. ▪ All actions must be recorded in the Shire’s Abandoned Vehicle Register and reported quarterly to the CEO. ▪ Delegates must be appointed in writing as “authorised persons” under s. 3.39 and s. 9.10 of the Local Government Act 1995.
Statutory framework	Local Government Act 1995 (WA) – Section 3.39, 3.40, 3.40A, 3.42, and Schedule 3.2
Record keeping	The declaration is to be recorded in the appropriate record to meet legislative requirements.
Date adopted	12 December 2025
Adoption references	<p>10.0 REPORTS</p> <p>10.2 CHIEF EXECUTIVE OFFICER REPORTS</p> <p>10.2.(B) DELEGATION REGISTER REVIEW</p>

Last reviewed	12 December 2025
----------------------	------------------

Amendments			
Date	Type	Amendment	References
12 Dec 2025	New delegation	New	---

Delegation	A10 Confiscated or uncollected goods
Head of power	2. Administration
Delegator	Local Government
Function	<p>To exercise all powers relating to the disposal of confiscated, seized, impounded, surrendered, or uncollected goods (including vehicles, trailers, bicycles, animals, shopping trolleys, and any other property) that have not been collected within the statutory periods, including:</p> <ul style="list-style-type: none"> ▪ Determining that goods are uncollected or abandoned ▪ Selling, destroying, donating, or otherwise disposing of the goods ▪ Recovering costs of impounding, storage, care, transport, and disposal
Delegates	CEO
Conditions	<p>1. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with the Local Government (Functions and General) Regulations 1996 (Reg. 30), be disposed of by any means considered to provide best value, provided the process is transparent and accountable.</p> <p>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 1.1.35 Authorised persons to perform specified functions under the Local Government Act 1995.</p>
Subdelegates	<p>Manager Business Services Manager Community Services Manager Works and Services</p>
Subdelegate conditions	Conditions Applying to All Delegates
Statutory framework	Local Government (Functions and General) Regulations 1996 r.30 Dispositions of property excluded from s.3.58 of the Local Government Act 1995 s3.58
Record keeping	The sale or disposal of goods or vehicles is to be recorded in the appropriate record.
Date adopted	12 December 2025
Adoption references	<p>10.0 REPORTS 10.2 CHIEF EXECUTIVE OFFICER REPORTS 10.2.(B) DELEGATION REGISTER REVIEW</p>
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
12 Dec 2025	New delegation	New	---

Delegation	A11 Disposal of sick or injured impounded animals
Head of power	2. Administration
Delegator	Local Government
Function	To decide, without delay, that a sick, injured, or suffering impounded animal (dog, cat, livestock, or any other animal) is to be: <ul style="list-style-type: none"> ▪ Humanely destroyed (euthanased) immediately, or ▪ Provided with urgent veterinary treatment at Shire expense where there is a reasonable prospect of recovery and subsequent rehoming/adoption, or ▪ Transferred to a veterinary clinic, RSPCA, or registered welfare organisation for treatment or euthanasia.
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. The primary consideration is the immediate welfare of the animal and the prevention of unnecessary suffering (Animal Welfare Act 2002). 2. Wherever possible, a registered veterinarian must assess the animal before euthanasia. 3. If the animal is microchipped and the owner is contactable, reasonable attempts (minimum one phone call + SMS) must be made to contact the owner before euthanasia unless the animal is suffering severely. 4. Euthanasia must be performed humanely using methods approved under the Animal Welfare Act (generally intravenous barbiturate by veterinarian or .22 firearm by trained officer for large livestock in remote situations). 5. Full records (photographs, veterinary report or delegate's written justification, microchip scan results, carcass disposal method) must be retained.
Express power to subdelegate	Local Government Act 1995 s.5.44 CEO may delegate powers and duties to other employees
Subdelegates	Manager Business Services Manager Community Services Manager Works and Services
Subdelegate conditions	Subject to the conditions on delegation to the CEO
Statutory framework	Local Government Act 1995 (WA) – s. 3.47(2a), (2b), (4) Cat Act 2011 (WA) – s. 67, 68 Dog Act 1976 (WA) – s. 29(11), 33E Animal Welfare Act 2002 (WA) – s. 19, 30
Record keeping	The details of sick or injured animals disposed of are to be recorded in the appropriate record.
Date adopted	12 December 2025
Adoption references	10.0 REPORTS 10.2 CHIEF EXECUTIVE OFFICER REPORTS 10.2.(B) DELEGATION REGISTER REVIEW

Last reviewed	12 December 2025
----------------------	------------------

Amendments			
Date	Type	Amendment	References
12 Dec 2025	New delegation	New	---

Delegation	A12 Authorised persons to perform specified functions under the local Government Act 1995
Head of power	2. Administration
Delegator	Local Government
Function	<p>To appoint (and revoke) employees or other suitably qualified persons as Authorised Persons for the purposes of performing any or all of the statutory functions listed in s. 9.10(2) and (8) of the Local Government Act 1995 and any additional functions under the Acts and local laws administered by the Shire, any of the following;</p> <ul style="list-style-type: none"> (a) this Act; (b) the Caravan Parks and Camping Grounds Act 1995 ; (c) the Cat Act 2011 ; (d) the Cemeteries Act 1986 ; (e) the Control of Vehicles (Off-road Areas) Act 1978 ; (f) the Dog Act 1976 ; (g) subsidiary legislation made under an Act referred to in any of paragraphs (a) to (f); (h) a written law prescribed for the purposes of this section; <p>The CEO may, in writing, appoint persons or classes of persons to be authorised persons for the purposes of 1 or more specified laws or specified provisions of 1 or more specified laws.</p>
Delegates	CEO
Conditions	<p>All appointments must be made by written instrument (signed by the CEO or delegate) clearly stating:</p> <p>Full name and position of the appointee Specific Acts, regulations, and local laws under which the person is authorised Specific sections/powers conferred Any limitations or conditions Duration of appointment (if not ongoing)</p> <p>Identity card number issued Every authorised person must be issued with an official identity card containing photograph, signature, and the powers conferred (s. 9.11).</p> <p>A central Authorised Persons Register must be maintained by the Governance Officer and updated within 7 days of any appointment, variation, or revocation.</p> <p>Appointments automatically cease upon the person leaving employment or contract with the Shire unless otherwise specified.</p> <p>All authorised persons must complete mandatory training relevant to their powers (minimum every 3 years).</p> <p>The CEO must report all new appointments and revocations to Council annually (or sooner if significant changes occur).</p>

Express power to subdelegate	Local Government Act 1995 s.5.44 CEO may delegate powers or duties to other employees
Subdelegate conditions	Subject to the conditions on delegation to the CEO
Statutory framework	Local Government Act 1995 (WA) – s. 3.24, 3.28, 3.31, 3.32, 3.34, 3.39, 9.10, 9.11 Local Government Act Regulations All Shire of Leonora local laws Other Acts administered by the Shire (e.g., Dog Act 1976, Cat Act 2011, Bush Fires Act 1954, Litter Act 1979, Caravan Parks and Camping Grounds Act 1995, etc.)
Record keeping	Records of appointment of persons authorised under this delegation are to be retained on the appropriate file or record.
Date adopted	12 December 2025
Adoption references	10.0 REPORTS 10.2 CHIEF EXECUTIVE OFFICER REPORTS 10.2.(B) DELEGATION REGISTER REVIEW
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
12 Dec 2025	New delegation	New	---

Delegation	B01 Dwellings Unfit for Habitation
Head of power	5. Building
Delegator	Local Government
Function	To declare that a house, or any part thereof is unfit for human habitation in accordance with the provisions of Section 135 of the <i>Health (Miscellaneous Provisions) Act 1911</i>
Delegates	CEO
Conditions	Subject to the provisions of Section 135 of the <i>Health (Miscellaneous Provisions) Act 1911</i>
Subdelegates	EHO/Building Surveyor
Statutory framework	Section 135 of the <i>Health (Miscellaneous Provisions) Act 1911</i> (as amended).
Policy	N/A
Record keeping	Certificates issued and correspondence issued. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Date adopted	19 May 1998
Adoption references	Reviewed - 21.11.2023 Reviewed 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
15 Feb 2011	Amended delegation	Reviewed & Amended	---
18 Feb 2014	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed	---

Delegation	B02 Dwellings to be Repaired
Head of power	5. Building
Delegator	Local Government
Function	Require owner of a house declared unfit for habitation or in a poor state of repair, to make repairs and render clean such a house.
Delegates	CEO
Conditions	The order is accordance with the provisions of Section 139 of the <i>Health (Miscellaneous Provisions) Act 1911</i>
Subdelegates	EHO/Building Surveyor
Statutory framework	Section 139 of the <i>Health (Miscellaneous Provisions) Act 1911</i>
Policy	N/A
Record keeping	Notices and correspondence issued. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Date adopted	19 May 1998
Adoption references	Reviewed - 21.11.2023 Reviewed 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
15 Feb 2011	Amended delegation	Reviewed & Amended	---
18 Feb 2014	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed	---

Delegation	B03 Park Homes
Head of power	5. Building
Delegator	Local Government
Function	To grant approval to any person wishing to bring a Park Home on to a Caravan Park.
Delegates	CEO
Conditions	N/A
Subdelegates	EHO/Building Surveyor
Statutory framework	<i>Caravan Parks and Camping Grounds Regulations 1997 (11(2)(a))</i>
Policy	N/A
Record keeping	Building licenses issued and correspondence issued. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Date adopted	19 May 1998
Adoption references	Reviewed 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
15 Feb 2011	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed	---

Delegation	B04 Building / Demolition Permits
Head of power	5. Building
Delegator	Local Government
Function	To approve/refuse applications submitted under section 20 and 21 of the <i>Building Act 2011</i> .
Delegates	CEO
Conditions	Subject to provisions of section 20 and 21 of the <i>Building Act 2011</i> .
Subdelegates	Manager Business Services
Statutory framework	<i>Building Act 2011</i> .
Policy	T.6.10. Building Licences
Record keeping	Records to be kept under the provisions of <i>General Disposal Authority for Local Government Records</i> Legislation.
Date adopted	18 February 2014
Adoption references	Reviewed - 21.11.2023 Reviewed - 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
18 Feb 2020	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	---

Delegation	B05 Building / Demolition, Extension of Time to Complete
Head of power	5. Building
Delegator	Local Government
Function	To approve/refuse applications submitted under section 32 of the <i>Building Act 2011</i> .
Delegates	CEO
Conditions	Subject to provisions of section 32 of the <i>Building Act 2011</i> .
Subdelegates	Manager Business Services
Statutory framework	<i>Building Act 2011</i> .
Policy	N/A
Record keeping	Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Date adopted	18 February 2014
Adoption references	Reviewed - 21.11.2023 Reviewed - 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
18 Feb 2020	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	---

Delegation	B06 Building Orders
Head of power	5. Building
Delegator	Local Government
Function	<ol style="list-style-type: none"> 1. To make building orders pursuant to Division 5, Section 110 and 117 of the <i>Building Act 2011</i> in relation to: <ol style="list-style-type: none"> a. Building Work b. Demolition Work c. An existing building or incidental structure 2. To revoke building orders pursuant to Section 17 of the <i>Building Act 2011</i>
Delegates	CEO
Conditions	Subject to provisions of Division 5, Section 110 and 117 of the <i>Building Act 2011</i> .
Subdelegates	Manager Business Services
Statutory framework	<i>Building Act 2011</i> .
Policy	N/A
Record keeping	Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Date adopted	18 February 2014
Adoption references	Reviewed - 21.11.2023 Reviewed - 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
18 Feb 2020	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	---

Delegation	B07 Grant of Occupancy Permit, Building Approval Certificate
Head of power	5. Building
Delegator	Local Government
Function	To approve, modify or refuse to approve applications submitted under Section 58 of the <i>Building Act 2011</i> .
Delegates	CEO
Conditions	Subject to provisions of Section 58 of the <i>Building Act 2011</i>
Subdelegates	Manager Business Services
Statutory framework	<i>Building Act 2011</i> .
Policy	N/A
Record keeping	Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Date adopted	18 February 2014
Adoption references	Reviewed - 21.11.2023 Reviewed - 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
18 Feb 2020	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	---

Delegation	B08 Extension of Period of Duration of Occupancy Permit or Building Approval Certificate
Head of power	5. Building
Delegator	Local Government
Function	To approve or refuse applications submitted under Section 65 of the <i>Building Act 2011</i> .
Delegates	CEO
Conditions	Subject to provisions of Section 65 of the <i>Building Act 2011</i> .
Subdelegates	Manager Business Services
Statutory framework	<i>Building Act 2011</i> .
Policy	N/A
Record keeping	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records Legislation.</u>
Date adopted	18 February 2014
Adoption references	Reviewed - 21.11.2023 Reviewed - 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
18 Feb 2020	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	---

Delegation	B09 Authorised Persons – Building Act 2011
Head of power	5. Building
Delegator	Local Government
Function	The CEO is Delegated Authority as “Authorised Persons” under the provisions of Sections 96, 100, 102, 103, 106 and 109 of the <i>Building Act 2011</i> .
Delegates	CEO
Conditions	Subject to provisions of Sections 96, 100, 102, 103, 106 and 109 of the <i>Building Act 2011</i> .
Subdelegates	Manager Business Services
Statutory framework	<i>Building Act 2011</i> .
Policy	N/A
Record keeping	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records Legislation.</u>
Date adopted	18 February 2013
Adoption references	Reviewed - 21.11.2023 Reviewed 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
18 Feb 2020	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	---

Delegation	B10 Certificate of Design Compliance
Head of power	5. Building
Delegator	Local Government
Express power or duty delegated	To issue Certificates of Design Compliance pursuant to Section 127 of the <i>Building Act 2011</i> .
Delegates	CEO
Conditions	Subject to provisions of Section 127 of the <i>Building Act 2011</i> .
Subdelegates	Manager Business Services
Statutory framework	<i>Building Act 2011</i> .
Policy	N/A
Record keeping	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records Legislation.</u>
Date adopted	18 February 2014
Adoption references	Reviewed - 21.11.2023 Reviewed 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
18 Feb 2020	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	---

Delegation	B11 Disposing of property (Land) by lease or licence
Head of power	5. Building
Delegator	Local Government
Function	<p>To dispose of property (land and/or buildings) by entering into leases, licences, tenancy agreements, or other occupancy arrangements (other than by sale or freehold transfer) where the term (including any options to renew) does not exceed 20 years and the transaction complies with s. 3.58 and reg. 30, including:</p> <ul style="list-style-type: none"> ▪ Determining that the disposal is in the best interests of the Shire ▪ Approving the terms and conditions of the lease/licence ▪ Executing lease/licence documents under common seal or otherwise ▪ Varying or renewing existing leases/licences ▪ Terminating leases/licences for breach or mutual agreement
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. All disposals must be at not less than market rent/value unless Council has approved a concession for community, sporting, charitable, or economic development purposes (with reasons recorded). 2. Independent market valuation (registered valuer) required for: any lease/licence > 5 years, or annual rent > \$25,000, or where rent is less than 80% of market value. 3. Tender or expression of interest process required unless an exemption under reg. 30(3) applies (e.g., renewal to existing tenant, specialised use, etc.) and is documented. 4. Public notice under s. 3.58(3) must be given unless exempt. 5. All leases > 5 years (including options) must be approved by Council resolution if they do not strictly comply with the Shire's Property Management Policy. 6. Leases affecting Crown land or reserves require Minister for Lands consent (via Department of Planning, Lands and Heritage) before execution. 7. All agreements must be executed in accordance with s. 9.49 (common seal) or s. 9.49A (CEO signature) of the Local Government Act 1995. 8. A register of all leases and licences must be maintained and reported annually to Council.
Express power to subdelegate	<p>Local Government Act 1995</p> <p>s.5.44 CEO may delegate powers and duties to other employees</p>
Subdelegates	<p>Manager Business Services</p> <p>Manager Community Services</p>
Subdelegate conditions	Subject to the conditions on delegation to the CEO
Statutory framework	<p>Local Government Act 1995 (WA) – s. 3.58(2), (3), (4) and s. 3.59</p> <p>Local Government (Functions and General) Regulations 1996 – reg. 30</p> <p>Land Administration Act 1997 (WA) – s. 18 (where applicable)</p> <p>Commercial Tenancy (Retail Shops) Agreements Act 1985 (if applicable)</p>
Record keeping	The full details of the transaction including copies of the advertisements to be recorded on the appropriate record and or register.

Date adopted	12 December 2025
Adoption references	10.0 REPORTS 10.2 CHIEF EXECUTIVE OFFICER REPORTS 10.2.(B) DELEGATION REGISTER REVIEW
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
12 Dec 2025	New delegation	New	---

Delegation	E01 Temporary Road Closures
Head of power	3. Engineering
Delegator	Local Government
Function	To temporarily close a street or a portion of a street for a period not exceeding 30 days to vehicles in cases of emergency, in connection with community events, Council works, by reason of heavy rain, a street likely to be damaged by the passage of traffic of any particular class.
Delegates	CEO
Conditions	Compliance with the <i>Local Government Act 1995</i> , <i>Local Government (Functions and General) Regulations 1996</i> , and other applicable legislation.
Subdelegates	Manager Works and Services
Statutory framework	<i>Local Government Act 1995</i> – S3.50, S3.50A, S3.51, S3.52, S5.42, S3.50, S3.51, Executive Function S3.18. <i>Local Government (Functions and General) Regulations 1996</i> .
Policy	N/A
Record keeping	Retention of file copy of relevant correspondence. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Date adopted	20 May 1997
Adoption references	Reviewed - 21.11.2023 Reviewed 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
15 Feb 2011	Amended delegation	Reviewed and Amended	---
16 May 2023	Amended delegation	Reviewed	---
21 Nov 2023	Amended delegation	Reviewed and Amended	---
12 Dec 2025	Amended delegation	Reviewed - changes to title and addition to Function - community events to be included	---

Delegation	E02 Road Trains and Extra Mass Permits
Head of power	3. Engineering
Delegator	Local Government
Function	To determine any application for the use of such roads granting approval with or without conditions and, subject to assessment and approval of the use of the road/s by Main Roads WA.
Delegates	CEO
Conditions	Have regard for any policy of the Council in relation to the use of local roads by restricted access vehicles
Subdelegates	Manager Works and Services
Statutory framework	Road Traffic Vehicle Standard Regulations
Policy	N/A
Record keeping	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records Legislation</u>
Date adopted	20 May 1997
Adoption references	Reviewed - 21.11.2023 Reviewed 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
15 Feb 2011	Amended delegation	Reviewed and Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Works and Services.	
15 Oct 2024	Amended delegation	Amend N/A to Manager of Works and Services	---
12 Dec 2025	Amended delegation	Reviewed	---

Delegation	E03 Traffic Control Signals and Road Regulatory Devices
Head of power	3. Engineering
Delegator	Local Government
Function	<ol style="list-style-type: none"> 1. To make application to Main Roads WA for approvals to install stop and give-way signs at such places as considered warranted other than in accordance with any urban or rural traffic management plan adopted by Council. 2. Arrange installation of "school bus stop" signs and other appropriate traffic warning, advisory or directional signs at such places on local roads as considered necessary. 3. Proceed with the provision and erection of new street name plates and the replacement of damaged name plates.
Delegates	CEO
Conditions	Due regard to limit of funds within budget
Subdelegates	Manager Works and Services
Statutory framework	<i>Road Traffic Code 2000</i>
Policy	N/A
Record keeping	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records Legislation.</u>
Date adopted	20 May 1997
Adoption references	Reviewed - 21.11.2023 Reviewed 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
15 Feb 2011	Amended delegation	Reviewed and Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Works and Services.	
15 Oct 2024	Amended delegation	Amend N/A to Manager of Works and Services	---
12 Dec 2025	Amended delegation	Reviewed	---

Delegation	F01 Payment of Accounts
Head of power	1. Finance
Delegator	Local Government
Function	To make payments from the Municipal Fund Bank Accounts for payment of creditors and payroll.
Delegates	CEO
Conditions	<p>Compliance with Regulations 12, 13 and 13A of the <i>Local Government (Financial Management) Regulations 1996</i>.</p> <p>The authority extends to payments for items previously authorised by the council by inclusion in the budget.</p> <p>The Chief Executive Officer is to ensure the relevant debt was incurred by a person who is properly authorised to do so and that the goods and services to which each account relates were provided in a satisfactory standard as the case requires.</p> <p>Each payment from the Municipal Fund Bank Accounts and is to be noted on a list compiled each month showing:</p> <ol style="list-style-type: none"> 1. The payee's name; and 2. The amount of the payment; and 3. The date of the payment; and 4. Sufficient information to identify the transaction. <p>The list referred to above is to be presented to the Council at the next ordinary meeting of the Council following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented.</p> <p>The vouchers, supporting invoices and other relevant documents be made available for inspection by Councillors at any time following the date of payment and at the next ordinary meeting of Council.</p>
Subdelegates	<p>Manager Business Services</p> <p>Manager Community Services</p> <p>Manager Works and Services</p>
Statutory framework	<p>S5.42/5.44, S6.10 – <i>Local Government Act 1995</i></p> <p><i>Local Government (Financial Management) Regulations 1996</i></p>
Policy	Not Applicable
Record keeping	Records to be kept under the provision of <u>General Disposal Authority for Local Government Records</u> Legislation.
Date adopted	20 May 1997
Adoption references	<p>Reviewed - 21.11.2023</p> <p>Reviewed 12.12.2025</p>

Last reviewed	12 December 2025
----------------------	------------------

Amendments			
Date	Type	Amendment	References
15 Feb 2011	Amended delegation	Reviewed and Amended	---
16 May 2023	Amended delegation	Reviewed	---
21 Nov 2023	Amended delegation	Reviewed and Amended	---
28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Business Services, Manager Community Services and Manager Works and Services.	
15 Oct 2024	Amended delegation	Amend Deputy Chief Executive Officer to Manager of Business Services	---
12 Dec 2025	Amended delegation	Reviewed	---

Delegation	F02 Investments
Head of power	1. Finance
Delegator	Local Government
Function	<ol style="list-style-type: none"> 1. To invest money held in the Municipal or Trust Funds that is not required for the time being for any purpose in accordance with Part III of the <i>Trustees Act 1962</i> or in an investment approved by the Minister. 2. To establish and document internal control procedures to be followed to ensure control over the investments.
Delegates	CEO Manager Business Services
Conditions	<ol style="list-style-type: none"> 1. The establishing of documental internal control procedures to be followed to ensure control over the investments. 2. Compliance with Regulation 19(2) <i>Local Government (Financial Management) Regulations 1996</i> 3. Council Policy (where applicable) 4. Investments in Managed Funds require the approval of Council.
Statutory framework	S5.42/S5.44, S6.14 <i>Local Government Act 1995</i> (As Amended)
Policy	A.2.1 – Investments
Record keeping	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records Legislation.</u>
Date adopted	15 February 2011
Adoption references	Reviewed - 21.11.2023 Reviewed 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
16 May 2023	Amended delegation	Reviewed	---
21 Nov 2023	Amended delegation	Reviewed and Amended	---
15 Oct 2024	Amended delegation	Remove reference to Deputy Chief Officer	---
12 Dec 2025	Amended delegation	Reviewed	---

Delegation	F03 Hire Fees & Charges
Head of power	1. Finance
Delegator	Local Government
Function	To adjust/vary recreation centre, halls, and oval hire fees and charges as determined in the budget.
Delegates	CEO
Conditions	<p>Subject to Regulations 5, 8 and 10 of the <i>Local Government (Financial Management) Regulations 1996</i> and;</p> <ul style="list-style-type: none"> • where it is considered that there is the need due to extenuating circumstances, unusual kind of use; • the cost of normal hire per participant being prohibitive in relation to the financial resources of the hirer/s; • one-off usage discounts being supported in favour of regular use discounts; • the participation of children/juniors in the program; • the benefits to the Shire, its staff and the community in general; • the costs to the Shire, including any forfeited opportunity costs; and • any other circumstances that warrant consideration to a discount or waiving of fees.
Subdelegates	Manager Community Services
Statutory framework	S5.42, S6.2, S6.10, S6.12 <i>Local Government Act 1995</i>
Policy	N/A
Record keeping	Copy of receipts to be archived and kept in accordance with records to be kept under the provisions of <u>General Disposal Authority for Local Government Records Legislation.</u>
Date adopted	15 February 2011
Adoption references	Reviewed - 21.11.2023 Reviewed 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
16 May 2023	Amended delegation	Reviewed	---
21 Nov 2023	Amended delegation	Reviewed & Amended	---
28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Community Services.	
12 Dec 2025	Amended delegation	Reviewed - changes to title	---

Delegation	F04 Rate Records and Recovery of Rates and Service Charges
Head of power	1. Finance
Delegator	Local Government
Function	<ol style="list-style-type: none"> 1. Where appropriate or necessary, to amend the rate record of the local government for the 5 years preceding the current financial year as contemplated by section 6.39 (2)(b). 2. To enter into agreements in accordance with Section 6.49 of the <i>Local Government Act 1995</i> for the payment of rates and service charges. 3. To determine the dates that a rate or service charge becomes due and payable in accordance with Section 6.50 of the <i>Local Government Act 1995</i>, such that the due payment of a rate or service charge, or the first instalment thereof as the case may be, shall become due and payable 35 days after the date noted on the rate notice as the date the rate notice was issued; 4. To take any or all of the actions pursuant to the provisions of the Act as reasonable and proper, to recover rates and service charges due to the local government; Pursuant to section 6.64 (3) of the Act, to lodge caveats on land where the rates or service charges are in arrears, and it is considered that the interests of the Council should be protected; and to subsequently withdraw such caveats once arrears of rates have been settled. 5. To exercise discretion in regard to granting an extension of time for the service of objections to the rate record in accordance with Section 6.76(4) of the <i>Local Government Act 1995</i>; 6. To allow or disallow in accordance with section 6.76 (5) any objection to the rate record lodged under Section 6.76(1) and to serve notice of the decision and a statement of reasons for the decision upon the person lodging the objection on accordance with Section 6.76(6) 7. To discharge the obligations specified in section 6.39(1) of the <i>Local Government Act 1995</i> (as amended). 8. The service of notices of valuation and rates referred to in section 6.41(1) of the <i>Local Government Act 1995</i>. 9. The powers conferred on Section 6.40 of the <i>Local Government Act 1995</i>. 10. The recovery of rates by complaint or action pursuant to the provisions of 6.56(1) of the <i>Local Government Act 1995</i>. 11. Requiring a lessee to pay rent to the Council in satisfaction of rates or service charges due and payable in accordance with 6.60(2) of the <i>Local Government Act 1995</i>.
Delegates	CEO
Conditions	Nil
Statutory framework	<i>Local Government Act 1995</i>
Policy	A.2.4. Rates Recovery
Record keeping	List of rate arrears submitted to Council when requested.
Date adopted	20 May 1997
Adoption references	Reviewed - 21.11.2023 Reviewed 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
15 Feb 2011	Amended delegation	Reviewed and Amended	---
16 May 2023	Amended delegation	Reviewed	---
21 Nov 2023	Amended delegation	Reviewed and Amended	---
15 Oct 2024	Amended delegation	Change to numbering - 5)	---
12 Dec 2025	Amended delegation	Reviewed	---

Delegation	F05 Rating Exemptions
Head of power	1. Finance
Delegator	Local Government
Function	To consider and determine applications for rates exemption in accordance with Section 6.26 of the <i>Local Government Act 1995</i> .
Delegates	CEO
Conditions	To consider and determine applications for rating exemption status for a property. Written evidence and documentation to be provided by the applicant for proof of eligibility for exemption in accordance with legislation and policy.
Statutory framework	<i>Local Government Act 1995</i> Section 6.26
Policy	A.2.4
Record keeping	Information on File and advice provided to Council. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records Legislation.</u>
Date adopted	21 November 2023
Adoption references	Reviewed - 21.11.2023 Reviewed - 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
12 Dec 2025	Amended delegation	Reviewed	---

Delegation	F06 Surplus Equipment, Materials and Tools
Head of power	1. Finance
Delegator	Local Government
Function	To sell surplus equipment, materials, tools, etc with an estimated value of less than \$2,000 which are no longer required, or are out moded, or are no longer serviceable.
Delegates	CEO
Conditions	By calling for expressions of interest, holding of a surplus goods sale at Council's depot, or any other fair means. Where it has not been possible to dispose of surplus equipment, materials, tools, and such like as outlined above, dispose of such things by other nominated means, including scrapping, after a listing of such items and the proposed disposal method has been provided to Council.
Subdelegates	Manager Business Services Manager Community Services Manager Works and Services
Statutory framework	<i>Local Government Act 1995</i> Sect 3.58 & 5.42 and <i>Local Government (Financial Management) Regulations 1996</i> , Regulation 5(2)(a) <i>Local Government (Functions and General) Regulations 1996</i> -Regulation 30
Policy	Nil
Record keeping	Information on File and advice provided to Council. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records Legislation.</u>
Date adopted	20 May 1997
Adoption references	Reviewed - 21.11.2023 Reviewed 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
15 Feb 2011	Amended delegation	Reviewed and Amended	---
16 May 2023	Amended delegation	Reviewed	---
21 Nov 2023	Amended delegation	Reviewed and Amended	---
28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Business Services, Manager Community Services and Manager Works and Services.	
12 Dec 2025	Amended delegation	Reviewed	---

Delegation	F07 Purchase Order Authorisation
Head of power	1. Finance
Delegator	Local Government
Function	<ol style="list-style-type: none"> 1. To sign Purchase Orders for items contained within the current budget. 2. This delegation includes authorisation to accept a tender for purchase up to an amount of \$250,000 (<i>Local Government Act 1995</i> section 5.43 (b)).
Delegates	CEO
Conditions	<p>Officers must adhere to requirements of purchasing policy Purchases up to:</p> <ul style="list-style-type: none"> • \$4,999 can be arranged by delegated officers: • \$5,000-\$49,999 must receive two written quotes. Delegated officers to approve: • \$50,000-\$249,999 must receive three written quotes with CEO delegated to approve; and • \$250,000 and above tenders are to be called in line with tender regulations with full Council to approve. <p>Any delegated officer can sign purchase orders once approved by Council.</p>
Subdelegates	<p>Manager Business Services Manager Community Services Manager Works and Services</p>
Statutory framework	S5.42 & 3.57 <i>Local Government Act 1995</i>
Policy	A.2.7. Purchasing Policy
Record keeping	Register to be kept under the provisions of <u>General Disposal Authority for Local Government Records Legislation.</u>
Date adopted	20 February 2007
Adoption references	<p>Reviewed - 21.11.2023 Reviewed 12.12.2025</p>
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
15 Feb 2011	Amended delegation	Reviewed and Amended: 15th February 2011, 17th February 2015, 16th February 2016, 21st February 2017, 18th February, 2020 & 21st December, 2021, 21 November 2023	---
16 May 2023	Amended delegation	Reviewed	---
28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Business Services, Manager Community Services. Removal of DCEO (position no longer).	
15 Oct 2024	Amended delegation	Amend Deputy Chief Officer to Manager Business Services and Manager Community Services. Amend/remove text; "Where a regulatory tender exemption is utilised by the Shire for purchases above \$250,000, full Council to approve" "Duplicate of purchase order to be handed to Accounts Officer" "Triplicate stored in original purchase order book" "Complete order books to be returned to Administration Officer for archiving"	---
12 Dec 2025	Amended delegation	Reviewed	---

Delegation	H01 Environmental Health
Head of power	4. Health
Delegator	Local Government
Function	In accordance with the provisions of Section 26 of the <i>Health Services Act 2016</i> the Chief Executive Officer is appointed and authorised to exercise and discharge the following powers and functions: 1) Issue such Health Services Act notices and orders as appropriate; 2) Determine applications for license under the Health Services Act.
Delegates	CEO
Conditions	On delegated to: To any person appointed by the local authority to the position of Authorised Officer. Subject to the provisions of the Health Services Act, Local Laws and Council Policies. The applicant being advised of objections and/or appeal rights. A detailed report to the monthly Council meeting
Subdelegates	Authorised Officer
Statutory framework	<i>Health Services Act 2016</i>
Policy	N/A
Record keeping	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records Legislation.</u>
Date adopted	15 February 2011
Adoption references	Reviewed - 21.11.2023 Reviewed 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
21 Feb 2017	Amended delegation	Reviewed and Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed	---

Delegation	H02 Local Government Septic Tank Approvals
Head of power	4. Health
Delegator	Local Government
Function	<p>Pursuant to the provisions of Section 26 of the <i>Health Services Act 2016</i>, the Authorised Officer is hereby appointed and authorized to exercise and discharge powers and functions conferred on local government for the purpose of Regulation 4 of the <i>Health (Treatment of Sewerage and Disposal Effluent and Liquid Waste) Regulations 1974</i>:</p> <ol style="list-style-type: none"> 1. For the purpose of section 107(2)(a) of the Act, an apparatus is to be approved a local government if it is intended to serve: <ol style="list-style-type: none"> a. A single dwelling b. Any other building that produces not more than 540 litres of sewerage per day; 2. A person may apply for approval by: <ol style="list-style-type: none"> a. Completing an application in a form approved by the Executive Director, Public Health b. Forwarding application to the Shire of Leonora together with any documents required under Regulation 5 and the fee specified in Item 1, of Schedule 1; 3. The Shire of Leonora upon application will as soon as practicable after receiving the application: <ol style="list-style-type: none"> a. Grant approval, or b. Refuse to grant approval; 4. Where the Shire refuses to grant approval it shall provide to the applicant written notice: <ol style="list-style-type: none"> a. Advising the person of the refusal; and b. Setting out the reasons for the refusal
Delegates	Authorised Officer CEO
Conditions	Subject to the provisions of the Health Services Act, Local Laws and Council Policies. The applicant being advised of objections and/or appeal rights.
Statutory framework	<i>Health Services Act 2016, Health (Treatment of Sewage and Disposal Effluent and Liquid Waste) Regulations 1974</i>
Policy	N/A
Record keeping	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records Legislation.</u>
Date adopted	19 August 1997
Adoption references	Reviewed - 21.11.2023 Reviewed 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
21 Feb 2017	Amended delegation	Reviewed and Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Apr 2024	Amended delegation	Delegation missed - needed to be assign to CEO as of 01/07/2023.	
12 Dec 2025	Amended delegation	Reviewed	---

Delegation	H03 Dealing with Nuisances
Head of power	4. Health
Delegator	Local Government
Function	In accordance with the provisions of Section 184 of the <i>Health (Miscellaneous Provisions) Act 1911</i> the Chief Executive Officer is authorised to deal with nuisances.
Delegates	CEO
Conditions	Subject to the provisions of the <i>Health (Miscellaneous Provisions) Act</i> , Local Laws and Council Policies. The applicant being advised of objections and/or appeal rights.
Subdelegates	Authorised Officer
Statutory framework	<i>Health (Miscellaneous Provisions) Act 1911</i>
Policy	N/A
Record keeping	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records Legislation.</u>
Date adopted	19 May 1998
Adoption references	Reviewed - 21.11.2023 Reviewed 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
15 Feb 2011	Amended delegation	Reviewed & Amended	---
21 Feb 2017	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed	---

Delegation	H04 Camping other than at a Park or a Camping Ground
Head of power	4. Health
Delegator	Local Government
Function	To grant approval to an applicant wishing to camp on land or a period of up to three (3) months in any twelve month period.
Delegates	CEO Manager Business Services
Conditions	Subject to the approval being in accordance with the provisions of Regulation 11(2)(a) of the <i>Caravan Parks and Camping Grounds Regulations 1997</i> .
Statutory framework	<i>Caravan Parks and Camping Grounds Regulations 1997</i>
Policy	N/A
Record keeping	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records Legislation.</u>
Date adopted	19 May 1998
Adoption references	Reviewed - 21.11.2023 Reviewed 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
15 Feb 2011	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed	---

Delegation	H05 Food Act 2008 – Enforcement Action (Section 122)
Head of power	4. Health
Delegator	Local Government
Function	In accordance with the provisions of Section 122 of the <i>Food Act 2008</i> , the Chief Executive Officer is appointed and authorized to exercise and carry out enforcement action for the purposes of this act.
Delegates	CEO
Conditions	Subject to the provisions of the <i>Food Act 2008</i> and Council Policies, the businesses being advised of appeal rights and a detailed report to the monthly Council Meeting.
Subdelegates	Authorised Officer
Statutory framework	<i>Food Act 2008</i>
Policy	N/A
Record keeping	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records Legislation.</u>
Date adopted	17 June 2014
Adoption references	Reviewed - 21.11.2023 Reviewed 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
21 Feb 2017	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed	---

Delegation	H06 Appointment of Authorised Officers – Public Health Act 2016
Head of power	4. Health
Delegator	Local Government
Function	In accordance with section 17 of the <i>Public Health Act 2016</i> , the Chief Executive Officer is authorised to appoint Authorised Officers to carry out functions under the <i>Public Health Act 2016</i> .
Delegates	CEO
Conditions	Subject to Section 18 of the <i>Public Health Act 2016</i> .
Statutory framework	<i>Public Health Act 2016</i>
Policy	N/A
Record keeping	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records Legislation.</u>
Date adopted	20 December 2016
Adoption references	Reviewed - 21.11.2023 Reviewed 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed	---

Delegation	H07 Authorised Officers for Certificates of Authority
Head of power	4. Health
Delegator	Local Government
Function	In accordance with the provisions of Section 24 and Section 30 of the <i>Public Health Act 2016</i> , the Chief Executive Officer is authorised to designate a person or class of persons as an Authorised Officer and issue Certificates of Authority.
Delegates	CEO
Conditions	Subject to provisions of Section 24, 30 and 312 of the <i>Public Health Act 2016</i> .
Statutory framework	<i>Public Health Act 2016</i>
Policy	N/A
Record keeping	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records Legislation.</u>
Date adopted	20 December 2016
Adoption references	Reviewed - 21.11.2023 Reviewed 12.12.2025
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed	---

Delegation	P01 Development Applications
Head of power	6. Planning
Delegator	Local Government
Function	Pursuant to Section 5.42 of the <i>Local Government Act 1995</i> (as amended), delegation of authority to approve or refuse applications for planning consent, with or without conditions, is extended to the Chief Executive Officer, subject to compliance with the Shire of Leonora Local Planning Scheme No. 2, the Residential Design Codes of Western Australia, Local Planning Policies and the additional conditions set out below.
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. Applications for types of land use or development as defined by the following symbols A and X against relevant zones in Table 3-Zoning Table cannot be determined under delegated authority and all such applications shall be referred to Council for consideration. 2. Applications for planning approval that must be assessed under the provisions of Clause 18.4.a.bc of the Scheme shall be referred to Council for consideration. 3. The provisions of 1, and 2 above shall not apply to renewals of planning approval, minor works, extensions and/or expansions associated with existing lawful land-uses, wherein the application may be approved, with or without conditions under delegated authority. 4. All uses listed as 'P', 'I', & 'D' in the Zoning Table may be approved under delegated authority, with or without conditions, unless, in the opinion of the delegated officer, approval of the application would detrimentally impact upon the amenity and proper planning of the locality, wherein the application shall be referred to Council for consideration. 5. Where an application has been advertised pursuant to Clause 64 of the Scheme and: <ol style="list-style-type: none"> a. No written, author-identified submissions were received, then the delegated officer may assess the application on its merits and approve the application with or without conditions, under delegated authority. b. Written, author-identified submissions objecting to and/or raising concerns about the proposal were received, but, in the opinion of the delegated officer, the points raised in the submission are of a non-substantive nature and/or can be satisfactorily addressed via condition/s, then the delegated officer shall liaise with the applicant and the person/s who lodged the submission prior to determining the application. If either party requires, the application shall be referred to Council for consideration. c. Written, author-identified submissions objecting to and/or raising concerns about the proposal were received, and, in the opinion of the delegated officer, the points raised in the submission are of a substantive nature and/or cannot be satisfactorily addressed via condition/s, then the application shall be referred to Council for consideration. 6. Where an application has been refused or a conditional approval issued under delegated authority, and the applicant feels aggrieved by the decision, the applicant may require that the application be referred to Council for reconsideration. In such cases the applicant shall provide a written statement outlining the basis of their request for consideration. Unless otherwise agreed to by the delegated officer, such written statement shall be provided a minimum of 10 working days prior to the meeting at which the applicant wishes the application to be reconsidered. 7. Notwithstanding the above, any application may be referred to Council for consideration where, in the opinion of the delegated officer, it is considered appropriate.
Statutory framework	<i>Local Government Act 1995</i> (Section 5.42) & <i>Planning and Development Act 2005</i>

Policy	Nil
Record keeping	<p>A summary of planning approvals for the preceding calendar month shall be provided in the Information Bulletin presented to Council each month. For each application determined during the preceding calendar month/s, the summary shall identify;</p> <ul style="list-style-type: none"> • The application number; • The name/s of the applicant/s and owners; • The particulars of the affected property; • The dates of application and determination; • Whether the application was approved or refused; and • Whether the decision was made under a sub delegation.
Date adopted	21 May 2019
Adoption references	<p>Reviewed - 21.11.2023 Reviewed 12.12.2025</p>
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed	---

Delegation	P02 Subdivision Applications
Head of power	6. Planning
Delegator	Local Government
Function	<ol style="list-style-type: none"> 1. Pursuant to Section 5.42 of the <i>Local Government Act 1995</i> (as amended), delegation of authority to advise the Western Australian Planning Commission with regards to applications referred to the Shire, is extended to the Chief Executive Officer subject to consistency with the Shire of Leonora Local Planning Scheme No. 2, the Residential Design Codes of Western Australia, and any other strategies or policies adopted by Council in respect of the affected land and only in the circumstances set out below. All other applications referred by the Western Australian Planning Commission shall be referred to Council for consideration 2. Pursuant to Section 5.42 of the <i>Local Government Act 1995</i> (as amended), delegation of authority to advise the Western Australian Planning Commission with regards to the clearance of conditions determined by the Commission and for which the Local Government is nominated as a clearance agency, is extended to the Chief Executive Officer subject to consistency with the Shire of Leonora Local Planning Scheme No. 2, the Residential Design Codes of Western Australia, the Shire of Leonora Local Planning Strategy, and any other strategies or policies adopted by Council in respect of the affected land and the additional conditions set out below. 3. Notwithstanding the conditions below, any matter may be referred to Council for consideration where, in the opinion of the delegated officer, it is considered appropriate.
Delegates	CEO

Conditions	<ol style="list-style-type: none"> 1. Applications proposing the amalgamation of existing lots without any other changes to the boundaries of any of the lots affected by the application. 2. Applications affecting 'Residential' zoned land 3. Applications for boundary adjustments other than 'Residential' zoned land where the total number of lots within the area affected by the application will not increase, the size of the smallest lot within the application area will not decrease by greater than 10%, there will be no increase in the number of lots below 100 hectares in size and the proposal represents a rationalisation of boundaries to ensure greater consistency with physical and/or cadastral boundaries. 4. Applications consistent with an endorsed Subdivision Guide Plan or Structure Plan. 5. Applications involving the creation of lots for the purposes of public or servicing authorities, where the application does not involve the creation of any new roads. 6. Amended plans for applications that have been considered by Council within the last two years and the amendments are of a minor nature. 7. Applications previously determined by Council where the Western Australian Planning Commission period of approval has expired (or will imminently expire) and a new application has been required to be lodged. 8. Where the Australian Planning Commission has not been advised in respect of any particular application pursuant to the delegations outlined in Function 1 above, Council may, when giving consideration to the application identify any of the recommended conditions as being conditions that need to be referred to Council for consideration prior to clearing. 9. Where clearance of conditions is to be determined pursuant to this clause and the applicant feels aggrieved by any decision of the delegated officer, the applicant may require that the matter be referred to Council for reconsideration. In such cases the applicant shall provide a written statement outlining the basis of their request for reconsideration. Unless otherwise agreed to by the delegated officer, such written statement shall be provided a minimum of 10 working days prior to the meeting at which the applicant wishes the matter to be reconsidered
Statutory framework	<i>Local Government Act 1995 (Section 5.42) & Planning and Development Act 2005</i>
Policy	Nil
Record keeping	<p>A summary of decisions made pursuant to Functions 1 and 2 shall be provided in the Information Bulletin presented to Council. For each decision made during the preceding calendar month/s, the summary shall identify;</p> <ul style="list-style-type: none"> • The WAPC reference number; • The names of the proponents and owners; • The particulars of the affected property; • A short description of the proposal; • The date of determination; • Whether the decision was made pursuant to Function 1 or 2; and • If the decision was made under a sub-delegation.
Date adopted	21 May 2019
Adoption references	<p>Reviewed - 21.11.2023 Reviewed 12.12.2025</p>
Last reviewed	12 December 2025

Amendments			
Date	Type	Amendment	References
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed	---

AMENDMENTS

Delegation	Date	Type	Amendment	References
A01 Contract Variations	16 May 2023	Amended delegation	Reviewed	Nil
A01 Contract Variations	21 Nov 2023	Amended delegation	Reviewed & Amended	Nil
A01 Contract Variations	12 Dec 2025	Amended delegation	Reviewed - numbering amended and update to record keeping	Nil
A02 Legal Advice – Representation	16 May 2023	Amended delegation	Reviewed	Nil
A02 Legal Advice – Representation	21 Nov 2023	Amended delegation	Reviewed & Amended	Nil
A02 Legal Advice – Representation	12 Dec 2025	Amended delegation	Reviewed and numbering amended	Nil
A03 Enforcements and Legal Proceedings	21 Nov 2023	Amended delegation	Reviewed	Nil
A03 Enforcements and Legal Proceedings	28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Business Services.	
A03 Enforcements and Legal Proceedings	12 Dec 2025	Amended delegation	Reviewed and numbering amended	Nil
A04 Tenders	15 Feb 2011	Amended delegation	Reviewed & Amended	Nil
A04 Tenders	21 Nov 2023	Amended delegation	Reviewed	Nil
A04 Tenders	15 Oct 2024	Amended delegation	2) Amend amount to \$249,999 from \$30,000	Nil
A04 Tenders	12 Dec 2025	Amended delegation	Reviewed and numbering amended	Nil
A05 Trade/Vendor Licences	15 Feb 2011	Amended delegation	Reviewed & Amended	Nil
A05 Trade/Vendor Licences	21 Nov 2023	Amended delegation	Reviewed	Nil
A05 Trade/Vendor Licences	28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Business Services.	

Delegation	Date	Type	Amendment	References
A05 Trade/Vendor Licences	15 Oct 2024	Amended delegation	Amend 4) "The CEO must consider any nuisance created by the nature of the business".	Nil
A05 Trade/Vendor Licences	12 Dec 2025	Amended delegation	Reviewed and numbering amended	Nil
A06 Appointment of Complaints Officer(s)	21 Nov 2023	Amended delegation	Reviewed	Nil
A06 Appointment of Complaints Officer(s)	12 Dec 2025	Amended delegation	Reviewed and numbering amended	Nil
A07 Appointment of Caretaker – Ageing in Place Village	12 Dec 2025	Amended delegation	Reviewed and numbering amended	Nil
A08 Powers of Entry	12 Dec 2025	New delegation	New	Nil
A09 Declaring a Vehicle to be an Abandoned Vehicle Wreck	12 Dec 2025	New delegation	New	Nil
A10 Confiscated or uncollected goods	12 Dec 2025	New delegation	New	Nil
A11 Disposal of sick or injured impounded animals	12 Dec 2025	New delegation	New	Nil
A12 Authorised persons to perform specified functions under the local Government Act 1995	12 Dec 2025	New delegation	New	Nil
B01 Dwellings Unfit for Habitation	15 Feb 2011	Amended delegation	Reviewed & Amended	Nil
B01 Dwellings Unfit for Habitation	18 Feb 2014	Amended delegation	Reviewed & Amended	Nil
B01 Dwellings Unfit for Habitation	21 Nov 2023	Amended delegation	Reviewed	Nil
B01 Dwellings Unfit for Habitation	12 Dec 2025	Amended delegation	Reviewed	Nil
B02 Dwellings to be Repaired	15 Feb 2011	Amended delegation	Reviewed & Amended	Nil

Delegation	Date	Type	Amendment	References
B02 Dwellings to be Repaired	18 Feb 2014	Amended delegation	Reviewed & Amended	Nil
B02 Dwellings to be Repaired	21 Nov 2023	Amended delegation	Reviewed	Nil
B02 Dwellings to be Repaired	12 Dec 2025	Amended delegation	Reviewed	Nil
B03 Park Homes	15 Feb 2011	Amended delegation	Reviewed & Amended	Nil
B03 Park Homes	21 Nov 2023	Amended delegation	Reviewed	Nil
B03 Park Homes	12 Dec 2025	Amended delegation	Reviewed	Nil
B04 Building / Demolition Permits	18 Feb 2020	Amended delegation	Reviewed & Amended	Nil
B04 Building / Demolition Permits	21 Nov 2023	Amended delegation	Reviewed	Nil
B04 Building / Demolition Permits	12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	Nil
B05 Building / Demolition, Extension of Time to Complete	18 Feb 2020	Amended delegation	Reviewed & Amended	Nil
B05 Building / Demolition, Extension of Time to Complete	21 Nov 2023	Amended delegation	Reviewed	Nil
B05 Building / Demolition, Extension of Time to Complete	12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	Nil
B06 Building Orders	18 Feb 2020	Amended delegation	Reviewed & Amended	Nil
B06 Building Orders	21 Nov 2023	Amended delegation	Reviewed	Nil
B06 Building Orders	12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	Nil
B07 Grant of Occupancy Permit, Building Approval Certificate	18 Feb 2020	Amended delegation	Reviewed & Amended	Nil

Delegation	Date	Type	Amendment	References
B07 Grant of Occupancy Permit, Building Approval Certificate	21 Nov 2023	Amended delegation	Reviewed	Nil
B07 Grant of Occupancy Permit, Building Approval Certificate	12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	Nil
B08 Extension of Period of Duration of Occupancy Permit or Building Approval Certificate	18 Feb 2020	Amended delegation	Reviewed & Amended	Nil
B08 Extension of Period of Duration of Occupancy Permit or Building Approval Certificate	21 Nov 2023	Amended delegation	Reviewed	Nil
B08 Extension of Period of Duration of Occupancy Permit or Building Approval Certificate	12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	Nil
B09 Authorised Persons – Building Act 2011	18 Feb 2020	Amended delegation	Reviewed & Amended	Nil
B09 Authorised Persons – Building Act 2011	21 Nov 2023	Amended delegation	Reviewed	Nil
B09 Authorised Persons – Building Act 2011	12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	Nil
B10 Certificate of Design Compliance	18 Feb 2020	Amended delegation	Reviewed & Amended	Nil
B10 Certificate of Design Compliance	21 Nov 2023	Amended delegation	Reviewed	Nil
B10 Certificate of Design Compliance	12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	Nil
B11 Disposing of property (Land) by lease or licence	12 Dec 2025	New delegation	New	Nil
E01 Temporary Road Closures	15 Feb 2011	Amended delegation	Reviewed and Amended	Nil
E01 Temporary Road Closures	16 May 2023	Amended delegation	Reviewed	Nil

Delegation	Date	Type	Amendment	References
E01 Temporary Road Closures	21 Nov 2023	Amended delegation	Reviewed and Amended	Nil
E01 Temporary Road Closures	12 Dec 2025	Amended delegation	Reviewed - changes to title and addition to Function - community events to be included	Nil
E02 Road Trains and Extra Mass Permits	15 Feb 2011	Amended delegation	Reviewed and Amended	Nil
E02 Road Trains and Extra Mass Permits	21 Nov 2023	Amended delegation	Reviewed	Nil
E02 Road Trains and Extra Mass Permits	28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Works and Services.	
E02 Road Trains and Extra Mass Permits	15 Oct 2024	Amended delegation	Amend N/A to Manager of Works and Services	Nil
E02 Road Trains and Extra Mass Permits	12 Dec 2025	Amended delegation	Reviewed	Nil
E03 Traffic Control Signals and Road Regulatory Devices	15 Feb 2011	Amended delegation	Reviewed and Amended	Nil
E03 Traffic Control Signals and Road Regulatory Devices	21 Nov 2023	Amended delegation	Reviewed	Nil
E03 Traffic Control Signals and Road Regulatory Devices	28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Works and Services.	
E03 Traffic Control Signals and Road Regulatory Devices	15 Oct 2024	Amended delegation	Amend N/A to Manager of Works and Services	Nil
E03 Traffic Control Signals and Road Regulatory Devices	12 Dec 2025	Amended delegation	Reviewed	Nil
F01 Payment of Accounts	15 Feb 2011	Amended delegation	Reviewed and Amended	Nil
F01 Payment of Accounts	16 May 2023	Amended delegation	Reviewed	Nil
F01 Payment of Accounts	21 Nov 2023	Amended delegation	Reviewed and Amended	Nil

Delegation	Date	Type	Amendment	References
F01 Payment of Accounts	28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Business Services, Manager Community Services and Manager Works and Services.	
F01 Payment of Accounts	15 Oct 2024	Amended delegation	Amend Deputy Chief Executive Officer to Manager of Business Services	Nil
F01 Payment of Accounts	12 Dec 2025	Amended delegation	Reviewed	Nil
F02 Investments	16 May 2023	Amended delegation	Reviewed	Nil
F02 Investments	21 Nov 2023	Amended delegation	Reviewed and Amended	Nil
F02 Investments	15 Oct 2024	Amended delegation	Remove reference to Deputy Chief Officer	Nil
F02 Investments	12 Dec 2025	Amended delegation	Reviewed	Nil
F03 Hire Fees & Charges	16 May 2023	Amended delegation	Reviewed	Nil
F03 Hire Fees & Charges	21 Nov 2023	Amended delegation	Reviewed & Amended	Nil
F03 Hire Fees & Charges	28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Community Services.	
F03 Hire Fees & Charges	12 Dec 2025	Amended delegation	Reviewed - changes to title	Nil
F04 Rate Records and Recovery of Rates and Service Charges	15 Feb 2011	Amended delegation	Reviewed and Amended	Nil
F04 Rate Records and Recovery of Rates and Service Charges	16 May 2023	Amended delegation	Reviewed	Nil
F04 Rate Records and Recovery of Rates and Service Charges	21 Nov 2023	Amended delegation	Reviewed and Amended	Nil
F04 Rate Records and Recovery of Rates and Service Charges	15 Oct 2024	Amended delegation	Change to numbering - 5)	Nil

Delegation	Date	Type	Amendment	References
F04 Rate Records and Recovery of Rates and Service Charges	12 Dec 2025	Amended delegation	Reviewed	Nil
F05 Rating Exemptions	12 Dec 2025	Amended delegation	Reviewed	Nil
F06 Surplus Equipment, Materials and Tools	15 Feb 2011	Amended delegation	Reviewed and Amended	Nil
F06 Surplus Equipment, Materials and Tools	16 May 2023	Amended delegation	Reviewed	Nil
F06 Surplus Equipment, Materials and Tools	21 Nov 2023	Amended delegation	Reviewed and Amended	Nil
F06 Surplus Equipment, Materials and Tools	28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Business Services, Manager Community Services and Manager Works and Services.	
F06 Surplus Equipment, Materials and Tools	12 Dec 2025	Amended delegation	Reviewed	Nil
F07 Purchase Order Authorisation	15 Feb 2011	Amended delegation	Reviewed and Amended: 15th February 2011, 17th February 2015, 16th February 2016, 21st February 2017, 18th February, 2020 & 21st December, 2021, 21 November 2023	Nil
F07 Purchase Order Authorisation	16 May 2023	Amended delegation	Reviewed	Nil
F07 Purchase Order Authorisation	28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Business Services, Manager Community Services. Removal of DCEO (position no longer).	
F07 Purchase Order Authorisation	15 Oct 2024	Amended delegation	Amend Deputy Chief Officer to Manager Business Services and Manager Community Services. Amend/remove text; "Where a regulatory tender exemption is utilised by the Shire for purchases above \$250,000, full Council to approve" "Duplicate of purchase order to be handed to Accounts Officer" "Triplicate stored in original purchase order book" "Complete order books to be returned to Administration Officer for archiving"	Nil

Delegation	Date	Type	Amendment	References
F07 Purchase Order Authorisation	12 Dec 2025	Amended delegation	Reviewed	Nil
H01 Environmental Health	21 Feb 2017	Amended delegation	Reviewed and Amended	Nil
H01 Environmental Health	21 Nov 2023	Amended delegation	Reviewed	Nil
H01 Environmental Health	12 Dec 2025	Amended delegation	Reviewed	Nil
H02 Local Government Septic Tank Approvals	21 Feb 2017	Amended delegation	Reviewed and Amended	Nil
H02 Local Government Septic Tank Approvals	21 Nov 2023	Amended delegation	Reviewed	Nil
H02 Local Government Septic Tank Approvals	12 Apr 2024	Amended delegation	Delegation missed - needed to be assign to CEO as of 01/07/2023.	
H02 Local Government Septic Tank Approvals	12 Dec 2025	Amended delegation	Reviewed	Nil
H03 Dealing with Nuisances	15 Feb 2011	Amended delegation	Reviewed & Amended	Nil
H03 Dealing with Nuisances	21 Feb 2017	Amended delegation	Reviewed & Amended	Nil
H03 Dealing with Nuisances	21 Nov 2023	Amended delegation	Reviewed	Nil
H03 Dealing with Nuisances	12 Dec 2025	Amended delegation	Reviewed	Nil
H04 Camping other than at a Park or a Camping Ground	15 Feb 2011	Amended delegation	Reviewed & Amended	Nil
H04 Camping other than at a Park or a Camping Ground	21 Nov 2023	Amended delegation	Reviewed	Nil
H04 Camping other than at a Park or a Camping Ground	12 Dec 2025	Amended delegation	Reviewed	Nil
H05 Food Act 2008 – Enforcement Action (Section 122)	21 Feb 2017	Amended delegation	Reviewed & Amended	Nil

Delegation	Date	Type	Amendment	References
H05 Food Act 2008 – Enforcement Action (Section 122)	21 Nov 2023	Amended delegation	Reviewed	Nil
H05 Food Act 2008 – Enforcement Action (Section 122)	12 Dec 2025	Amended delegation	Reviewed	Nil
H06 Appointment of Authorised Officers – Public Health Act 2016	21 Nov 2023	Amended delegation	Reviewed	Nil
H06 Appointment of Authorised Officers – Public Health Act 2016	12 Dec 2025	Amended delegation	Reviewed	Nil
H07 Authorised Officers for Certificates of Authority	21 Nov 2023	Amended delegation	Reviewed	Nil
H07 Authorised Officers for Certificates of Authority	12 Dec 2025	Amended delegation	Reviewed	Nil
P01 Development Applications	21 Nov 2023	Amended delegation	Reviewed	Nil
P01 Development Applications	12 Dec 2025	Amended delegation	Reviewed	Nil
P02 Subdivision Applications	21 Nov 2023	Amended delegation	Reviewed	Nil
P02 Subdivision Applications	12 Dec 2025	Amended delegation	Reviewed	Nil