Audit, Risk & Improvement Committee Meeting

Notice of Meeting | 10th November 2026

Dear Councillors
I respectfully advise that the AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on 10th November 2026 commencing at 5:00 PM

MEETING AGENDA ATTACHED

Nic Warren
CHIEF EXECUTIVE OFFICER

Date: 06 November 2026

Disclaimer

Members of the public should note that in any discussion regarding any planning or other application that any statement or intimation of approval made by any member or officer of the Shire of Quairading during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Quairading. No action should be taken on any item discussed at a Council meeting prior to written advice on the resolution of the Council being received.

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SHIRE OF QUAIRADING

Audit, Risk & Improvement Committee Meeting

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson opened the Meeting at _____ pm.

"Before we start our meeting, I would like to acknowledge that we are meeting on Noongar/Ballardong land. We pay respect to the original custodians of the land…past and present. I welcome you all here today for this meeting."

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Mrs T Fraser	Chairperson
Cr TJ Stacey	Shire President
Cr JC Hayes	Deputy Shire President
Cr BR Cowcill	
Cr RC Faltyn	
Cr SL Hadlow	
Cr KS Squiers	
Cr LJ Stacey Cowcill	

Council Officers

Mr NJ Warren	Chief Executive Officer
Ms T Brown	Executive Manager, Corporate Services
Ms SE Caporn	Executive Manager, Works & Services
Ms J Green	Executive Manager, Community and Development
Ms M Haeusler	Manager of Governance

Observer/Visitor

Nil

Apologies

Nil

Leave of Absence Previously Granted

Nil

ITEM 3 DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/PETITIONS

Nil

ITEM 4 DECLARATIONS OF INTEREST

Elected Members in accordance with section 5.61 and 5.65 of the Local Government Act 1995 and the *Local Government (Model Code of Conduct) Regulations 2021* Schedule 1 Division 4 regulation 22:

A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by the member must disclose the nature of the interest -

a. in a written notice given to the CEO before the meeting; or
b. at the meeting immediately before the matter is discussed.

Local Government employees in accordance with section 5.70 or 5.71 of the *Local Government Act 1995* and the *Local Government (Administration) Regulations* 1996 Part 4A Division 2, regulation 19AD:

An employee who has an interest in any matter to be discussed at a council or committee meeting attended by the local government employee disclose the nature of the interest —

a. in a written notice given to the CEO before the meeting; or
b. at the meeting immediately before the matter is discussed.

ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

5.1 Confirmation of Minutes: Audit, Risk & Improvement Committee Meeting – 11 August 2026

OFFICER RECOMMENDATION

That the Minutes of the Audit, Risk & Improvement Committee Meeting held on the 11 August 2026 be confirmed as a true and accurate record.

BUSINESS ARISING

ITEM 6 STANDING ITEMS – EXTERNAL AUDIT

6.1 Audit Register - Progress Report

Responsible Officer Nic Warren, Chief Executive Officer

Reporting Officer Tricia Brown, Executive Manager, Corporate Services

Attachments 1. Attachment (i) Audit Register Progress Report ⇩

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That the Audit, Risk & Improvement Committee recommends to Council, that Council notes the progress recorded against each item within the audit register in attachment (i).

IN BRIEF

- This report provides an update on the progress of actions included in the audit register.
- The audit register includes all open audit findings that have previously been accepted by the Audit, Risk & Improvement Committee.

MATTER FOR CONSIDERATION

Receipt of the audit register progress report to 31/10/2026.

BACKGROUND

The external audit, also known as financial audits or audit of the annual financial statements, focuses on providing an objective and independent examination of the financial statements prepared by the Shire, increasing the value and user confidence in the financial statements.

The audit register lists findings from audit reports previously accepted by the Audit, Risk & Improvement Committee. The register describes the progress of implementing improvements and percentage completion. Progress on the actions is monitored by management, this Committee and Council.

New findings from the revised 2025/2026 interim audit management letter are included in this report.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996

Local Government (Financial Management) Regulations 1996

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council has received for the 2025/2026 Audit Fee an indicative amount of $47,300. Only a 3.04% increase from the prior year budget amount.

ALIGNMENT WITH STRATEGIC PRIORITIES

5.2 Our Governance and Leadership: Strong financial and governance performance

CONSULTATION

Nil.

RISK ASSESSMENT

	Option 1
Financial	*Moderate* *The costs associated with the annual audit is included in the budget. Due to substantial extra work conducted by the Auditors a significantly higher fee was required. The 25/26 indicative Audit Fee is expected to be only a minimal increase.*
Health	Low
Reputation	Low *Compliant with legislative requirements. Failure to complete the findings from audit reports would lead to increased reputational risk.*
Operations	Low *Operational impact is minimal in reporting progress on audit findings. Operational impact of not closing findings would escalate.*
Natural Environment	Low

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quartely senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

COMMENT

The audit register **attachment (i)** counts actions and totals by "Finding #". Each finding may have more than one "recommendation" and associated "agreed management action". Only when all recommendations and agreed management actions within a finding are deemed complete will the finding, as a whole be, totalled at 100% complete and recommended to be closed.

The process for adding and removing findings to the audit register is as follows:

1. An external audit is completed, and an audit report is finalised.
2. The audit report is presented to the Audit, Risk & Improvement Committee (ARIC).
3. The ARIC recommends to Council that it notes and accepts the audit report.
4. All findings from the audit report are **added** to the audit register.
5. Progress is reported by management with updates recorded quarterly in "officer comment / action taken".
6. Any findings deemed as complete by management are marked as "100% complete" with the status of "closed".
7. The audit register – progress report is submitted by management to the ARIC.
8. The ARIC reviews the audit register and confirms completion of any 100% and closed findings.
9. The ARIC recommends to Council that it notes progress and approves the findings marked as complete to be registered as closed.
10. Closed findings are **removed** from the audit register.

A summary of the audit register, included below, will illustrate the trend of actions that have been added, progressed, and completed.

The blue row represents actions added by the ARIC. New audit findings presented to the current meeting are included at the subsequent meeting, following acceptance.

The green row represents actions closed by the ARIC and will always total 0 for the current meeting date. The closed actions from the current meeting will then be shown in the "closed by the Audit, Risk & Improvement Committee" total in the subsequent meeting's table summary.

Status of Actions		ARIC - Meeting Date: 10.11.26										
	05/2024	08/2024	11/2024	02/2025	05/2025	08/2025	11/2025	03/2026	05/2026	08/2026	11/2026	TOTAL
New actions added by ARIC	0	7	0	3	0	5	0	5	4	3	0	27
Not commenced ≤10%	0	0	0	0	0	0	0	0	0	0	0	0
Progressed >11% to 99%	1	8	8	11	11	16	16	20	24	27	27	27
Completed =100%	0	0	0	0	0	0	0	10	17	22	27	27
Total cumulative closed by ARIC	7	7	7	7	7	7	7	17	17	22	0	22

The committee is requested to recommend to Council that Council note the progress and Officer comments.

AUDIT AND RISK REGISTER PROGRESS REPORT

ARC Meeting 10 Novembert 2026

Count	Audit Type	Report Date	Finding	Risk Rating	Implication	Recommendation	Agreed Management Action	Responsible Officer	Completion Date (Due)	Officer Comment / Action Taken	Date of Comment	% Complete	Status	Closed Tally
	NEW RISKS IDENTIFIED - 2025-2026 INTERIM AUDIT													
1	2025-2026 Interim Audit		**Manual Journals - In the previous year, we noted that the manual journals spreadsheet that details the journals to be posted includes the preparer and reviewer; however the file is in excel format and could be edited at any time. Management advised that manual journals are reviewed and approved using hard copy documentation in current year however no supporting evidence has been provided to confirm the review and approval process.**	Moderate	The use of an excel spreadsheet to record manual journals without secure controls increases the risk of unauthorised changes to the preparer and reviewer information.	We recommend establishing a formal sign-off or electronic approval process in respect to manual journals that securely records the date and details of the preparer and reviewer, ensuring these records cannot be altered.	All journals completed by the EMCS are now being put into PDF and sent to CEO for approval. Journals by other finance staff are being reviewed by EMCS with the batch Txn Listing being stamped in PDF form as approved.	EMCS-CEO	30/06/2026	Journals are now kept in PDF and are to be signed as per Heirarchy of approvers	28/04/2026	100%	Ongoing til Final Audit	
2	2025-2026 Interim Audit	28/04/2024	**Lack of independence review over fixed asset transactions**	Moderate	The absence of segregation of duties increases the risk of errors or unauthorised transactions not being detected in a timely manner. This may result in undetected errors in the financial statements	We recommend that management implement appropriate dual control measures over transactions, including asset additions and disposals. This should involve establishing segregation of duties between the preparation and recording of transactions to ensure that all changes to the fixed asset register are appropriately authorised and monitored.	CEO to review all asset additions and disposals	EMCS-CEO	30/06/2026	CEO to review all asset additions and disposals	28/04/2026	100%	Ongoing til Final Audit	
3	2025-2026 Interim Audit	28/04/2024	**Insufficient evidence to support revenue recognition for grants**	Moderate	The absence of supporting evidence makes it difficult to determine whether contract liabilities are correctly recognised, which could result in an understatement or overstatement of contract liabilities and incorrect revenue disclosures on the financial statement.	We recommend that management document the process for the recognition of revenue/contract liabilities including keeping all records of each grant per their grant register from the initial start date.	No further action to be taken	EMCS	30/06/2026	Support in writing from WSFN Program Director provided to Auditors to support further evidence that a grant agreement is not available..	28/04/2026	100%	Ongoing til Final Audit	
4	2025-2026 Interim Audit	28/04/2024	**Inability to generate balanced GL report**	Moderate	Unreconciled accounts may be inaccurately reported between the general ledger and the amounts reflected in the financial statements, increasing the risk of misstatement, unsupported balances, and errors remaining undetected	Engage the system provider to clarify how to exclude irrelevant entries from GL reports. This will help ensure report outputs are complete, accurate, and appropriate for reconciliation and reporting purposes.	EMCS to investigate orther reporting options via Synergysoft	EMCS	30/06/2026	System generated report, all users of the program will encounter the same problem. Transactioms were easily identified. Running the report without open batches will elimiate some of the discrepancies. Have raised a ticket with Readytech for answers	6/08/2026	50%	Ongoing	
								EMCS	30/06/2026	System generated report was updated by IT Vision to exclude those items that had no postings to the General Ledger and now runs in balance without any exceptions	22/10/2026	100%	Ongoing til Final Audit	
5	2025-2026 Interim Audit	28/04/2024	**Untimely reconciliation of depreciation**	**Minor**	Depreciation may be overstated or understated, leading to inaccurate profit and unreliable monthly reporting. At the same time, accumulated depreciation and asset carrying values may be misstated, with errors arising from incorrect timing, missed entries, duplicates, or failure to reflect asset additions and disposals.	Implement a timelier reconciliation process for depreciation and fixed assets, including review of additions, disposals, and depreciation calculations. Assign a secondary staff member to perform or review the reconciliation where the primary preparer is unavailable to ensure continuity and timely completion.	Ensure depreciation is run in a timely manner CEO will now review all additions and disposals to the Asset Register	EMCS - CEO	30/06/2026	EMCS was on leave and depreciation was not manually completed at the end of the Month of February. EMCS will ensure this is run in a timely manner.	28/04/2026	100%	Ongoing til Final Audit	

ITEM 7 STANDING ITEMS – CONTROLS, SYSTEMS AND PROCEDURES

7.1 Report on Excess Annual Leave and Long Service Leave Entitlements

Responsible Officer	Nic Warren, Chief Executive Officer
Reporting Officer	Tricia Brown, Executive Manager, Corporate Services
Attachments	Nil
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

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OFFICER RECOMMENDATION

That the Audit, Risk & Improvement Committee recommends to Council that Council receive the report on the Shire's leave liabilities.

IN BRIEF

- Not taking a reasonable amount of annual leave or long service leave may pose a threat to the health and safety of employees and represent a significant financial liability for the Shire, therefore there are steps in place to ensure that leave balances are monitored and are at appropriate levels.
- Employee entitlement movements during the year are due to many reasons, such as, leave taken during the period, increased accrued leave balances, increases in remuneration rates and changes in the underlying staff with leave balances transferred to and from the Shire.

MATTER FOR CONSIDERATION

Receipt of the report on excess annual leave and long service leave entitlements and leave liabilities up to the last payroll in October 2026.

BACKGROUND

The current Leave Management Policy defines "excess leave" as when the employee has accrued more than eight weeks paid annual leave and provides management with direction to effectively manage the annual and long service leave entitlements of employees.

The Shire encourages employees to take leave by reinforcing the positive benefits of taking leave when it becomes due. Sometimes there are circumstances that prevent leave being able to be taken, such as staff shortages, outside influences and work demands.

There will be movements in employee entitlements throughout the year. Balances will increase naturally as employees accrue leave entitlements and decrease when employees take leave accrued. This natural fluctuation is monitored by management and through this report to ensure any excess is managed appropriately.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Work Health & Safety Act 2020

Minimum Conditions of Employment Act 1993

POLICY IMPLICATIONS

Leave Management Policy

FINANCIAL IMPLICATIONS

The Employee Entitlements (Annual and Long Service Leave) reserve fund cash balance as of 31 October 2026 is $192,855.

The current liability for both types of leave (if all claimed on 30/10/2026) is calculated at $116,840.61.

Alignment with Strategic Priorities

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Non-compliance with work health and safety legislation increases the risk and potential liability to the public, staff and Councillors.

1.1 Infrastructure and Operational Risks: Workforce Challenges and Skills Shortage

RISK ASSESSMENT

	Option 1
Financial	Low *Financial exposure and therefore risk escalation occurs if leave accruals are not monitored and managed. Adequate reserve balances reduce the risk of financial exposure.*
Health	Low
Reputation	Low
Operations	Low *Impact to operations where employees with excess leave are requested to take leave. This can be mitigated by agreement of mutually acceptable timeframes for taking leave that are not during heavy workload times.*
Natural Environment	Low

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quartely senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

COMMENT

This report has been prepared to inform the Audit, Risk & Improvement Committee of the current leave liabilities and of any employees who have excess leave and the steps taken to reduce these liabilities.

Annual Leave:

As at 31 October 2026 there are no employees over and above the accepted level of excess annual leave.

There has been a 13.29% decrease (dollar value) in the annual leave liability for the 12 months since October 2025.

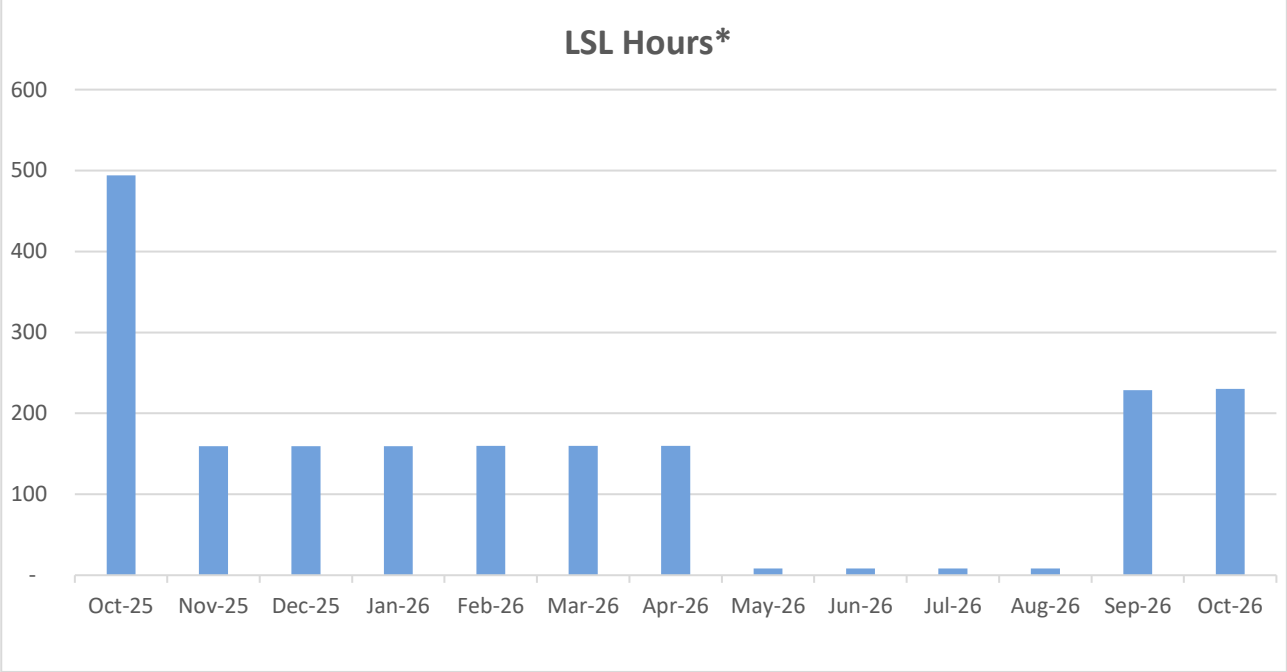
Long Service Leave:

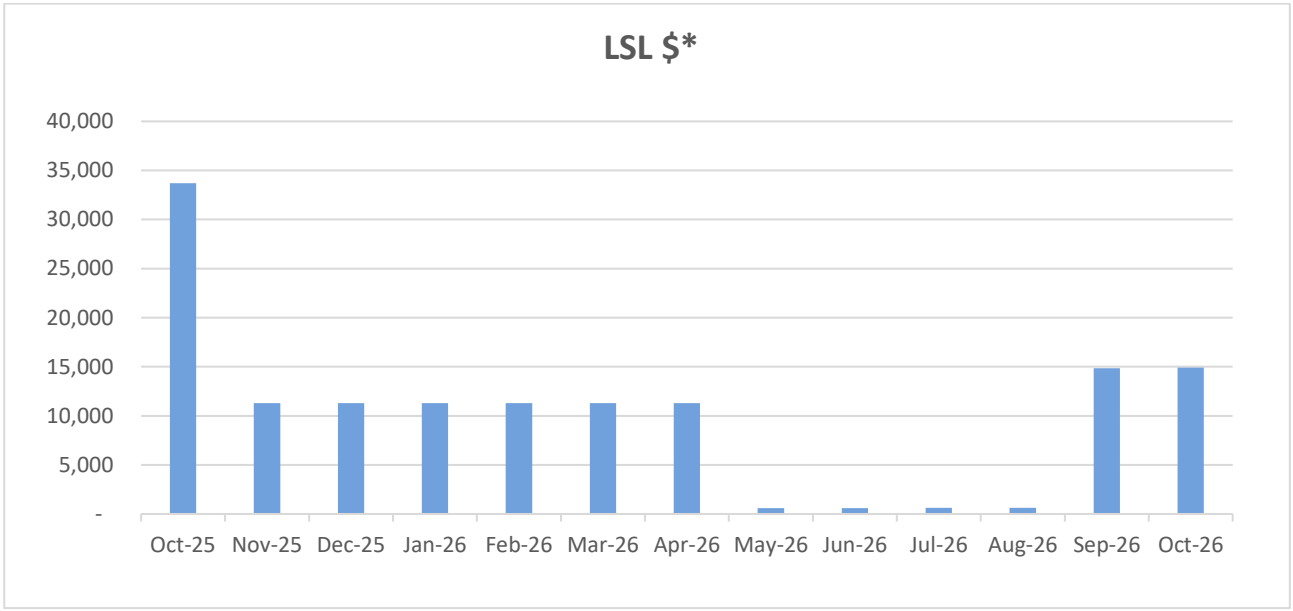
One (1) staff member as of 31 October 2026 has Long Service Leave entitlements of 8.5 hours and a second staff member has just become eligible for 221.54 hours of long service leave.

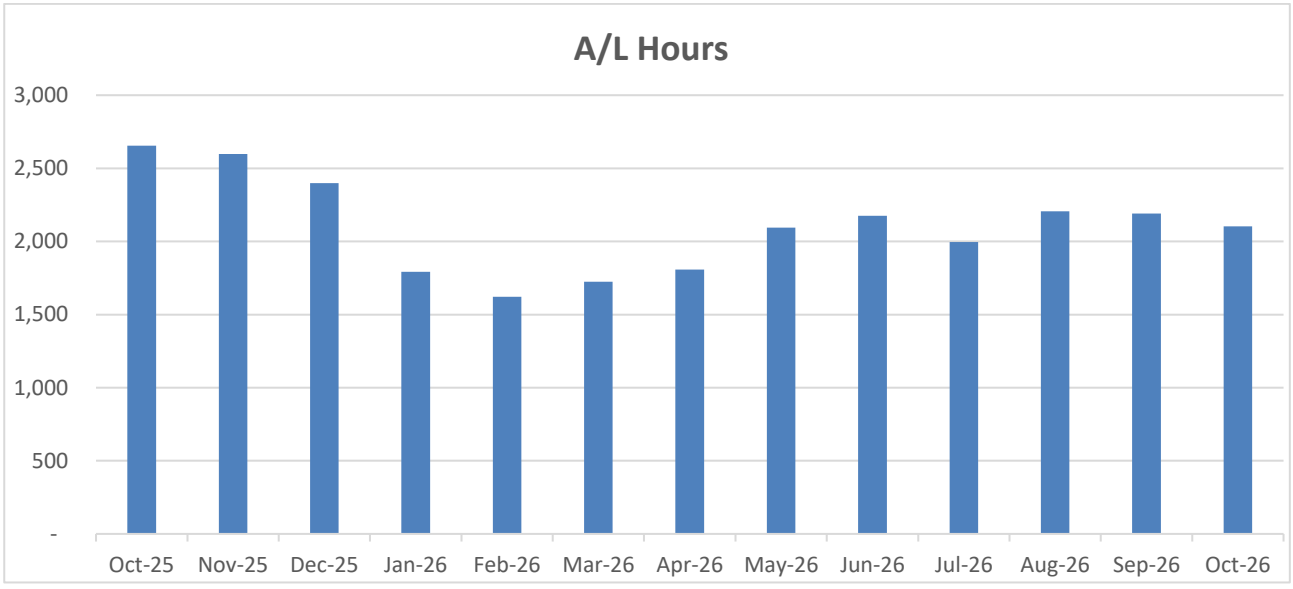
There has been a decrease of 55.73% (dollar value) in the long service leave liability for the 12 months since October 2025.

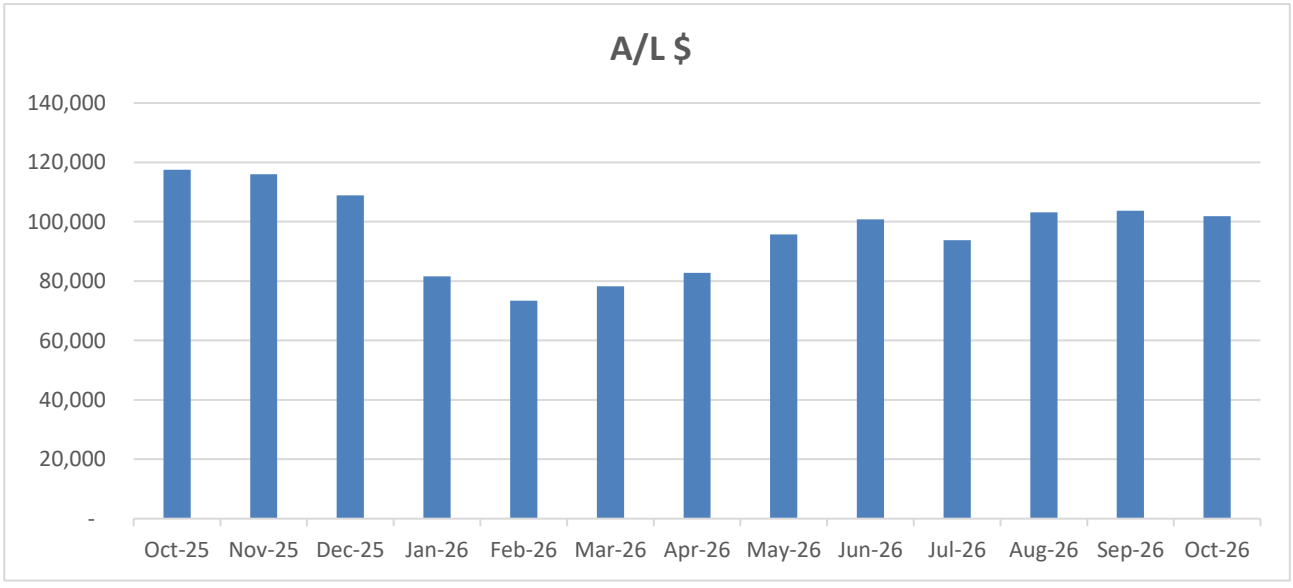
The following table and graphs show the fluctuations in the accrued hours and dollar values of both annual leave and long service leave over the period of July 2025 to July 2026.

	LSL Hours	LSL $	A/L Hours	A/L $
October 2025	494	33,716	2,655	117,548
November 2025	160	11,303	2,598	116,052
December 2025	160	11,303	2,399	108,944
January 2026	160	11,303	1,791	81,570
February 2026	160	11,303	1,621	73,464
March 2026	160	11,303	1,725	78,229
April 2026	160	11,303	1,808	82,813
May 2026	8.5	602	2,094	95,762
June 2026	8.5	602	2,175	100,856
July 2026	8.5	602	1,995	93,792
August 2026	8.5	617	2,207	103,226
September 2026	228.70	14,838	2,191	103,667
October 2026	230.00	14,924	2,103	101,916




LSL $*
40,000
35,000
30,000
25,000
20,000
15,000
10,000
5,000
-
Oct-25
Nov-25
Dec-25
Jan-26
Feb-26
Mar-26
Apr-26
May-26
Jun-26
Jul-26
Aug-26
Sep-26
Oct-26


A/L Hours
3,000
2,500
2,000
1,500
1,000
500
-
Oct-25
Nov-25
Dec-25
Jan-26
Feb-26
Mar-26
Apr-26
May-26
Jun-26
Jul-26
Aug-26
Sep-26
Oct-26


A/L $
140,000
120,000
100,000
80,000
60,000
40,000
20,000
-
Oct-25
Nov-25
Dec-25
Jan-26
Feb-26
Mar-26
Apr-26
May-26
Jun-26
Jul-26
Aug-26
Sep-26
Oct-26

7.2 Risk Management Dashboard October 2026

Responsible Officer Nic Warren, Chief Executive Officer

Reporting Officer Tricia Brown, Executive Manager, Corporate Services

Attachments 1. Attachment (i) Risk Management Dashboard ⇩

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That the Audit, Risk & Improvement Committee recommend to Council that Council receive the Risk Management Dashboard - Attachment [i].

IN BRIEF

The Risk Management Dashboard is being submitted to the Audit, Risk & Improvement Committee as per the Risk Register.

MATTER FOR CONSIDERATION

That the Audit, Risk & Improvement Committee recommend to Council to receive the Risk Management Dashboard and any updates.

BACKGROUND

The Shire of Quairading Council recognises that Risk Management is an integral part of good governance and management practice.

The new Risk Register reflects a more organised, detailed and resource-oriented approach, consolidating related risks and enhancing clarity in risk management and mitigation strategies.

Based on the risk ratings provided in the Risk Register Matrix the dashboard reports on identified risks on the following:

1. Risk # 1, Workforce Challenges and Skills Shortage
2. Risk # 2, Power Supply Reliability and Emergency Response
3. Risk # 3, Road and Infrastructure Maintenance
4. Risk # 4, Community Health & Safety Risks
5. Risk # 5, Healthcare Service Stability
6. Risk # 6, Natural and Man-Made Disasters
7. Risk # 7, Financial Viability and Asset Management
8. Risk # 8, Cybersecurity and Data Protection
9. Risk # 9, Organisational Misconduct
10. Risk # 10, Housing Availability and Affordability

11. Risk # 11, Social Challenges and Community Expectations

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Work Health & Safety Act 2020

Local Government (Administration) Regulations 1996

Local Government (Audit) Regulations 1996

POLICY IMPLICATIONS

Risk Management Policy

Work Health & Safety Policy

FINANCIAL IMPLICATIONS

There are no financial implications with the review and update of this document.

ALIGNMENT WITH STRATEGIC PRIORITIES

5.2 Our Governance and Leadership: Strong financial and governance performance

CONSULTATION

Risk management Workshop with Council and the Executive Management Team.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

3.1 Governance, Financial and Compliance Risks: Financial Viability and Asset Management

3.2 Governance, Financial and Compliance Risks: Cybersecurity and Data Protection

3.3 Governance, Financial and Compliance Risks: Organisational Misconduct

1.1 Infrastructure and Operational Risks: Workforce Challenges and Skills Shortage

1.2 Infrastructure and Operational Risks: Power Supply Reliability and Emergency Response

1.3 Infrastructure and Operational Risks: Road Infrastructure and Maintenance

2.1 Community Health and Safety Risks: Workplace Health and Safety Compliance

2.2 Community Health and Safety Risks: Healthcare Service Stability

2.3 Community Health and Safety Risks: Natural and Man-Made Disasters

4.1 Strategic, Social and Economic Risks: Housing Availability and Affordability

4.2 Strategic, Social and Economic Risks: Social Challenges and Community Expectations

RISK ASSESSMENT

	Option 1
Financial	Low *There are no financial implications regarding reviewing this Risk Management Dashboard.*
Health	Low *This Risk Management Dashboard aligns with the Shire's overarching Risk Management documents, showing the Shire's commitment to risk mitigation, which encompasses staff, Councillors, contractors, visitors and the public's safety.*
Reputation	Low *Having a well aligned Risk Management Governance Framework is essential to ensure a cohesive and comprehensive approach to Risk Management.*
Operations	Low *This Risk Management Dashboard needs to be reviewed biennially.*
Natural Environment	Low

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quartely senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

COMMENT

The Risk Management Dashboard will continue to be reported to the Audit, Risk & Improvement Committee and Council 4 times per year.

The Risk Management Dashboard is designed to update the Audit, Risk & Improvement Committee on current operational actions being taken by EMT and their business units.

Actions are continually being undertaken to mitigate levels of acceptable risk, whether through planning, allocation of resources, training or identifying risks.

Measures of Consequence

RATING	PEOPLE	INTERRUPTION TO SERVICE	REPUTATION (Social / Community)	COMPLIANCE	PROPERTY (Plant, Equip, Buildings)	NATURAL ENVIRONMENT	FINANCIAL IMPACT	PROJECT	
								Time	Budget
Insignificant (1)	Near-Miss	No material service interruption Less than 1 hour	Unsubstantiated, localised low impact on community trust, low profile or no media item.	No noticeable regulatory or statutory impact	Inconsequential damage.	Contained, reversible impact managed by on site response	Less than $1,000	Exceeds deadline by 5% of project timeline	Exceeds project budget by 5%
Minor (2)	First Aid Treatment	Short term temporary interruption – backlog cleared < 1 day	Substantiated, localised impact on community trust or low media item	Some temporary non compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	$1,000 - $10,000	Exceeds deadline by 10% of project timeline	Exceeds project budget by 10%
Moderate (3)	Medical treatment / Lost time injury <30 Days	Medium term temporary interruption – backlog cleared by additional resources < 1 Week	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Short term non- compliance but with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	$10,001 to $50,000	Exceeds deadline by 15% of project timeline	Exceeds project budget by 15%
Major (4)	Lost time injury >30 Days / temporary disability	Prolonged interruption of services – additional resources; performance affected <1 Month	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Non-compliance results in termination of services or imposed penalties to Shire / Officers	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies	$50,001 to $500,000	Exceeds deadline by 20% of project timeline	Exceeds project budget by 20%
Extreme (5)	Fatality, permanent disability	Indeterminate prolonged interruption of services non- performance > 1 month	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions	Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire / Officers	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building	Uncontained, irreversible impact	>$500,000	Exceeds deadline by 25% of project timeline	Exceeds project budget by 25%

Measures of Likelihood

Rating	Description	Frequency
Almost Certain (5)	The event is expected to occur in most circumstances	More than once per year
Likely (4)	The event will probably occur in most circumstances	At least once per year
Possible (3)	The event should occur at some time	At least once in 3 years
Unlikely (2)	The event could occur at some time	At least once in 5 years
Rare (1)	The event may only occur in exceptional circumstances	Less than once in 10 years

Risk Matrix

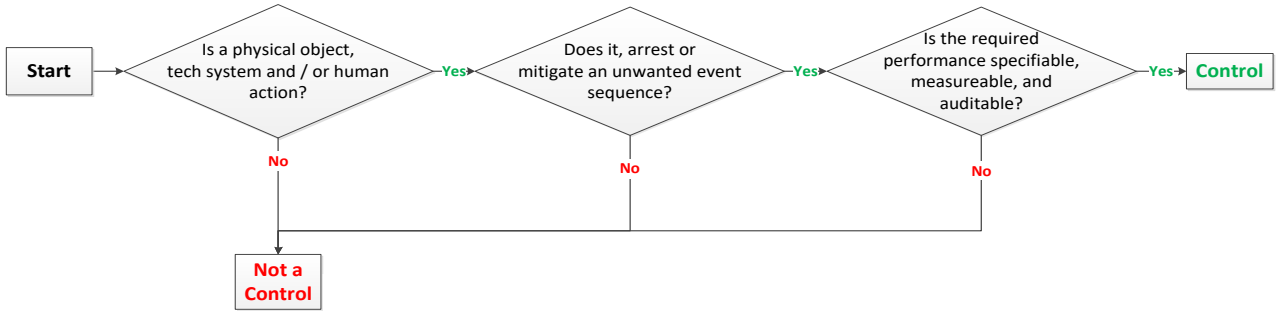
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria

Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	DCEO / CEO
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Existing Controls Ratings

Rating	Foreseeable	Description
Effective	There is little scope for improvement.	Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly.
Adequate	There is some scope for improvement.	Processes (Controls) generally operating as intended, however inadequacies exist. Nil or limited monitoring. Reviewed and tested, but not regularly.
Inadequate	There is a need for improvement or action.	Processes (Controls) not operating as intended. Processes (Controls) do not exist, or are not being complied with. Have not been reviewed or tested for some time.



THEME 1 - Infrastructure and Operational Risks
Workforce Challenges and Operational Risks

Risk Context 1

Workforce challenges, including an inability to source sufficiently skilled new employees and high staff turnover, pose signifant risks to the Shire. These issues have the potential to negatively impact current Shire operations, hinder program delivery, and increase stress on existing employees, leading to reduced service quality and operational efficiency.
As one example, the employment of un-or-underqualified Shire personnel (e.g in technical services) has the potential to create major WHS consequences.

Impact (Consequences)	
1. Core Operations Impacted: Disruption to Shire business and less effective service delivery.	5. Employee Wellbeing: increased burnout, low staff morale, and poor 'Corporate Memory' and knowledge retention.
2. Community Resilience and sustainability threatened, potentially leading to population decline.	6. Limited pool of suppliers and inability to control contractor pricing.
3. Reputational Damage: Negative outcomes affect community trust.	
4. Legal Penalties (e.g for WHS breach).	

Risk Management/Mitigation Actions	Type	Date	Rating	Control owner
1. Implement a comprehensive Workforce Plan inclusive of;				
Employee Retention: Implement a retention scheme with associated benefits and incentives	Preventative	Jun-27	***Adequate***	EMT
Strategic Recruitment: Develop 'pursuasive' staff recruitment and induction process	Preventative	Jun-27	***Adequate***	EMT
Professional Development: Undertake training and development planning to enhance staff skills and job satisfaction	Preventative	Jun-27	***Effective***	EMT
Succession and Leadership Planning: Create a clear pathway for career progression and promote from within where able	Preventative	Jun-27	***Adequate***	EMT
2. Promote work flexibility and positive organisational culture.				EMT
Work Flexibility: Promote to accommodate diverse needs and improve work-life balance	Preventative	Jun-27	***Effective***	EMT
Positive Representation: Foster a culture of respect for staff during community engagements to enhance the Shire's reputation and boost employee morale	Preventative	Jun-27	***Effective***	EMT

Overall Control Ratings:	***Adequate***

Risk Identified/Actions	Due Date	Responsibility
The Workforce Plan was adopted by Council however further gaps have been identified in personnel requirements and further changes are required. Changes to be implemented following adoption of the 26-27 Budget	Aug-26	CEO/EMT
Succession planning for EMT is considered a moderate risk where some tasks can not be completed by internal personnel - Further internal training is required	Jun-27	EMT
Records Management is highlighted as a major area of concern - New ERP system being investigated to support better records management	Jun-27	EMCS
LGIS Prevention and Wellbeing Program provides workshops to staff to help increase physical, mental, social and financial health and wellbeing.	Ongoing	MOG
2026/2027 Budget includes a 4% Salary Sacrifice Council Matching Superannuation scheme as further incentive to retain staff.	Ongoing	EMCS
Retain the employee assistance program provided by *acaciaeap* to continue to support staff.	Ongoing	MOG
Traineeship to cover Maternity Leave is proving successful providing a community member with the opportunity to train in a Cert III in Local Government. Continue to look at continued training opportunities for staff.	Ongoing	EMCS/MG

Consequence Category	Risk Ratings	Rating
Financial	***Consequence:***	*Major (4)*
	Likelihood:	*Likely (4)*
	Overall Risk Ratings:	***High***

Comments

Succession planning is limited due to lack of local workforce and difficulty attracting correctly skilled workers. Senior Leadership Team established to grow leadership knowledge for future Executive Manager Acting positions.

Discussions with EMT and CEO have resulted in further changes required to the Workforce Plan to better support the gaps identified in the workplace structure. Implementation has been successful in the appointment of a Building Maintenance Officer to better support Asset Management service delivery, a Regulatory Services Officer and a Depot Operations Manager.

Power Supply Reliability and Emergency Response

Risk Context 2

Power Supply Reliability and Emergency Response
Mains power supply failures and ongoing unreliability pose significant risks to the Shire, potentially resulting in the loss of critcal emergency communications, and substantial disruptions to local businesses. Issues could compromise public safety during emergencies and, more generally, lead to economic loss accross the community.

Impact (Consequences)

Emergency Management: Severley compromises the ability to control emergency situations and maintain communications. Impacts include delayed response times and impaired co-ordination among emergency services.	Critical Services distrupted: Includes fuel supply, electronic payments, refrigeration and medical equipment.
Public Safety: Significantly threatens community safety, particularly during emergencies.	Economic Development: Acts as a disincentive for new businesses to establish in the Shire.
Evactuation Capabilities: Hampers required evacuation efforts, potentially leaving the most vulnerable in the local population at risk.	Infrastructure Reliability: Undermines confidence, potentially affecting local investment and property values.
Busines Continuity: Causes immediate and longer-term impacts	

Risk Management/Mitigation Actions	Type	Date	Rating	Control Owner
1. **Microgrid Development:** Secure capital and operational funding to establish and operate a local microgrid. This system would provide reliability local energy sources and battery technology	Detective	Jun-27	***Inadequate***	CEO
2. Emergency Communications Resilience: Work to future-proof communication systems where possible, particularly through the implementation of Uninterruptable Power Supply (UPS) solutions. This strategy ensures the critical communication channels remain operational during power outages, maintaining public safety and response/co-ordination capabilities	Detective	Jun-27	***Adequate***	EMT
3. Government Advocacy: To address the root cause of the power supply issues at a systemic level, actively lobby both government and opposition parties for more reliable power service	Detective	Jun-27	***Inadequate***	CEO
4. Strategically place generators around the town	Detective	Jun-27	***Effective***	EMWS
		Overall Control Ratings:	***Adequate***	

Risks Identified/Actions	Due Date	Responsibility
Develop a confirmed ideal solution to solve long-term power supply issues in this community to place Shire in best position for negotiating on project planning and delivery	Ongoing	Council/CEO
Seek Grant Funding where available	Ongoing	CEO/EMT
Continue talks with Western Power and the liklihood of the BESS system being brought to the forefront of the Minister again	Ongoing	COUNCIL/CEO
Continue to work with Western Power to focus on strengthening resilience in the local network. By reinforcing the network infrastructure it is enhancing reslilience to weather events.	Ongoing	CEO
Continue discussions with Wallis Computers to provide a 3 way failover service for the Shire. It currently has a 2 way failover method between Crisp Wireless and a Telstra 4G redundnacy option. Including another service like Starlink will provide a reliable fail over connection in times of disaster or during extended power outage that will have significantly higher connectivity other than 'land based' solutions	Jun-27	EMCS

Consequence Category	Risk Ratings	Rating
Service Interruption	***Consequence:***	*Extreme (5)*
	Likelihood:	*Almost Certain (5)*
	Overall Risk Ratings:	***Extreme***

Comments

CEO has implemented membership to a WEROC to improve State and Federal Government advocacy.

Discussions between CEO and Western Power are continuing

Road & Infrastructure Maintenance

Risk Context 3
If routine maintenance and timely construction of Shire roads, bridges and other key infrastructure are not completed to standard requirements, public safety dangers and other negative outcomes are probable.
The Shire has noted, for example, that materials for road building are becoming more marginal which affects the strength ratio

Impact (Consequences)	
Personal and/or public liability impacts (up to $1m fine and/or 20 years in prison	4. Dissatisfied community/ratepayers
Increased injury and fatality	5. Negative reputational outcomes/lawsuits
3. Dimished access to properties- impacts on farm operations and productivity	

Risk Management/Mitigation Actions	Type	Date	Rating	Control owner
1. Safety & Compliance:				
Retain core focus on 'safety first'	Preventative	Jun-27	***Effective***	EMCS
Conduct internal WHS Audit	Detective	Jun-27	***Inadequate***	EMWS
Ensure machine and plant operators are sufficiently qualified	Detective	Jun-27	***Effective***	EMWS
2. Financial Management:				
Institute strong cost management (e.g materials/contractors)	Preventative	Jun-27	***Adequate***	EMWS
Source additional external grant funding for new roads	Preventative	Jun-27	***Adequate***	CEO/EMWS
2. Operational Efficiency				
Respond to external feedback	Preventative	Jun-27	***Effective***	CEO/EMWS
Implement immediate risk mitigation measures (eg. Barriers, signage) when risks can't be immediately eliminated	Preventative	Jun-27	***Effective***	EMWS

Overall Control Ratings:	***Effective***

Risks Indentified/Actions	Due Date	Responsibility
Level 1 Bridge Inspections completed annually and submitted to Main Roads	Annually	EMWS
Commence planning work for the Forward Capital Works Plan 2025-2030	Mar-27	EMWS
Prepare draft Pathways Plan (for footpaths and shared pathways)	Jun-27	EMWS
Conduct second WHS Audit (LGIS Action Plan)	Dec-26	EMWS/LGIS RRC
Implement regular WHS meetings and reviews following the appointment of the WHS Officers from both administration and depot	Dec-26	EMWS/LGIS RRC

Consequence Category	Risk Ratings	Rating
Reputation, Financial	***Consequence:***	*Extreme (5)*
	Likelihood:	*Likely (4)*
	Overall Risk Ratings:	***Extreme***

Comments
Forward Capital Works Plan planning continues to progress. Staff have a good understanding of roads, drainage and footpaths. Significant work has commenced on understanding our building and infrastructure assets. The program Asset Valuer Pro has been implemented and is providing detailed reports to Council on our current Asset structure. **Council was not successful in obtaining funding for the Layover Bay infrastructure.** **Emergency Culvert repairs are currently being conducted on Balkuling North Road.** **Worksafe attended the Depot based on a complaint in respect to the designated Smoking Areas following recent changes. The area was deemed compliant by Worksafe.**

THEME 2 - Community Health and Safety Risks
Workplace Health & Safety Compliance

Risk Context 4
Non-compliance with workplace health and safety legislation, including the Work Health & Safety Act 2020 and Fair Work Act 2009, has the potential to detrimentally affect Shire functioning. The new WA Work Health & Safety legislation introduces additional challenges, including in managing Bushfire and VFRS Brigades, potentially increasing the risk of WHS breaches for the Shire.
Mismanagement of employee wellbeing, harassment, bullying, and safety breaches in employment practices directly affect workplace health and safety, potentially leading to increased WHS claims.

Impact (Consequences)	
1. Legal and Financial Consequences	**3. Safety and Operational Impacts:**
Personal and/or public liability (up to $1M fine and/or 20 years in prison).	Death or permanent injury.
Severe legal penalties and financial losses/fines.	Community safety diminished.
2. Reputational Damage:	Bushfire and VFRS Brigades become increasingly marginal operationally (i.e., via increased compliance, safety training and reporting requirements).
Negative outcomes leading to lawsuits and dissatisfied community/ratepayers	

Risk Management/Mitigation Actions	Type	Date	Rating	Control Owner
1. Governance & Reporting				
Council to maintain strong oversight of Risk Management documents	Preventative	Jun-27	***Effective***	EMCS
CEO and CESM to report monthly to Council on risk mitigation and elimination strategies.	Preventative	Jun-27	***Inadequate***	CEO/CESM
2.Safety and Compliance				
Retain core focus on 'safety first'	Preventative	Jun-27	***Effective***	EMT
Conduct internal WHS Audit	Preventative	Jun-27	***Effective***	EMWS
Monitor and maintain registration and training requirements	Preventative	Jun-27	***Inadequate***	EMT
Enact a "no training, no fire ground" policy position	Preventative	Jun-27	***Effective***	CESM
3.Operational Efficiency				
Institute strong cost management (e.g., materials, contractors)	Preventative	Jun-27	***Adequate***	EMT
Ensure machine and plant operators are sufficiently qualified	Preventative	Jun-27	***Effective***	EMWS
4.Communication and Response				
Improve communications via new app software	Detective	Jun-27	***Adequate***	EMT
Respond to external feedback	Preventative	Jun-27	***Effective***	EMT
Implement immediate risk mitigation measures (e.g., barriers, signage) where risks can't be immediately eliminated	Detective	Jun-27	***Effective***	EMWS
		Overall Control Ratings:	***Adequate***	

Risks Identified/Actions	Due Date	Responsibility
The Risk Dashboard is reported with any updates quarterly to the Audit & Risk Committee and Council	Ongoing	EMCS
Lack of knowledge by staff of Fire Wardens - Training and drills required	Ongoing	CEO/EMT
Conduct a review of the current SMS software and template system used for emergency and hazard alerts. Whatsapp/Harvest Ban SMS system	Dec-26	CESM
Reduced maintenance on fire vehicles was identified by new CESM resulting in significant costs to budget in late 24/25 & 26 - These costs were supported and reimbursed by DFES and are now on an annual scheduled maintenance program to reduce the risk and support local business.	Ongoing	CESM

Consequence Category	Risk Ratings	Rating
Compliance / Reputation	***Consequence:***	*Extreme (5)*
	Likelihood:	*Almost Certain (5)*
	Overall Risk Ratings:	***Extreme***

Comments
CESM Recruitment was successful with the appointment of Allan Mills-Heath. The Memorial at Quairading Pool has been safely removed with positive feedback from the Community to relocate to the War Memorial. Insurance claim has been submitted and awaiting feedback as to whether the costs to relocate are claimable.

Healthcare Service Reliability

Risk Context 5

The Quairading Medical Practice faces significant challenges in maintaining consistent and affordable medical services due to potential loss of medical personnel and increasing operational costs, which could result in reduced healthcare access for the community.

Impact (Consequences)	
1. Loss of local medical services, leading to:	Community dissatisfaction.
Increased travel burden for medical care.	Potential population decline.
Closure of allied health services (e.g., Pharmacy).	Economic impacts on local businesses.
2.Threats to community sustainability:	**3. Negative reputational outcomes for the Shire.**

Risk Management/Mitigation Actions	Type	Date	Rating	Control Owner
Keep costs for running the Medical Practice as cost-effective as possible (while maintaining service quality).	Preventative	Jun-27	***Inadequate***	EMCS/DOCTOR
Establish a second option practitioner for when the current practitioner (a) takes annual leave, or (b) eventually leaves (including list of locums/training GP/Nurse Practitioner).	Preventative	Jun-27	***Inadequate***	DOCTOR
Current Supply of Practitioner Agreement for a term of three years expiry 25 January 2027 + three-year option.	Preventative	Oct-26	***Effective***	CEO/EMCS/DOCTOR
Develop a long-term recruitment and retention strategy for medical professionals, including incentives and support for rural practice	Preventative	Jun-27	***Adequate***	CEO/EMCS/DOCTOR
Investigate telemedicine options to supplement in-person care and potentially reduce costs	Preventative	Jun-27	***Inadequate***	DOCTOR/CEO
		Overall Control Ratings:	***Adequate***	

Risks Identified/Actions	Due Date	Responsibility
Dr Yap meets as part of the Medical Executive Committee quarterly to discuss matters for the Medical Centre. Dr Yap presents the committee with his financial statements on a quarterly basis to provide transparent accounting of the Shire's annual allocation of funds.	Ongoing	CEO
Dr Yap is continually striving for improvement and is currently satisfied with his current staffing arrangements. A second doctor has been sourced and started in August 2026.	Aug-26	CEO
Allied health is continually being supported. New business 'The Clinic' providing chiropractic health within Quairading	Ongoing	CEO
The proposed Medical Centre Extension has not progressed. Funding sources are being explored.	Jun-27	CEO/EMED
Doctor Housing - Causing shortages in housing staff. Pharmacist is no longer housed by the Shire. Housing strategy needs to be considered for future options with staff housing, including asset management and age of housing.	Jun-27	CEO/EMED

Consequence Category	Risk Ratings	Rating
Compliance, Health, Reputational, Financial	***Consequence:***	*Extreme (5)*
	Likelihood:	*Possible (3)*
	Overall Risk Ratings:	***High***

Comments

During budget considerations for the 26/27 FY it was raised with Council for their consideration and discussion what the provision of Health Services are ultimately costing the Shire with the Doctor's contract. Council agreed to continue supporting the Doctor's contract.

The Medical Centre was successful in obtaining a Non Dispensing Pharmacist to assist patrons in understanding and checking their medication under a new program.

Natural and Man-Made Disasters

Risk Context 6
Natural and manmade disasters have the potential to affect Shire business continuity. Includes fire, flood, storm, earthquake, extreme heat, pandemic, chemical spill, terrorism.
Climate change has been recognised by the Shire, including the prevalence of extreme fire and other weather events.

Impact (Consequences)	
Loss of critical infrastructure.	Shire core business impacts
Injury and fatalities.	Businesses choose not to re-establish
High recovery costs.	Environmental degradation (e.g., drought, soil erosion)
Loss of business continuity,	Economic instability: generational farms are no longer workable

Risk Management/Mitigation Actions	Type	Date	Rating	Control Owner
Implement a Business Continuity Framework	Preventative	Jun-27	***Effective***	CEO/EMT
Local Emergency Management Arrangements – ensure current and tested through LEMC Exercises	Preventative	Jun-27	***Effective***	CEO/CESM
Review and update key hazard plans including Bushfire Risk Management Plan	Preventative	Jun-27	***Adequate***	CEO/CESM
Convene quarterly meetings with key agencies	Preventative	Jun-27	***Adequate***	CEO/CESM/LEMC
		Overall Control Ratings:	***Effective***	

Risks Identified/Actions	Due Date	Responsibility
Public consultation sought on the proposed amendments to state-level recovery arrangements in the State Emergency Management Policy, Plan & Procedure	Ongoing	CEO/CESM
National Fuel Security Plan implemented amid global disruptions to oil and gas supplies.	Ongoing	CEO
Fuel supply and pricing, removal of fuel excise will impact shire core business and has potential to impact the current budget and shire operations.	*Ongoing*	*CEO/EMT*

Consequence Category	Risk Ratings	Rating
Reputation	***Consequence:***	*Major (4)*
	Likelihood:	*Possible (3)*
	Overall Risk Ratings:	***High***

Comments
WhatsApp and bulk SMS system are utlised for disemination of information prior to and during an incident. BFAC and LEMC continue to meet regularly (3 x p.a). **Dept of Communities is storing >10 x bedding packs at rear of Town Hall for Evac Centre set up.**

THEME 3 - GOVERNANCE, FINANCIAL AND COMPLIANCE RISKS
Financial Viability and Asset Management

Risk Context 7
If the Shire is struggling to remain financially viable, the ability to comply with its Asset Management Plan may be compromised.

Impact (Consequences)	
Cost of managing ageing infrastructure becomes prohibitive.	Increased safety risk.
Creates degradation and loss of useful/useable assets.	Reduced ability to regenerate or create economic benefit across the Shire.

Risk Management/Mitigation Actions	Type	Date	Rating	Control Owner
Promote Quairading as a destination with a 'point of difference' (e.g., as Beverley has done).	Detective	Jun-27	***Effective***	CEO/EMED
Consider marketing campaigns for attracting new investors and residents into the Shire, including people seeking a 'tree change'.	Detective	Jun-27	***Effective***	CEO/EMED
Explore and promote quality affordable housing options, and lead by example	Detective	Jun-27	***Adequate***	CEO/EMED
Encourage light industrial activity and support small business ventures through flexible policies	Detective	Jun-27	***Effective***	CEO/EMED
Increase the rate-base through the above-mentioned strategies.	Preventative	Jun-27	***Effective***	EMCS
		Overall Control Ratings:	***Effective***	

Risks Identified/Actions	Due Date	Responsibility
Sales of land for Cuneata Rise and the Light Industrial Area are complete attracting new investors and residents to the Shire - this will also increase the Shire's ratebase.	Dec-26	CEO
Lack of Infrastructure maintenance planning has been identified. Asset Valuer Pro has been implemented as a full infrastructure asset program and asset condition reports are currently being completed by the works team. This should then help in the development of future budgets.	Dec-26	EMWS/TSO
Increase in fuel prices across contractors will impact the current budget, higher running costs for plant and possibly reduce scope on delivery of infrastructure projects	Ongoing	EMT/CEO
Increased operating and contractor costs pose a significant risk to increased rate revenue when determining the 26/27 Budget	Jun-27	EMT/CEO

Consequence Category	Risk Ratings	Rating
Environment, Reputation, Financial	***Consequence:***	*Extreme (5)*
	Likelihood:	*Possible (3)*
	Overall Risk Ratings:	***High***

Comments
Asset Valuer Pro will help provide an increased understanding of the current condition and future requirements of the Shire's Assets. This information can also help funding arragements and disaster recovery efforts.

Cybersecurity and Data Protection

Risk Context 8
Any data breach/hack of Shire information and communications technology systems has the potential to affect Shire operations - includes data theft, ransomware and phishing.

Impact (Consequences)	
Financial misappropriation/loss.	Shire business continuity significantly compromised.
Community member and/or employee financial records compromised or stolen.	Shire reputation impacted.
Loss of data and data integrity.	

Risk Management/Mitigation Actions	Type	Date	Rating	Control Owner
Develop and maintain Business Continuity and IT Disaster Recovery Plans	Preventative	Feb-27	***Effective***	CEO/EMCS
Implement robust IT security measures (e.g., firewalls, access controls, UPS/backup systems	Preventative	Jun-27	***Effective***	EMCS
Conduct regular security audits and recovery exercises	Preventative	Jun-27	***Adequate***	EMCS
Provide staff cybersecurity awareness training	Preventative	Ongoing	***Adequate***	EMCS
		Overall Control Ratings:	***Effective***	

Actions	Due Date	Responsibility
Our agreement with Readytech for the rollout of their ERP system has now been terminated and we are currently seeking reimbursement of costs already outlayed. The preferred option of Magic Software is currently being assessed by staff with demonstrations of their products being held over the next month.	Jun-27	EMCS/MOG
Review the ICT Disaster Recovery Plan in conjunction with Wallis	Dec-26	EMCS/CEO
Continue to offer Security Awareness Training for Staff (and Councillors). This will improve the knowledge of staff of security and emerging threats to the organisation.	Ongoing	EMCS

Consequence Category	Risk Ratings	Rating
Reputation / Compliance	***Consequence:***	*Major (4)*
	Likelihood:	*Likely (4)*
	Overall Risk Ratings:	***High***

Comments
Risk identified with illegitimate emails received supposedly from staff members asking for their bank accounts to be changed for their pays. Both instances were received by email and were immediately reported and identified by staff as spam and deleted. **Following a recent meeting with Jo Arpin from Readytech the Shire has been successful in requesting a refund for the funds paid for the rollout program over what was implemented and can confirm $46,000 is being credited to our account.**

Organisational Misconduct

Risk Context 9
Unethical or illegal behavior by Shire employees, executives or office holders, including both financial and non-financial misconduct, has the potential to produce significant negative consequences for the Shire.

Impact (Consequences)	
Council suspension or leadership changes (e.g., CEO removal, employee terminations).	Reputational damage.
Independent investigations and regulatory actions (e.g., Fair Work Commission).	Financial penalties and economic impacts.
Intense public and media scrutiny.	Business continuity and viability challenges.

Risk Management/Mitigation Actions	Type	Date	Rating	Control Owner
1.Financial Controls and Processes				
Update cash handling procedures	Preventative	Jun-27	***Effective***	EMCS
Conduct financial management reviews and implement controls	Preventative	Jun-27	***Effective***	EMCS
2.Governance Frameworks				
Update the delegated authority framework	Preventative	Jun-27	***Effective***	CEO
Enhance the IT Security Framework.	Preventative	Jun-27	***Effective***	EMCS
3.Human Resource Management				
Revise the staff on-boarding/induction program	Preventative	Jun-27	***Adequate***	EMCS
Implement a performance management program	Preventative	Jun-27	***Effective***	EMT
Update HR Policies and Code of Conduct (for Council and staff)	Preventative	Jun-27	***Effective***	EMCS
4.Operational Safety				
Establish supervision and induction processes to use plant and equipment	Preventative	Jun-27	***Effective***	EMWS
External Oversight	Preventative	Jun-27	***Effective***	EMWS
Conduct regular external audits	Preventative	Jun-27	***Adequate***	EMWS
		Overall Control Ratings:	***Effective***	

Risks Identified/Actions	Due Date	Responsibility
Continual improvement in maintaining and recording seperation of duties	Ongoing	EMT/CEO
Increase compliance of record keeping systems and update Record Keeping Plan	Jul-27	CEO/MG/EMCS
Implementation of governance delegated authority program 'Attain' to improve governance framework and oversight	Ongoing	EMT/CEO/MOG

Consequence Category	Risk Ratings	Rating
Financial / Property	***Consequence:***	*Extreme (5)*
	Likelihood:	*Almost Certain (5)*
	Overall Risk Ratings:	***Extreme***

Comments
Final Audit for 25-26 Financial Year is almost complete with the Annual Financial Statements being progressed to the OAG for sign off.

THEME 4 - STRATEGIC SOCIAL AND ECONOMIC RISKS
Housing Availability and Affordability

Risk Context 10

Seniors and Aged Care: Absence of aged local independent living facilities may force older residents to leave prematurely, disrupting community cohesion.
Essential Worker Housing: Insufficient housing for government workers and Western Australian Country Health Service staff can hinder recruitment and retention.
Public and Community Housing: Limited public housing options may increase housing stress for low-income individuals, leading to potential homelessness.

Impact (Consequences)	
1.Low property resale values and return on investment undermine community sustainability.	Reduced local spending.
2.Population decline due to:	**4.Threats to community viability**
Higher outward migration and lower inward migration.	Loss of professional and community-based services.
Workforce reduction.	Weakening of community fabric.
Residents forced to relocate due to housing shortages.	Potential loss of local infrastructure.
3. Economic impacts:	
Impeded economic growth.	

Risk Management/Mitigation Actions	Type	Date	Rating	Control Owner
Lead by example, explore and promote quality affordable housing options including joint venture options for the construction of Aged Residential Independent Living Units (ILUs).	Detective	Jun-27	***Adequate***	CEO/EMED
Noting that the Shire does not have 50% of the total cost of the project to contribute to a grant/tender application under the Housing Support Program, explore options with bespoke groups i.e., Central East Accommodation & Care Alliance Inc (CEACA	Detective	Jun-27	***Adequate***	CEO/EMED
Promote Quairading as a destination with a 'point of difference' (e.g., as Beverley and Katanning have done	Detective	Jun-27	***Effective***	CEO/EMED
Consider marketing campaigns and other strategies for attracting new investors and residents, including people seeking a 'tree change'	Detective	Jun-27	***Effective***	CEO/EMED
		Overall Control Ratings:	***Adequate***	

Actions	Due Date	Responsibility
Develop a Housing Strategy	Jun-27	EMT
Maintain CEACA Membership - Council has budgeted $15,000 for the 2026/2027 Year to become a full member of CEACA	Ongoing	CEO/EMED
Identify any risks associated with bringing Social Housing to Quairading	Ongoing	CEO/EMED

Consequence Category	Risk Ratings	Rating
Reputation	***Consequence:***	*Major (4)*
	Likelihood:	*Almost Certain (5)*
	Overall Risk Ratings:	***Extreme***

Comments

Council resolved to continue with CEACA. Land to be gifted.
Council resolved to Join WEROC.
CEO is currently progressing to develop a Housing Business Case and Housing Town Plan

Social Challenges and Community Expectations

Risk Context 11
Social challenges (e.g., crime, antisocial behavior, vandalism, housing crisis, homelessness) may significantly impact ratepayers' expectations of the Shire's responsibilities and perceived effectiveness.
Misalignment between community expectations and Shire jurisdiction could lead to reputational damage, resource pressure, and potential conflict.

Impact (Consequences)	
Disgruntled ratepayers and reputational damage.	Difficulty attracting new residents/businesses.
Blame towards staff and Council Members.	Strained community relationships and social cohesion.
Diminished service outcomes and increased pressure on resources.	Increased demand for social services beyond Shire capacity/jurisdiction.
Higher rates payment defaults and debt collections.	

Risk Management/Mitigation Actions	Type	Date	Rating	Control Owner
Develop and implement a community engagement & communications strategy to better understand ratepayers' expectations.	Detective	Jun-27	***Effective***	CEO/EMED
Hold at least two community forums each year.	Detective	Jun-27	***Effective***	CEO/EMED
Establish clear guidelines on the Shire's responsibilities and limitations regarding social issues, and communicate these effectively.	Detective	Jun-27	***Adequate***	CEO/EMED
Maintain healthy relationships with government agencies, funding bodies and WALGA.	Preventative	Jun-27	***Adequate***	CEO
Prioritise grant writing and winning.	Preventative	Jun-27	***Effective***	CEO/EMED
Continue focus on social media messaging while retaining hard copy dissemination for older generations.	Preventative	Jun-27	***Effective***	EMED
Formalise regular contributions to the Banksia Bulletin and Passion Sheet with Shire update and Shire President Message	Preventative	Jun-27	***Effective***	EMED
		Overall Control Ratings:	***Adequate***	

Actions	Due Date	Responsibility
Maintain transparency on Shire's project and budget development via Community Forum meetings	Ongoing	EMT
Monthly Banksia Bulletin news updates including a foreward from the Shire President	Monthly	EMED
Regular Social Media updates on general news, announcements, events, ranger update and important community related information.	Weekly	EMED
Maintain hard copy information of important updates and documents for older generations with limited computer access.	Weekly	EMED
Source and apply grant funding for events and projects including bolstering projects already included in annual budget	Monthly	EMED
Weekly Passion Sheet notices when appropriate.	*Weekly*	EMED

Consequence Category	Risk Ratings	Rating
Service disruption	***Consequence:***	*Moderate (3)*
	Likelihood:	*Likely (4)*
	Overall Risk Ratings:	***High***

Comments
EMT asknowledges low community attendance at Forums so suggests a revised strategy next Annual Electors Mtg. to encourage community interest and engagement. **Council was successful in obtaining a $10,000 grant again this year to support Australia Day events.**

7.3 Delegation Register Review

Responsible Officer	Nic Warren, Chief Executive Officer
Reporting Officer	Marion Haeusler, Manager of Governance
Attachments	1. Register of Delegations - reviewed ⇩
Voting Requirements	Absolute Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

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OFFICER RECOMMENDATION

That the Audit, Risk & Improvement Committee recommend to Council that Council:

1. Notes the review of delegations undertaken in accordance with section 5.46(2) of the *Local Government Act 1995*; and
2. By ABSOLUTE MAJORITY delegates the local government functions as listed in the Shire's Register of Delegations included as Attachment [1].

IN BRIEF

In accordance with section 5.46 of the *Local Government Act 1995*, Council must review its delegations at least once each financial year.

The last comprehensive review of the Shire of Quairading Delegations Register was endorsed by Council on 27th November 2025.

MATTER FOR CONSIDERATION

Since the last review of Council's delegations, no major changes to legislation or regulation have come into effect that would affect the Delegations Register.

Officers recommend no changes to the Register of Delegations.

BACKGROUND

Section 5.42 of the *Local Government Act 1995* provides Council with the power to delegate many of its statutory powers and duties to the CEO, who may further delegate certain powers and duties to employees in accordance with section 5.44 of the Act. The purpose of delegations is to facilitate the efficient administration of local government functions by enabling routine, operational and regulatory decisions to be made without requiring Council consideration of every matter.

Subsection 5.42(a) with reference to Section 5.43 of the Act imposes certain limits on Council's ability to delegate and names those powers that cannot be delegated.

The Act also requires delegations to be once every financial year to ensure they remain current, effective and aligned with legislative requirements, organisational structures and Council's objectives. This review allows Council to confirm that delegated authority continues to reflect operational needs, legislative amendments and any changes to Council policies or administrative arrangements.

In addition to powers under the *Local Government Act 1995*, Council may delegate functions conferred by other legislation where the relevant Act permits delegation. The Quairading Shire Council has delegated powers under the *Building Act 2011, Bush Fires Act 1954*, *Cat Act 2011*, *Dog Act 1976*, *Food Act 2008*, *Graffiti Vandalism Act 2016, Public Health Act 2016* and *Planning and Development Act 2005*. In most cases, these delegations enable authorised officers and employees to undertake compliance, enforcement, licensing and administrative functions on behalf of the local government.

The review of Council's delegations forms an important component of good governance, ensuring that decision-making authority is appropriately assigned, transparent and consistent with Council's strategic oversight role while supporting the efficient delivery of local government services and regulatory functions.

STATUTORY ENVIRONMENT

Local Government Act 1995

Building Act 2011 section 127

Bush Fires Act 1954 section 48

Cat Act 2011 section 44

Dog Act 1976 section 10AA

Food Act 2008 section 118(2)(b)

Graffiti Vandalism Act 2016 section 16 and 17

Planning and Development Act 2005 sections 214(2), (3) and (5)

Planning and Development (Local Planning Schemes) Regulations 2015 clause 82 of Schedule 2

Public Health Act 2016 section 21

Local Government (Miscellaneous Provisions) Act 1960 section 2, section 374(1b)

Strata Titles Act 1985 section 23

POLICY IMPLICATIONS

Corporate Credit Card Policy

Employee Code of Conduct

Investment Policy

Recovery of Rates, Debts and Service Charges Policy

FINANCIAL IMPLICATIONS

Nil

ALIGNMENT WITH STRATEGIC PRIORITIES

5.2 Our Governance and Leadership: Strong financial and governance performance

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

3.1 Governance, Financial and Compliance Risks: Financial Viability and Asset Management

3.3 Governance, Financial and Compliance Risks: Organisational Misconduct

RISK ASSESSMENT

	Option 1
Financial	Low *Financial risk mitigated through annual review of all Delegations granted by Council.*
Health	Low *Delegated authority is given to the Environmental Health Officer in relation to public health and food safety.*
Reputation	Low *Council is required to review its delegations under the Local Government Act 1995 at least once every financial year and to review its delegations made under clause 82 of schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 every two years.* *Failure to complete the review would result in non-compliance with its statutory responsibilities under these legislative frameworks.*
Operations	Medium *The delegation register is required to be reviewed once every financial year.*
Natural Environment	N/A

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quartely senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

COMMENT

In July 2026, with the review of the Purchasing Framework, Council adopted Delegation 1.2.32 Municipal Fund – Incurring expenditure. This delegation has been placed on the same review schedule as all other delegations.

Shire of Quairading Delegations Register

Endorsed 27 November 2025
Resolution: OCM 112-25/26

REVIEW

Reviewed by	Date approved	References
Council	27 Nov 2025	Resolution: OCM 112-25-26

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INTRODUCTION

FORMAT OF REGISTER

This Register includes:

- Delegations from the Council to the Chief Executive Officer (CEO), and where appropriate to other employees or other persons; and
- Sub delegations from the CEO to other employees or persons,
- Authorisations made by the Council or the CEO,
- Appointments made by the Council or the CEO, or as of right by virtue of legislation.

The Register includes some instruments of sub delegation, authorisation, and appointment by the CEO, which do not need to be adopted/approved by Council. They are included to reflect a "one stop shop" approach.

As a matter of principle throughout the Register, the CEO is the only employee authorised by the Shire of Quairading to commence (or authorise the commencement of) legal proceedings.

TERMINOLOGY AND ACRONYMS

Clause – of the Shire of Quairading Local Planning Scheme No 3 referenced by 'cl', as in cl8.2.1.

Employee – refers to an employee of the Shire of Quairading. It should be noted although the CEO may generally only delegate a function or duty to an employee (S5.44 *Local Government Act 1995* and others), any 'person' may be appointed an Authorised Person (although some Acts, such as the *Building Act 2011* require only employees or certain qualified employees to be 'authorised' or 'appointed'). Thus, care needs to be taken to ensure that contractors are not 'delegated' functions or duties, although they may be appointed as Authorised Persons.

Regulation – subordinate legislation, referenced by 'r', as in r22.

Schedule – to an Act, referenced as 'Sch', as in Sch 3.2.

Section - of an Act, referenced by 's', as in s5.42.

Sub delegation – the terms 'sub delegate' and 'sub delegation' are used as a style preference, rather than 'on delegate' or 'on delegation'.

DELEGATIONS AND SUB DELEGATIONS

The application of delegated authority is intended to improve the efficiency, effectiveness and timeliness of decision making and is consistent with the Shire's Strategic Community Plan and commitment to a strong customer service focus.

The use of delegated and sub delegated authority does not 'undermine' the roles and responsibilities of Elected Members constituting the Council as the peak local decision-making body of the community. Rather it should free up the Council from some matters to be better able to deal with high level strategic matters and in the knowledge that decision making on the former will be made by employees consistent with Council Policy and precedents.

The Council (and the CEO in the case of most sub delegations) will only delegate matters where the relevant employees (or other persons) have the appropriate skills and expertise to implement the delegation/sub delegation or authorisation within the Shire's decision-making frameworks. At the same time the exercise of all delegated and sub delegated authority, as well as authorisations is subject to complying with relevant Policies of the Shire, which are cross referenced within each Instrument.

An important safeguard is also the principle that nothing prevents the delegating body or person from taking back a delegation or sub delegation or making the relevant decision on an issue.

This Register describes:

- the 'head of power' for the exercise of delegation to an Elected Member, employee, Committee, or person,
- the 'head of power' for sub delegation (where such authority exists under the relevant legislation),
- the precise authority being delegated, including any limits, restrictions, or conditions,
- relevant Shire policies applicable to the execution of the delegation or sub delegation, the statutory requirements for the Council to review all delegations, and others to review sub delegations.

In general, for all matters, whether made under the Local Government Act 1995, or otherwise, the requirement of the Local Government Act 1995 to review the Register at least once every financial year will be followed, except where delegations under other Acts have different requirements. Where there is no statutory requirement for review, the provisions of the Local Government Act will be applied to ensure uniformity of approach and outcome.

AUTHORISATIONS

This Register includes authorisations under the *Local Government Act 1995* and other legislation. In most cases, enforcement authorisations are made by the CEO under s9.10 of the Local Government Act, in other cases via delegated authority. In some cases, authorisations are made by the Council itself because the relevant statute requires.

Some legislation provides for authorisation of Local Government officers to have powers as are necessary for them to perform their required duties as a specific function of the local government. These duties are carried out as 'acting through' functions under s5.45(2) of the Local Government Act 1995.

LOCAL GOVERNMENT ACT 1995

Most delegations and sub delegations described in this Register originate under the Local Government Act 1995 which permits a local government (by absolute majority decision under s5.42(1)) to delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under the Local Government Act except those listed in s5.43, which are:

- Any power or duty that requires a decision of an absolute majority or special majority of the local government,
- 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 s5.98, 5.98a, s5.99, s5.99a and s5.100 of the act,
- Borrowing money on behalf of the local government, Hearing or determining an objection of a kind referred to in s9.5 of the act,
- The power under s9.49a(4) of the act to authorise a person to sign documents on behalf of the local government,
- Any power or duty that requires the approval of the minister or the governor.

In addition, there are several other matters which cannot be delegated to the CEO:

- Under r18g of the *Local Government (Administration) Regulations 1996* s7.12a, 7.12A(3)(a) and s7.12(4), which relate to meetings with auditors,
- Under r16 of the *Local Government (Financial Management) Regulations 1996* which prevent the delegation of matters relating to internal audit to an employee who has been delegated the duty of maintaining the day-to-day accounts or financial management operations.

The delegation powers under the *Local Government Act 1995* relate to the Act itself, Regulations made under the Act and Local Laws made under the Act.

OTHER LEGISLATION

Legislation other than the *Local Government Act 1995,* its Regulations and the Shire's Local Laws created under the Act where delegations, authorisations or appointments may occur (and which are relevant to the Shire of Quairading) include:

- *Animal Welfare Act 2002,*
- *Australian Citizenship Act 2007,*
- *Building Act 2011* and *Building Regulations 2012,*
- *Bush Fires Act 1954*, Regulations and local laws created under that Act,
- *Cat Act 2011* and Regulations,
- *Caravan Parks and Camping Grounds Act 1995*,
- *Control of Vehicles (Off-Road Areas) Act 1978* and Regulations,
- *Dog Act 1976* and Regulations,
- *Equal Employment Opportunity Act 1984,*
- *Environmental Protection Act 1986,*
- *Food Act 2008,*
- *Freedom of Information Act 1992,*
- *Graffiti Vandalism Act 2016,*
- *Health (Miscellaneous Provisions) Act 1911,* Regulations and local laws created under that Act,
- *Health (Asbestos) Regulations 1992*,
- *Land Administration Act 1997*, and Regulations,
- *Litter Act 1979* and Regulations,
- *Local Government (Miscellaneous Provisions) Act 1960*,
- *Parks and Reserves Act 1895*,
- *Planning and Development Act 2005* including Regulations, policies, and the Town Planning Scheme,
- *Public Interest Disclosure Act 2003,*
- *Public Health Act 2016,*
- *Rates and Charges (Rebates and Deferments) Act 1982,*
- *Road Traffic Act 1974,*
- *Strata Titles Act 1985.*

SUB DELEGATION BY THE CEO

The Local Government Act 1995 allows the CEO to delegate any of the powers delegated to the office of CEO to another employee (s5.44(1)), in writing (s5.44(2)) and may include conditions (s5.44(4)).

Other legislation permits sub delegation by the CEO, either, as of right, or with the express authority of the Council (Dog Act).

The Bush Fires Act prohibits sub delegation by the CEO.

The Planning and Development (Local Planning Schemes) Regulations 2015 permits sub delegation by the CEO, provided it is resolved by absolutely majority through Council for matters relating to the Local Planning Scheme No 3.

REVIEW OF DELEGATIONS

The Register of Delegations relevant to the CEO and other employees or other persons will be reviewed at least once every financial year (in accordance with the provisions of s5.46(1), (2)).

As a matter of principle, the Shire of Quairading will review all delegations, authorisations, and appointments at least once in every financial year, whether under the *Local Government Act 1995*, or another Act. This is despite the varying requirements for review viz:

- *Building Act 2011* - no requirement
- *Bush Fires Act 1954* - no requirement
- *Cat Act 2011* - annual review requirement
- *Dog Act 1976* - annual review requirement
- *Emergency Management Act 2005*
- *Food Act 2008* - no requirement
- *Graffiti Vandalism Act 2016* - no requirement
- *Public Health Act 2016* - no requirement
- *Planning and Development Act 2005* - annual review requirement

This will include the CEO reviewing all sub delegations, authorisations and appointments made by them.

RECORD OF ACTIONS AND DECISIONS

If a person is exercising a power or duty that has been delegated (including sub delegated), the *Local Government Act 1995* requires that records be kept whenever the delegated authority is utilised (s5.46(3)).

The record is to contain information on:

- How the person exercised the power or discharged the duty,
- When the person exercised the power or discharged the duty; and
- The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty (r19 *Local Government (Administration) Regulations 1996).*

Departments/Sections responsible for a work process are to ensure that data is captured, and records managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation.

Similar provisions do not exist (other than under the Building Act 2011), under other legislation regarding record keeping.

PRIMARY/ANNUAL RETURNS

A person to whom a duty or power is delegated under the *Local Government Act 1995* is a 'designated employee' under s5.74 (b) of the Act and is required to:

- disclose relevant interests s5.70 Local Government Act 1995,
- complete a Primary Return s5.75 Local Government Act 1995,
- complete Annual Returns s5.76 Local Government Act 1995.

Although these requirements relate only to delegations under the Local Government Act 1995 and not any other Acts, the Council and the CEO have taken the decision to require compliance with those provisions, even when made under other Acts, to ensure all employees are treated equally in such disclosures.

ACTING THROUGH ANOTHER PERSON

The Act recognises that employees do not always need delegations (or sub delegations) to carry out their tasks and functions on behalf of the Shire. s5.45 (2) of the Act states:

Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing:

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

The key difference between a delegation and 'acting through' is that a delegate exercises the delegated decision-making function in their own right. Thus, an employee may pay an account or issue an approval if directed to do so by another employee who has the authority to make such a decision and chooses to 'act through' another employee.

The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the 'acting through' concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

For further information, see Department of Local Government, Industry Regulation and Safety Guidance Material – Delegations, Authorisations and Acting Through.

DELEGATIONS

01 Local Government Act 1995 Delegations

01.1 Council to Committees of Council

Delegation	**1.1.1 Audit, Risk and Improvement Committee**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
Express power or duty delegated	*Local Government Act 1995*: s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
Function	1. Authority to meet with the Shire's Auditor at least once every year on behalf of the Council [s.7.12A(2)]. 2. Authority to: a. Examine the report of the Auditor and determine matters that require action to be taken by the Shire; and b. Ensure that appropriate action is taken in respect of those matters [s.7.12A(3)]. 3. Authority to review and endorse the Shire's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].
Delegates	Audit, Risk and Improvement Committee
Conditions	a. This delegation is not to be used where a Management Letter or Audit Report raises significant issues. In that instance the Local Government's meeting with the Auditor must be directed to the Council. b. In accordance with s. 7.12A(3) the Chief Executive Officer is to prepare a log of outstanding matters with recommendations on how they are to be dealt with, at least once per annum. The source documents for those matters shall be the Financial Management Review, the Annual Compliance Audit Return and the report from Council's independent auditor.
Express power to subdelegate	Nil. Sub-delegation is prohibited by s.7.1B.
Statutory framework	Department of Local Government, Sport and Cultural Industries Operational Guideline No. 09 - The appointment, function and responsibilities of Audit Committees Audit and Risk Committee Terms of Reference
Record keeping	ARIC Meeting Minutes shall record and identify each decision made under this delegation in accordance with the requirements of Administration Regulation 19.
Date adopted	27 November 2025
Adoption references	Condition added; Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Condition added; Record Keeping requirements updated – November 2025	---

01.2 Council to CEO

Delegation	**1.2.2 Compensation - Damage Incurred when Performing Executive Functions**
Head of power	01 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	a. Delegation is limited to settlements which do not exceed a material value of $1500.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate Services
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Conditions and Record Keeping requirements amended - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Condition and Record Keeping requirements amended; Record Keeping requirements updated – November 2025	---

Delegation	**1.2.3 Powers of Entry**
Head of power	01 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.3.32 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 [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Delegates	CEO
Conditions	a. Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Works and Services
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995:* s.9.10 Appointment of authorised persons – also refer s.3.32(2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry s.3.34(2) Entry in an emergency – Refer to CEO Delegation 1.3.1
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**1.2.4 Declare Vehicle is Abandoned Vehicle Wreck**
Head of power	01 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	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.5 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Works and Services
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**1.2.5 Confiscated or Uncollected Goods**
Head of power	01 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	a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than $20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Works and Services
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	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**1.2.6 Disposal of Sick or Injured Animals**
Head of power	01 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	a. Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Works and Services Ranger Services
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	27 November 2025
Adoption references	Sub-delegation added; Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Sub-delegation to Ranger Services added; Record Keeping requirements updated – November 2025	---

Delegation	**1.2.7 Close Thoroughfares to Vehicles**
Head of power	01 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: a. give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and b. 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)]
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Works and Services
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26

Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**1.2.8 Control Reserves and Certain Unvested Facilities**
Head of power	01 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)].
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	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Function deleted; Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Function 2. deleted; Record Keeping requirements updated – November 2025	---

Delegation	**1.2.9 Obstruction of Footpaths and Thoroughfares**
Head of power	01 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. 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	Executive Manager Works and Services

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.2 – Public Thoroughfare Obstruction – Determine Conditions *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	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Function amended; Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Function 1. amended; Record Keeping requirements updated – November 2025	---

Delegation	**1.2.10 Gates Across Public Thoroughfares**
Head of power	01 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. requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996* b. Each approval provided must be recorded in the Shire's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Works and Services
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	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**1.2.11 Public Thoroughfare – Dangerous Excavations**
Head of power	01 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
Subdelegates	Executive Manager Works and Services
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.3 – Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares *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	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**1.2.12 Crossing – Construction, Repair and Removal**
Head of power	01 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	a. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Works and Services
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	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**1.2.13 Private Works on, over or under Public Places**
Head of power	01 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
Subdelegates	Executive Manager Works and Services
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 - refer to CEO Delegation 1.3.4 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	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025

Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**1.2.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift**
Head of power	01 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	1. 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
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Works and Services
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	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**1.2.16 Tenders for Goods and Services – Call Tenders**
Head of power	01 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	a. 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. b. Exercise of this delegation to be reported to Council at least six monthly. c. Tenders can only be invited for those goods and services identified in the Annual Budget, or separately approved by Council.
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 WALGA Subscription Service – Procurement Toolkit
Policy	Shire of Quairading Purchasing Policy

Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Sub-delegation removed; Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Sub-delegation removed; Record Keeping requirements updated – November 2025	---

Delegation	**1.2.17 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options**
Head of power	01 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: a. The extent to which each tender satisfies the criteria for deciding which tender to accept; and b. To accept the tender that is most advantageous within the $value as detailed as a condition on this Delegation [F&G r.18(4)]. 4. Authority to decline to accept any tender [F&G r.18(5)]. 5. Authority to accept the next most advantageous tender if, within 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 20% or to a maximum of $50,000 whichever is the lesser value [F&G r.21A(a)]. 9. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).
Delegates	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 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. f. Exercise of this delegation to be reported to Council at least six monthly. g. Tenders can only be invited for those goods and services identified in the Annual Budget, or separately approved by Council.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegate conditions	a. Each sub-delegate may only use the sub-delegation regarding contracts that are within the scope of the incumbent's position role and responsibilities.
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 WALGA Subscription Service – Procurement Toolkit
Policy	Shire of Quairading Purchasing Policy
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**1.2.19 Disposing of Property**
Head of power	01 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
Function	1. Authority to dispose of property to: a. to the highest bidder at public auction [s.3.58(2)(a)]. b. to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [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)].
Delegates	CEO
Conditions	a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of $250,000 or less. c. When determining the method of disposal: i. 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. ii. 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. iii. Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: ◦ Negotiate the sale of the property up to a -10% variance on the valuation; and ◦ Consider any public submissions received and determine if to proceed with the disposal, ensuring that the reasons for such a decision are recorded. d. Where the market value of the property is determined as being less than $20,000 (F&G r.30(3) excluded disposal) may be undertaken: i. Without reference to Council for resolution; and ii. In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value, then the disposal must ensure environmentally responsible disposal.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Subdelegates	Executive Manager Community and Development Executive Manager Corporate Services Executive Manager Works and Services
Statutory framework	*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
Policy	Policy Disposal of Property
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	27 November 2025
Adoption references	Sub-delegation amended; Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Sub-delegation amended for change of position title; Record Keeping requirements updated – November 2025	---

Delegation	**1.2.20 Payments from the Municipal or Trust Funds**
Head of power	01 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 (Financial Management) Regulations1996:* r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Function	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Delegates	CEO
Conditions	a. Authority to make payments is subject to annual budget limitations. b. All payments are subject to compliance with Shire of Quairading Policies and Procedures.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Community and Development Executive Manager Corporate Services Executive Manager Works and Services Manager Governance
Subdelegate conditions	1. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. 2. Payments by Cheque and EFT must be approved jointly by two Delegates, one of whom must be the Chief Executive Officer or Executive Manager, Corporate Services. 3. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval.
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* Department of Local Government, Sport and Cultural Industries Operational Guideline – Use of Corporate Credit Cards Department of Local Government, Sport and Cultural Industries: Financial Policy and Accounting
Policy	Shire of Quairading Corporate Credit Card Policy and Purchasing Policy.
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*

Date adopted	27 November 2025
Adoption references	Sub-delegation amended; Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Sub-delegation amended for change of position title; Record Keeping requirements updated – November 2025	---

Delegation	**1.2.21 Defer, Grant Discounts, Waive or Write Off Debts**
Head of power	01 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 [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire to a maximum value of $1000. [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire [s.6.12(1)(c)] 4. Write off an amount of money to the maximum value of $500 owed to the Shire, including fines/penalties imposed by court that are unrecoverable.
Delegates	CEO
Conditions	a. Write-off a rates or service charge debt up to $1000 in accordance with the Financial Hardship Policy [s.6.12(1)(c) &(2)]. b. A debt may only be waived where: i. The debtor cannot be located ii. Uneconomical to pursue the debt iii. The Hardship circumstances of the debtor do not warrant the taking or continuation of recovery action iv. Legal proceedings through the courts have proved, or on legal advice would prove, unsuccessful v. The write-off of the debt will result in a favourable outcome to the Council c. A concession may only be granted where: i. Section 6.26(2)(g) of the Local Government Act provides for a rates exemption for land used exclusively for charitable purposes and is deemed applicable. d. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire. i. Limited to individual debts valued below $1000 or cumulative debts of a debtor valued below $1000. Write off of debts greater than these values must be referred for Council decision e. Delegated Functions (1), (2) and (3) excludes amounts owing in respect of rates and service charges or fees for a planning service. f. The CEO shall report to Council at least six monthly on the exercise of these delegations.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate Services

Subdelegate conditions	1. Executive Manager Corporate Services may waive fees and charges related to their operational responsibilities where such waiver is either to: a. rectify a service failure on the part of the Shire of Quairading limited to a value less than $250.00 per customer within a financial year; or b. assist a not-for-profit community group or charitable entity in fulfilling a service, social or cultural outcome within the Shire of Quairading. 2. Executive Manager Corporate Services may only write off debts limited to a value of less than $250.00 per debtor within a financial year.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Collection of Rates Debts – refer Delegations: Recovery of Rates, Debts and Service Charges Policy: 1. Agreement as to Payment of Rates and Service Charges 2. Recovery of Rates or Service Charges 3. Require Lessee to Pay Rent 4. Actions to Take Possession of the Land
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**1.2.22 Power to Invest and Manage Investments**
Head of power	01 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	a. All investment activity must comply with the Financial Management Regulation 19C and Council Investment Policy. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once each financial year. [Audit r.17]
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate Services
Subdelegate conditions	1. A decision to invest must be jointly confirmed by two Delegates. 2. Investment decisions are limited to a maximum of $1,000,000 per transaction on the short-term money market and up to a value of $1,000,000 per transactions for other markets. 3. Where exposure to a single market or investment type will exceed $1,000,000 the decision must be referred to the CEO.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Financial Management) Regulations 1996* refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a))
Policy	Investments Policy

Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**1.2.23 Rate Record Amendment**
Head of power	01 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	Executive Manager Corporate Services
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	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**1.2.24 Agreement as to Payment of Rates and Service Charges**
Head of power	01 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. Decisions under this delegation must comply with the Rates Collections Policy and Financial Hardship Policy b. Agreements must be in writing and, subject to the Rates Collections Policy and Financial Hardship Policy, must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied. c. Subject to the arrangements agreed to being on the basis that the total debt outstanding will be extinguished within 2-5 years (depending on hardship circumstances) following the current financial year that the payment plan arrangement is entered into.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate Services
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Collection of Rates Debts – refer Delegations: Recovery of Rates, Debts and Service Charges Policy: a. Agreement as to Payment of Rates and Service Charges b. Recovery of Rates or Service Charges c. Require Lessee to Pay Rent d. Actions to Take Possession of the Land
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Condition removed; Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Condition removed; Record Keeping requirements updated – November 2025	---

Delegation	**1.2.26 Recovery of Rates or Service Charges**
Head of power	01 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)]. in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)]. 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	a. Decisions under this delegation must comply with the Rates Collection Policy and Financial Hardship Policy.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate Services
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Recovery of Rates, Debts and Service Charges Policy
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**1.2.27 Recovery of Rates Debts – Require Lessee to Pay Rent**
Head of power	01 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 [s.6.60(2)]. debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)] 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	a. Decisions under this delegation must comply with the Rates Collection Policy and Financial Hardship Policy.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate Services
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60.
Policy	Rates Collection Policy Financial Hardship Policy
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**1.2.28 Recovery of Rates Debts - Actions to Take Possession of the Land**
Head of power	01 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 against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: a. lease the land, or b. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: c. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or d. cause the land to be transferred to the Shire [s.6.71]. 2. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 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 Rates Collection Policy and Financial Policy. b. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale without having, within the previous 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	Executive Manager Corporate Services
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.

Policy	Rates Collection Policy Recovery of Rates, Debts and Service Charges Policy Financial Hardship Policy
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**1.2.29 Rate Record – Objections**
Head of power	01 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. A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation. b. An extension is not to be granted for a period exceeding six weeks.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate Services
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	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**1.2.32 Municipal Fund – Incurring expenditure**
Head of power	01 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.6.7(2) – Municipal fund s.6.8 – Payment in an emergency
Function	1. CEO is authorised to apply money held in the municipal fund towards the performance of the functions and the exercise of the powers conferred on the local government by the Act or any other written law, via the signing and issuing of purchase orders.
Delegates	CEO
Conditions	a. compliant with the Local Government Act and Regulations, b. in accordance with the adopted Budget, c. authorised by a resolution of Council d. compliant with – i. Delegation 1.2.16 and 1.2.17; and ii. Council Policies 1. Corporate Credit Card Policy 2. Purchasing Policy e. authorised emergency expenditure.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Community and Development Executive Manager Corporate Services Executive Manager Works and Services Manager Governance Operations Manager
Subdelegate conditions	Maximum Approval Amounts: Executive Manager Corporate Services - $150,000 Executive Manager Works and Services - $150,000 Executive Manager Community Development - $150,000 Operations Manager - $20,000 Manager of Governance - $5,000
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.3.56 Tenders for providing goods or services – applies to supply of goods and services.
Record keeping	Exercises of delegated authority to be recorded by issue of Purchase Order via Synergy Operating System in accordance with r.19 of the *LocalGovernment (Administration) Regulations 1996*.
Date adopted	30 July 2026

Adoption references	New Delegation adopted by Council 30/07/2026
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jul 2026	New delegation	Adoption of new delegation	---

01.3 CEO to Employees

Delegation	**1.3.1 Determine if an Emergency for Emergency Powers of Entry**
Head of power	01 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 Act 1995:* s.3.34(2) Entry in emergency
Function	1. Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)]
Delegates	Executive Manager Works and Services
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	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**1.3.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare**
Head of power	01 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 (Uniform Local Provisions) Regulations 1996:* r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)
Function	When determining to grant permission to obstruct a public footpath or thoroughfare under Delegated Authority 1.2.9: 1. Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)]]. 2. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b). 3. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)].
Delegates	Executive Manager Works and Services
Conditions	a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.9 Obstruction of Footpaths and Thoroughfares. b. Actions under this Delegation must comply with the procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.*
Express power to subdelegate	Nil
Statutory framework	This delegated authority is effective only in alignment with Delegated Authority 1.2.9 Obstructions of Footpaths and Thoroughfares. 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	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**1.3.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares**
Head of power	01 Local Government Act 1995 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 (Uniform Local Provisions) Regulations 1996:* r.11(6)(c) and (7)(c) Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl.6
Function	When determining to grant permission to for a dangerous excavation under Delegated Authority 1.2.12: 1. Authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)]. 2. Authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)]. 3. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily.
Delegates	Executive Manager Works and Services
Conditions	1. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.12 Public Thoroughfares – Dangerous Excavations. 2. Actions under this Delegation must comply with the procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*.
Express power to subdelegate	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. This delegated authority is effective only in alignment with Delegated Authority 1.2.12 Public Thoroughfares – Dangerous Excavations. *Local Government (Uniform Local Provisions) Regulations 1996* Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places**
Head of power	01 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 (Uniform Local Provisions) Regulations 1996:* r.17(5)(b) and r.17(6)(c) Private works on, over, or under public places — Sch. 9.1 cl. 8
Function	1. Authority to determine, as a condition of granting permission for Private Works in Public Places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the crossing construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.17(5)(b)]. 2. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. [r.17(6)(c)].
Delegates	Executive Manager Works and Services
Express power to subdelegate	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. This delegated authority is effective only in alignment with Delegated Authority 1.2.14 Private Works on, over or under Public Places
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**1.3.5 Appoint Persons (other than employees) to Open Tenders**
Head of power	01 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 (Functions and Genera) Regulations 1996:* r.16(3) Receiving and opening tenders, procedure for
Function	1. Authority to appoint one person (other than employees) to be present with an employee of the Local Government to open tenders, when two employees are unable to attend then tender opening [F&G r.16(3)].
Delegates	Executive Manager Community and Development Executive Manager Corporate Services Executive Manager Works and Services
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	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Sub-delegation amended; Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Sub-delegation amended for change of position title; Record Keeping requirements updated – November 2025	---

Delegation	**1.3.6 Electoral Enrolment Eligibility Claims and Electoral Roll**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government Act 1995:* s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election *Local Government (Elections) Regulations 1995:* r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.13(2) & (4)Register - s.4.32(6)
Function	1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)]. 2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)]. 3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.3.42(5A)]. 4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)]. 5. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their families safety at risk [Elections r.13 (2)]. 6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)]. 7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34]. 8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination. 9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)]. 10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s.4.37(3)].
Delegates	Executive Manager Corporate Services Manager Governance
Conditions	a. Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).
Express power to subdelegate	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual

Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Delegation added; Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Delegation added; Record Keeping requirements updated – November 2025	---

Delegation	**1.3.7 Destruction of Electoral Papers**
Head of power	01 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 (Elections) Regulations 1996:* r.82(4) Keeping election papers – s4.84(a)
Function	1. Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
Delegates	Executive Manager Corporate Services Manager Governance
Express power to subdelegate	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	27 November 2025
Adoption references	Delegation added; Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Delegation added; Record Keeping requirements updated – November 2025	---

Delegation	**1.3.8 Information to be Available to the Public**
Head of power	01 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.29(2) &(3) Information to be available for public inspection (Acts s.5.94) r.29B Copies of certain information not to be provided (Act s.5.96) *Local Government Act 1995:* s.9.95(1)(b) & (3)(b) Limits on right to inspect local government information
Function	1. Authority to determine the public right to inspect information, by determining if the information requested relates to a part of a meeting that could have been closed to members of the public but was not [Admin. r.29(2)]. 2. Authority to determine the public right to inspect information in an agenda or minutes, by determining if the information requested would be part of the meeting which is likely to be closed to members of the public [Admin.r.29(3)]. 3. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. 4. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s5.95(1)(b)]. 5. Authority to determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)].
Delegates	Executive Manager Corporate Services Manager Governance
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	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	27 November 2025
Adoption references	Delegation added; Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Delegation added; Record Keeping requirements updated – November 2025	---

Delegation	**1.3.9 Financial Management Systems and Procedures**
Head of power	01 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 (Financial Management) Regulations 1996*: r.5 CEO's Duties as to financial management
Function	1. Authority to establish systems and procedures [FM r.5] that give effect to internal controls and risk mitigation for the: a. Collection of money owed to the Shire; b. Safe custody and security of money collected or held by the Shire; c. Maintenance and security of all financial records, including payroll, stock control and costing records; d. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities; e. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards; f. Making of payments in accordance with Delegated Authority; g. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.
Delegates	Executive Manager Corporate Services
Conditions	a. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. b. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within each 3 financial years. [Audit r.17]
Express power to subdelegate	Nil
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* *Local Government (Audit) Regulations 1996* Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26

Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**1.3.10 Audit – CEO Review of Systems and Procedures**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government (Audit) Regulations 1996:* r.17 CEO to review certain systems and procedures
Function	1. Authority to conduct the review of the appropriateness and effectiveness of the Shire's systems and procedures in relation to a. risk management; and b. internal controls; and c. legislative compliance [r.17(1)].
Delegates	Executive Manager Corporate Services
Conditions	a. Each matter is to be reviewed at least once within every three financial years, with a report on each matter to be provided to the Audit and Risk Committee that details the findings, including any identified deficiencies, and actions required.
Express power to subdelegate	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns *Local Government (Audit) Regulations 1996*
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template (Click link to open); Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated - November 2025	---

Delegation	**1.3.11 Infringement Notices**
Head of power	01 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 Act 1995:* s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.19 Extension of Time s.9.20 Withdrawal of Notice *Note: the powers under s.9.19 and s.9.20 of the Local Government Act 1995 also apply to Infringement Notices issued for the purposes of the Building Regulations 2012 [Refer Reg 70(1A) and (1)]*
Function	1. Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. 2. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19]. 3. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].
Delegates	Executive Manager Corporate Services Executive Manager Works and Services
Conditions	a. A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation.
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	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Delegation added; conditions removed do aid clarity of the delegation; Record Keeping requirements updated – November 2025	---

01.4 Local Law Delegations to the CEO

Delegation	**1.4.1 Local Laws of the Shire of Quairading**
Head of power	01 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	1. To administer the Shire's local laws (listed) and do all other things that are necessary or convenient to be done for, or in connection, with performing their functions under the *Local Government Act 1995:* a. *Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2016* b. *Animals, Environment and Nuisance Amendment Local Law 2019* c. *Animals, Environment and Nuisance Local Law 2017* d. *Bush Fire Brigades Local Law 2023* e. *Cemetery Local Law 2016* f. *Dogs Local Law 2017* g. *Extractive Industries Local Law 2011* h. *Health Local Law 2016* i. *Local Government Property Local Law 2016* j. *Pest Plants Amendment Local Law 2018* k. *Pest Plants Local Law 2016*
Function	To undertake all the roles, duties, and responsibilities of the Local Government under the Local Laws, subject to the limits and conditions set out below.
Delegates	CEO
Conditions	1. Delegation excludes: a. Setting of fees and charges under section 6.16 of the *Local Government Act 1995;* and b. Decision-making where the local law specifies the matter be determined by Council resolution. 2. Subject to Council policy, Withdrawal or Upholding of Infringements
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Community and Development Executive Manager Corporate Services Executive Manager Works and Services
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025

Adoption references	List of Local Laws updated; Sub-delegation amended; Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	List of Local Laws updated; sub-delegation amended for change of position title; Record Keeping requirements updated – November 2025	---

02 Building Act 2011 Delegations

02.1 Council to CEO

Delegation	**2.1.1 Grant a Building Permit**
Head of power	02 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]. a. 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)] b. 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	a. Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the *Building Regulations 2012*. b. Decisions under this delegated authority must be presented to Council at its Concept Forum in an Exercise of Delegated Powers and Duties Report.
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegate conditions	Nil. Only employees can be sub delegated to under the Building Act

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 of Western Australia Act 1990*
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Condition added; Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	New condition added; Record Keeping requirements updated – November 2025	---

Delegation	**2.1.2 Demolition Permits**
Head of power	02 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]. a. 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)] b. 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	a. Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the *Building Regulations 2012*. b. Decisions under this delegated authority must be presented to Council at its Concept Forum in an Exercise of Delegated Powers and Duties Report.
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegate conditions	Nil. Only employees can be sub delegated to under the Building Act.

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 of Western Australia Act 1990*
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	27 November 2025
Adoption references	Condition added; Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	New condition added; Record Keeping requirements updated – November 2025	---

Delegation	**2.1.3 Occupancy Permits or Building Approval Certificates**
Head of power	02 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	a. Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the *Building Regulations 2012*. b. Decisions under this delegated authority must be presented to Council at its Concept Forum in an Exercise of Delegated Powers and Duties Report.
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegate conditions	Nil. Only employees can be sub delegated to under the Building Act
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	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Condition added; Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Condition added; Record Keeping requirements updated – November 2025	---

Delegation	**2.1.4 Designate Employees as Authorised Persons**
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) and (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	Authority to: 1. Appoint an employee as an Authorised Person [s96(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)]. 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.
Delegates	CEO
Conditions	a. Decisions under this delegated authority should be in accordance with r.5 of the *Building Regulations 2012*. b. For the purposes of authorisations pursuant to s. 96(3) of the *Building Act 2011* another Local Government undertaking this role in accordance with s. 2.5(3) of the *Local Government Act 1995* shall be so authorised and subsequently countersigned by the Chief Executive Officer of the Shire of Quairading.
Express power to subdelegate	*Building Act 2011:* s.127(6A) - Delegation: special permit authorities and local governments (powers of sub delegation limited to CEO).
Subdelegate conditions	Nil. Only employees can be sub delegated to under the Building Act.
Statutory framework	*Building Act 2011:* s.97 Requires each person designated as an Authorised Person must have an identity card. *Building Regulations 2012:* r.5A Authorised persons (s.3) – definition
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	27 November 2025
Adoption references	Condition added; Record Keeping requirements updated - OCM 112-25/26
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Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Condition added; Record Keeping requirements updated – November 2025	---

Delegation	**2.1.5 Building Orders**
Head of power	02 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 s.133(1) A permit authority may commence a prosecution for an offence against this Act
Function	1. Authority to make Building Orders in relation to: a. Building work b. Demolition work c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: a. take any action specified in the order ; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. 6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the *Building Act 2011*.
Delegates	CEO
Conditions	a. Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the *Building Regulations 2012*. b. Decisions under this delegated authority must be presented to Council at its Concept Forum in an Exercise of Delegated Powers and Duties Report.
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegate conditions	Nil. Only employees can be sub delegated to under the Building Act.
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	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Condition added; Record Keeping requirements updated - OCM 112-25/26
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Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Conditions added; Record Keeping requirements updated – November 2025	---

Delegation	**2.1.6 Inspection and Copies of Building Records**
Head of power	02 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 an interested person to inspect and copy a building record [s.131(2)].
Delegates	CEO
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.146 Confidentiality
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
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Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**2.1.7 Referrals and Issuing Certificates**
Head of power	02 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's District [s.145A(2)].
Delegates	CEO
Conditions	Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with Building Regulation 5
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*
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**2.1.8 Private Pool Barrier – Alternative and Performance Solutions**
Head of power	02 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 alternative solutions to a Building Code pool barrier requirement if satisfied that the alternative solution complies with the relevant performance requirement [r.51(5)].
Delegates	CEO
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*
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
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Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**2.1.9 Smoke Alarms – Alternative Solutions**
Head of power	02 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
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*
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	27 November 2025
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Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**2.1.10 Appointment of approved officers and authorised officers**
Head of power	02 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
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	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
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Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

03 Bush Fires Act 1954 Delegations

03.1 Council to CEO, President, and Bush Fire Control Officer

Delegation	**3.1.1 Make Request to FES Commissioner – Control of Fire**
Head of power	03 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	1. Authority to request on behalf of the Shire that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations[s.13(4)].
Delegates	CEO
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954*
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**3.1.2 Prohibited Burning Times - Vary**
Head of power	03 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 mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
Express power or duty delegated	*Bush Fires Act 1954:* s.17(7) Prohibited burning times may be declared by Minister *Bush Fire Regulations 1954:* r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	1. 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)
Statutory framework	*Bush Fires Act 1954* *Bush Fire Regulations 1954*
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
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Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**3.1.3 Prohibited Burning Times – Control Activities**
Head of power	03 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.17(7) Prohibited burning times may be declared by Minister s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land *Bush Fire Regulations 1954:* r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	CEO
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954:* *Bush Fire Regulations 1954:*
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*
Date adopted	27 November 2025
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Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**3.1.4 Restricted Burning Times – Vary and Control Activities**
Head of power	03 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 r.39B Crop dusters etc., use of 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 determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. 7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 8. 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)]. 9. Authority to recover the cost of measures taken by the Shire or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	CEO

Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* *Bush Fire Regulations 1954*
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
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Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**3.1.5 Control of Operations Likely to Create Bush Fire Danger**
Head of power	03 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]. *Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.*
Delegates	CEO
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* *Bush Fire Regulations 1954*
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
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Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**3.1.6 Burning Garden Refuse / Open Air Fires**
Head of power	03 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 bus 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
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* *Bush Fire Regulations 1954*
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
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Amendments			
Date	**Type**	**Amendment**	**References**
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Delegation	**3.1.7 Fire-Breaks**
Head of power	03 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: 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)]. 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
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954*
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer**
Head of power	03 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 [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)]. a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Delegates	CEO
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954*
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**3.1.9 Control and Extinguishment of Bush Fires**
Head of power	03 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	1. 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
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**3.1.10 Recovery of Expenses Incurred through Contraventions of this Act**
Head of power	03 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	1. Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire or those on behalf of the Shire to do [s.58].
Delegates	CEO
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**3.1.11 Prosecution of Offences**
Head of power	03 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.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
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954:* s.65 Proof of certain matters s.66 Proof of ownership or occupancy
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	27 November 2025
Adoption references	Incorrect condition removed; Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Incorrect entry removed from the 'Council Conditions' section; Record Keeping requirements updated – November 2025	---

04 Cat Act 2011 Delegations

04.1 Council to CEO

Delegation	**4.1.1 Cat Registrations**
Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*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 Shire's District [Regs. Sch. 3 cl.1(4)].
Delegates	CEO
Conditions	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*.
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Executive Manager Works and Services
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	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*

Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**4.1.2 Cat Control Notices**
Head of power	04 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	1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire's District [s.26].
Delegates	CEO
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Executive Manager Corporate Services Executive Manager Works and Services
Statutory framework	*Cat Regulations 2012* – r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**4.1.3 Approval to Breed Cats**
Head of power	04 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	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*.
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Executive Manager Corporate Services Executive Manager Works and Services
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	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**4.1.4 Recovery of Costs – Destruction of Cats**
Head of power	04 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	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Delegates	CEO
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Executive Manager Corporate Services Executive Manager Works and Services
Statutory framework	*Cat Act 2011*
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**4.1.5 Applications to Keep Additional Cats**
Head of power	04 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	a. 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	Executive Manager Corporate Services Executive Manager Works and Services
Subdelegate conditions	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the *Cat (Uniform Local Provisions) Regulations 2013*.
Statutory framework	*Cat Act 2011* *Cat (Uniform Local Provisions) Regulations 2013*
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**4.1.6 Reduce or Waiver Registration Fee**
Head of power	04 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	a. 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	Executive Manager Corporate Services Executive Manager Works and Services
Statutory framework	*Cat Act 2011* *Cat Regulations 2012*
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

04.2 CEO to Employees

Delegation	**4.2.1 Infringement Notices – Extensions and Withdrawals**
Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
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	Executive Manager Corporate Services Executive Manager Works and Services
Express power to subdelegate	Nil
Statutory framework	*Cat Regulations 2012:* r.28 Withdrawal of infringement notice (s.65(1))
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

05 Dog Act 1974 Delegations

05.1 Council to CEO

Delegation	**5.1.2 Keep Record of Registered Dogs and Refuse or Cancel Registration**
Head of power	05 Dog Act 1974 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.14 Register of Dogs s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration In accordance with s.10AA(3) the delegation expressly authorises the CEO to further delegate the powers or duties as listed above.
Function	The Chief Executive Officer is delegated authority to keep an accurate and up-to-date record of all registered dogs and correct any errors that may be found in the register [s.14]. The administration of the register can be exercised as an acting-through arrangement. 1. Authority to determine to refuse a dog registration [s.16(3)]. 2. Authority to give written notice to the owner of a dog that the dog cannot be registered for the reasons listed [s17A(2)] 3. 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)]. 4. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)] The following functions are performed by a 'registration officer under CEO authorisation: • s.16(2)(a) Register a dog • s.16(3A) Cancel a registration of a person banned from owning or keeping a dog under s.46 • s.16(3C) Cancel a registration if the dog has died • s.16(6) Provide the registration certificate
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	Executive Manager Works and Services

Statutory framework	*Dog Act 1976* s.17A If no application for registration made – procedure for giving notice of decision under s.16(3) Dogs Local Law 2017 Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*
Date adopted	27 November 2025
Adoption references	Function removed; Function amended to include keeping of register; Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Function removed: Function amended to include keeping of register; Record Keeping requirements updated – November 2025	---

Delegation	**5.1.4 Recovery of Moneys Due Under this Act**
Head of power	05 Dog Act 1974 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	a. The CEO 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	Executive Manager Corporate 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	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*
Date adopted	27 November 2025
Adoption references	Sub-delegation amended; Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Sub-delegation amended; Record Keeping requirements updated – November 2025	---

Delegation	**5.1.5 Dispose of or Sell Dogs Liable to be Destroyed**
Head of power	05 Dog Act 1974 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 CEO 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	Executive Manager Works and Services
Statutory framework	*Dog Act 1976*
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**5.1.6 Declare Dangerous Dog**
Head of power	05 Dog Act 1974 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	a. The CEO 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	Executive Manager Works and Services
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**5.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke**
Head of power	05 Dog Act 1974 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	a. The CEO 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)*
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice**
Head of power	05 Dog Act 1974 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	a. The CEO 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)
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration**
Head of power	05 Dog Act 1974 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	1. 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
Conditions	a. The CEO 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	Executive Manager Corporate Services
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Sub-delegation amended; Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Sub-delegation amended; Record Keeping requirements updated – November 2025	---

06 Food Act 2008 Delegations

06.1 Council to CEO

Delegation	**6.1.2 Prohibition Orders**
Head of power	06 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	CEO
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	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	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**6.1.3 Food Business Registrations**
Head of power	06 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	CEO
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: i. *Food Act 2008* Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA ii. Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 iii. WA Priority Classification System iv. 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	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**6.1.4 Appoint Authorised Officers and Designated Officers**
Head of power	06 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.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
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: i. Appointment of Authorised Officers as Meat Inspectors ii. Appointment of Authorised Officers iii. Appointment of Authorised Officers – Designated Officers only iv. 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 s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**6.1.5 Debt Recovery and Prosecutions**
Head of power	06 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	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	NIL – *Food Regulations 2009* do not provide for sub-delegation.
Statutory framework	*Food Act 2008:*
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**6.1.6 Food Businesses List – Public Access**
Head of power	06 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:* r.51 Enforcement agency may make list of food businesses publicly available
Function	1. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Delegates	CEO
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	NIL – *Food Regulations 2009* do not provide for sub-delegation.
Statutory framework	*Food Regulations 2009*
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

07 Graffiti Vandalism Act 2016 Delegations

07.1 Council to CEO

Delegation	**7.1.1 Give Notice Requiring Obliteration of Graffiti**
Head of power	07 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
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Executive Manager Works and Services
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Policy	Shire of Quairading Graffiti & Other Vandalism Policy
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**7.1.2 Notices – Deal with Objections and Give Effect to Notices**
Head of power	07 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: a. 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 b. to give notice to the affected person, before taking the necessary actions [s.24 (3)].
Delegates	CEO
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Executive Manager Works and Services
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Policy	Shire of Quairading Graffiti & Other Vandalism Policy
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**7.1.3 Obliterate Graffiti on Private Property**
Head of power	07 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	1. 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	a. Subject to exercising Powers of Entry.
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Executive Manager Works and Services
Policy	Shire of Quairading Graffiti & Other Vandalism Policy
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**7.1.4 Powers of Entry**
Head of power	07 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
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Executive Manager Works and Services
Policy	Shire of Quairading Graffiti & Other Vandalism Policy
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

08 Public Health Act 2016 Delegations

08.1 Council to CEO

Delegation	**8.1.1 Appoint Authorised Officers or Approved Officer (Asbestos Regs)**
Head of power	08 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	1. 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* [r.15D(5)].
Delegates	CEO
Conditions	a. 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. Health (Asbestos) Regulations 1992 do not provide a power to sub delegate.*
Statutory framework	*Criminal Procedure Act 2004* – Part 2 Shire of Quairading Register of Authorised Officers
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**8.1.2 Enforcement Agency Reports to the Chief Health Officer**
Head of power	08 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	CEO
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	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**8.1.3 Designate Authorised Officers**
Head of power	08 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: a. The *Public Health Act 2016* or other specified Act b. Specified provisions of the *Public Health Act 2016* or other specified Act c. Provisions of the *Public Health Act 2016* or another specified Act, other than the specified provisions of that Act. Including: i. An Environmental Health Officer or Environmental Health Officers as a class; OR ii. A person who is not an Environmental Health Officer or a class of persons who are not Environmental Health Officers, OR iii. A mixture of the two. [s.24(1) and (3)].
Delegates	CEO
Conditions	a. Subject to each person so appointed being; i. Appropriately qualified and experienced [s.25(1)(a)]; and ii. Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. b. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express power to subdelegate	*Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].*
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	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025

Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**8.1.4 Determine Compensation for Seized Items**
Head of power	08 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.264 Compensation
Function	1. 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	CEO
Conditions	a. Compensation is limited to a maximum value of $200, with any proposal for compensation above this value to be referred for Council's determination.
Express power to subdelegate	*Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].*
Statutory framework	*Public Health Act 2016* s.20 Conditions on performance of functions by enforcement agencies. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

09 Planning and Development Act 2005 Delegations

09.1 Council to CEO

Delegation	**9.1.1 Illegal Development**
Head of power	09 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
Statutory framework	Part 13 of the *Planning and Development Act 2005*
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**9.1.2 Appointment of Designated Persons**
Head of power	09 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 234 Designated persons, appointment of
Function	1. Appoint persons, or classes of persons as designated persons for the purposes of sections 228, 229, 230 and 231 of the *Planning and Development Act 2005*.
Delegates	CEO
Conditions	a. Person who is authorised to give infringement notices under section 228 is not eligible to be a designated person for the purposes of any of the other sections mentioned under s234(1) of the *Planning & Development Act 2005*.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegate conditions	Nil – must be delegated to an employee.
Statutory framework	Part 13 of the *Planning and Development Act 2005* *Planning and Development (Local Planning Schemes) Regulations 2015* Shire of Quairading Local Planning Scheme No 3
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**9.1.3 Application for Development Approval**
Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	*Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2, cl.82, 83 and 84 - Delegations by local government
Express power or duty delegated	*Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 Deemed provisions for Local Planning Schemes.
Function	1. Refuse to accept an application under cl.85 of Schedule 2, Part 11 if the applicant does not agree for local government to use any copyrighted material provided with the application for advertising the application or implementing a decision on an application and for zero remuneration. 2. May require a heritage assessment, in the manner and form approved by the Heritage Council of WA, to be carried out prior to approval of any development proposed in a heritage area or in respect of a place entered in the heritage list, despite any existing assessment on record. 3. Waive or vary a requirement set out in Clause 63(2), Schedule 2, Part 8 of the Regulations in respect to information provided with a development application. 4. Where an application relates to a place entered on a heritage list or an area designated as a heritage area under the Scheme, the information set out in c.63(3)(a)(b) and (c) may be required which relates to street elevations, schedule of finishes and comparison of proposed finishes to existing developments on immediately adjoining lots.
Delegates	CEO
Express power to subdelegate	*Planning and Development (Local Planning Schemes) Regulations 2015* ss82, 83 and 84 Local government CEO may delegate powers
Statutory framework	Part 13 of the *Planning and Development Act 2005*
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Function amended for clarity; Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Function 3. edited for clarity; Record Keeping requirements updated – November 2025	---

Delegation	**9.1.4 Development Control**
Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	*Planning and Development (Local Planning Scheme) Regulations 2015*
Express power or duty delegated	*Planning and Development (Local Planning Schemes) Regulations 2015*
Function	1. Approve development applications for a "single house", "ancillary dwelling", "grouped dwellings" or any associated, ancillary, or incidental development including, but not limited to (outbuildings, garages/carports, patios and the like, front boundary fences, retaining walls and swimming pools) that: a. Does not include more than four grouped dwellings; and b. Satisfies the provisions of Local Planning Scheme No. 3, the *Planning & Development Regulations 2015,* the Shire's Local Planning Strategy, the objectives of the Shire's Local Planning Policies, the Residential Design Codes Volumes 1 and State Planning Policy 7.0. i. Where no valid objections have been received from the affected landowners; or ii. Valid objections have been resolved to the satisfaction of the shire. 2. Approve development applications for existing and new "multiple dwellings" development including any associated, ancillary, or incidental development, including but not limited to, outbuildings, garages, carports, patio, front boundary fences, retaining walls and swimming pools that: a. Satisfy the provisions of Local Planning Scheme No 3, the Planning & Development Regulations 2015, the Shire's Local Planning Strategy, the Objectives of the Shire's Local Planning Policies, the Element Objectives of the Residential Design Codes Volume 2, State Planning Policy 7.0; and i. Where no valid objections have been received from the affected landowners; or ii. The valid objections have been resolved to the satisfaction of the Shire. 3. Approve applications for non-residential (including nonconforming use) development where: a. The development is considered minor; and b. No valid objections have been received from affected adjoining landowners; or c. The valid objections have been resolved to the satisfaction of the Shire. 4. Approve applications that seek to reapprove expired development applications where no changes are made to the original approval. 5. Clear all conditions on planning approvals, except those requiring specific Council approval. 6. To waive or reduce development application fees in accordance with Council's adopted Local Planning Policy. 7. Approve applications for "home business" where no valid objections have been received from affected adjoining landowners. 8. Approve retrospective applications in accordance with clause 65 of the deemed provisions where no valid objections have been received and/or valid objections have been resolved. 9. Approve applications for change of use where: a. It's a P use that varies relevant development standard/s; b. D, A or, use not listed in the Scheme that varies relevant development standard/s, where no valid objections are received from affected parties; or c. Valid objections are resolved to the Shire's satisfaction. 10. Refuse applications that are inconsistent with Local Planning Scheme No 3, *Planning and Development (Local Planning Schemes) Regulations 2015,* SPP 7.3 Residential Design Codes Volume 1 and 2 and State Planning Policy 7.0.

	11. Approve applications that seek to amend an existing planning approval granted by Council where: a. Any new variations are considered minor; and b. The relevant design principles/element objectives of the residential design codes can be satisfied where applicable; and c. No valid objections received from affected parties; and/ or d. Valid objections resolved to the satisfaction of the Shire. 12. Exercise discretion, determine and apply conditions to all applications for development approval made under the Shire's Local Planning Scheme No.3. This delegation does not extend to: 1. Applications for development approval that propose a new nonconforming use that is proposed to replace and effect the discontinuance of an existing non-conforming use. 2. Applications for telecommunications infrastructure that have received one or more objections. 3. Applications for development approval that propose the demolition of buildings identified in the Heritage List, within a Heritage Area, or on the State Register of Heritage Places. 4. Requests from the State Administrative Tribunal for a reconsideration of a Council decision under section 31 of the *State Administrative Tribunal Act 2004* where Council determined the application. 5. Change of Use applications which are classified D and A or are uses not listed in the Scheme where after advertising, valid submissions have been received which raise objections that are not able to be rectified by way of negotiation and/or amendment(s) being made to the proposal. 6. Grouped and/or Multiple Dwelling developments involving five (5) or more dwellings.
Delegates	CEO
Conditions	a. Any application is to be referred to Council for determination if one or more elected members request such referral in a written request to the CEO. b. Any application for planning approval shall be referred to Council for determination, where requested by the applicant in writing. c. Any application for planning approval to be referred to Council for determination, d. The CEO is to report to the Council, on a monthly basis where the exercise of powers and functions related to this delegation has been undertaken.
Express power to subdelegate	*Planning and Development (Local Planning Schemes) Regulations 2015* - s83 Local government CEO may delegate powers
Statutory framework	*Planning and Development Act 2005* *Planning and Development (Local Planning Schemes) Regulations 2015* Shire of Quairading Local Planning Scheme No 3 Shire of Quairading Local Planning Scheme No 3 State Planning Policy 7.3 - Residential Design Codes - Volume 1 State Planning Policy 7.3 - Residential Design Codes - Volume 2 Shire of Quairading Local Planning Policies State Planning Policy 7.0 - Design of the Built Environment
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26

Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**9.1.5 Subdivision control**
Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO *Planning and Development Act 2005* clause 16 WAPC Delegation (DEL2020/01): Powers of Local Government
Express power or duty delegated	Authority to exercise the relevant powers and duties in the WAPC delegation instrument DEL2020/01.
Function	1. Approve a strata plan or an amendment of a strata plan to give effect to a subdivision of land by a strata scheme. (Cl15). 2. Impose conditions on a strata scheme approval as if the approval were for a plan of a submission given under the Planning and Development Act 2005. (c.15). 3. Approve an amendment to a scheme plan that proposes to Impose, vary or revoke a restricted use condition (c.21). 4. Approve an amendment or repeal of a scheme by-law (c.22).
Delegates	CEO
Conditions	a. A local government that exercises the power referred to in clause 1 and/or clause 2 of DEL2020/01 (clauses 15, 21 and 22 of the *Strata Titles Act 1985*) 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. b. The delegation of s.15 of the *Strata Titles Act 1985,* does not apply to those applications that— i. Propose the creation of a vacant lot; ii. Propose vacant air strata in multi-tiered strata scheme developments; iii. Propose the creation or postponement of a leasehold scheme; iv. Propose a type 1 (a) subdivision or a type 2 subdivision (as defined in s.3 of the *Strata Titles Act 1985*); v. 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: a. A type of development; and/or b. 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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	*Planning and Development Act 2005* *Planning and Development (Local Planning Schemes) Regulations 2015* Shire of Quairading Local Planning Scheme No 3 *Planning and Development Act 2005* Clause 16(4) DEL2020/01 - Powers of Local Government

Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**9.1.6 Entering any Building or Land**
Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	*Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2, Clauses 82, 83 and 84
Express power or duty delegated	*Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2, Part 10, Clause 79
Function	1. Authority to appoint Authorised Officers for the purposes of entering any buildings or land to determine whether the provisions of Local Planning Scheme No. 3 have been or are being observed in accordance with the relevant clauses of the *Planning and Development (Local Planning Schemes) Regulations 2015* – Schedule 2 Deemed Provisions – including clause 79
Delegates	CEO
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Works and Services
Statutory framework	Part 13 of the *Planning and Development Act 2005* *Planning and Development (Local Planning Schemes) Regulations 2015* Shire of Quairading Local Planning Scheme No 3
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template ; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	---

Delegation	**9.1.7 Strata Titles Act**
Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	*Planning & Development Act 2005* *Strata Titles Act 198* *5* s.15, 21, 22 and 24 DEL 2020/01 – Powers of Local Government - On 19 March 2020, pursuant to section 16 of the Act, the Western Australian Planning Commission RESOLVED— 1. 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, within their respective districts, subject to the conditions set out in clause 2 of Schedule 1. 2. To declare that this instrument recording its resolution is to take effect upon the proclamation of the *Strata Titles Amendment Act 2018*.
Express power or duty delegated	Authority to exercise the relevant powers and duties delegated by the *Planning and Development Act 2005, the Strata Titles Act 1985* and relevant delegation instrument
Function	1. The local government may make a preliminary determination that the plans and specifications are of sufficient standard to be brought under the Strata Titles Act 1985 as a building in a strata scheme (c.24). 2. Power to determine applications for the issuing of a certificate of approval for a plan of subdivision, re-subdivision, or consolidation, except those applications that: a. Propose the creation of a vacant lot; b. Propose vacant air strata in multi-tiered strata scheme developments; c. 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: d. A type of development; and/or e. 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 (c.24). 3. Determine applications under s. 21 and 22 of the *Strata Titles Act 1985* in accordance with DEL2020/01.
Delegates	CEO
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Community and Development Executive Manager Works and Services
Statutory framework	*Strata Titles Act 1985* ss .15, 21 and 22 DEL 2020/01 - Powers of Local Government *Planning and Development Act 2005*
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.

Date adopted	27 November 2025
Adoption references	Sub-delegation amended; Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Sub-delegation amended for change to position title; Record Keeping requirements updated – November 2025	---

Delegation	**9.1.8 Local Development Plans**
Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	Local Planning Scheme No. 3 *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2, c.82
Express power or duty delegated	Authority to exercise the relevant powers and duties under the Local Development Plans
Function	1. To prepare Local Development Plans, where appropriate. 2. Determine the information provided with an application is satisfactory for the purposes of advertising in accordance with c.49 of the Deemed Provisions. 3. Determine that a Local Development Plan does not require advertising in accordance with c.50(3) of the Deemed Provisions. 4. Approve, modify, or refuse a Local Development Plan in accordance with 5. c.52 of the Deemed Provisions where there are no valid objections, or where valid objections have been resolved to the satisfaction of the Shire. 6. To extend the period of approval for a Local Development Plan in accordance with c.57 (3) of the Deemed Provisions. 7. Determine that an amendment is of a minor nature and does not require advertising in accordance with c.59(4) of the Deemed Provisions.
Delegates	CEO
Conditions	a. CEO must not approve a Local Development Plan for reasons set out in c.52(1A) of the Deemed Provisions.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Community and Development Executive Manager Works and Services
Statutory framework	*Planning and Development (Local Planning Schemes) Regulations 2015* Local Planning Scheme No 3
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Sub-delegation amended; Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Sub-delegation amended for change to position title; Record Keeping requirements updated – November 2025	---

Delegation	**9.1.9 Structure Plans**
Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	Local Planning Scheme No. 3 *Planning and Development (Local Planning Schemes) Regulations 2015*
Express power or duty delegated	*Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2, Part 10, Clause 79
Function	1. To prepare a Structure Plan. 2. Determine whether the information provided with an application is satisfactory for the purposes of assessment and advertising in accordance with clause 17 of the Deemed Provisions. 3. Determine whether an amendment to a Structure Plan is of a minor nature and does require advertising in accordance with c.29 of the Deemed Provisions. 4. Prepare and forward a report of the proposed Structure Plan to the WAPC in accordance with c.20 of the Deemed Provisions.
Delegates	CEO
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Local Planning Scheme No. 3 *Planning and Development (Local Planning Schemes) Regulations 2015*
Record keeping	All exercises of delegated authority to be recorded in T: Delegation Register Template; Attain (after implementation) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	27 November 2025
Adoption references	Condition removed; Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Nov 2025	Amended delegation	Condition removed; Record Keeping requirements updated – November 2025	---

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

10.1 Environmental Protection Act 1986

Delegation	**10.1.1 Noise Control – Serve Environmental Protection Notices [S.65(1)]**
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Environmental Protection Authority
Express power to delegate	*Environmental Protection Act 1986* s.20
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
Statutory framework	*Environmental Protection Act 1986*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Delegation	**10.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events**
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	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.
Delegates	CEO
Conditions	Subregulation 18(13)(b) is not delegated.
Statutory framework	*Environmental Protection Act 1986*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Delegation	**10.1.3 Noise Management Plans – Construction Sites**
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	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.
Delegates	CEO
Statutory framework	*Environmental Protection Act 1986*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

10.2 Planning and Development Act 2005

Delegation	**10.2.1 Instrument of Authorisation – Local Government CEOs - Sign Development Applications for Crown Land as Owner**
Head of power	10 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
Delegates	CEO
Conditions	See Column 3 of the Schedule
Statutory framework	*Planning and Development Act 2005*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Delegation	**10.2.2 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)**
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Minister for Lands
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.
Statutory framework	*Planning and Development Act 2005*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

10.3 Main Roads Act 1930

Delegation	**10.3.1 Traffic Management - Events on Roads**
Head of power	10 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
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.
Statutory framework	*Main Roads Act 1930*
Policy	Traffic Management for Events CODE OF PRACTICE
Date adopted	27 November 2025

Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

Delegation	**10.3.2 Traffic Management – Road Works**
Head of power	10 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
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.
Statutory framework	*Main Roads Act 1930*
Policy	Traffic Management for Works on Road CODE OF PRACTICE
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

10.4 Road Traffic (Vehicles) Act 2012

Delegation	**10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles**
Head of power	10 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.
Statutory framework	*Road Traffic (Vehicles) Act 2012*
Date adopted	27 November 2025
Adoption references	Record Keeping requirements updated - OCM 112-25/26
Last reviewed	27 November 2025

AMENDMENTS

Delegation	Date	Type	Amendment	References
1.1.1 Audit, Risk and Improvement Committee	30 Nov 2025	Amended delegation	Condition added; Record Keeping requirements updated – November 2025	Nil
1.2.2 Compensation - Damage Incurred when Performing Executive Functions	30 Nov 2025	Amended delegation	Condition and Record Keeping requirements amended; Record Keeping requirements updated – November 2025	Nil
1.2.3 Powers of Entry	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
1.2.4 Declare Vehicle is Abandoned Vehicle Wreck	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
1.2.5 Confiscated or Uncollected Goods	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
1.2.6 Disposal of Sick or Injured Animals	30 Nov 2025	Amended delegation	Sub-delegation to Ranger Services added; Record Keeping requirements updated – November 2025	Nil
1.2.7 Close Thoroughfares to Vehicles	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
1.2.8 Control Reserves and Certain Unvested Facilities	30 Nov 2025	Amended delegation	Function 2. deleted; Record Keeping requirements updated – November 2025	Nil
1.2.9 Obstruction of Footpaths and Thoroughfares	30 Nov 2025	Amended delegation	Function 1. amended; Record Keeping requirements updated – November 2025	Nil
1.2.10 Gates Across Public Thoroughfares	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
1.2.11 Public Thoroughfare – Dangerous Excavations	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
1.2.12 Crossing – Construction, Repair and Removal	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
1.2.13 Private Works on, over or under Public Places	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil

Delegation	Date	Type	Amendment	References
1.2.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
1.2.16 Tenders for Goods and Services – Call Tenders	30 Nov 2025	Amended delegation	Sub-delegation removed; Record Keeping requirements updated – November 2025	Nil
1.2.17 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
1.2.19 Disposing of Property	30 Nov 2025	Amended delegation	Sub-delegation amended for change of position title; Record Keeping requirements updated – November 2025	Nil
1.2.20 Payments from the Municipal or Trust Funds	30 Nov 2025	Amended delegation	Sub-delegation amended for change of position title; Record Keeping requirements updated – November 2025	Nil
1.2.21 Defer, Grant Discounts, Waive or Write Off Debts	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
1.2.22 Power to Invest and Manage Investments	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
1.2.23 Rate Record Amendment	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
1.2.24 Agreement as to Payment of Rates and Service Charges	30 Nov 2025	Amended delegation	Condition removed; Record Keeping requirements updated – November 2025	Nil
1.2.26 Recovery of Rates or Service Charges	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
1.2.27 Recovery of Rates Debts – Require Lessee to Pay Rent	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
1.2.28 Recovery of Rates Debts - Actions to Take Possession of the Land	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil

Delegation	Date	Type	Amendment	References
1.2.29 Rate Record – Objections	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
1.2.32 Municipal Fund – Incurring expenditure	30 Jul 2026	New delegation	Adoption of new delegation	Nil
1.3.1 Determine if an Emergency for Emergency Powers of Entry	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
1.3.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
1.3.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
1.3.5 Appoint Persons (other than employees) to Open Tenders	30 Nov 2025	Amended delegation	Sub-delegation amended for change of position title; Record Keeping requirements updated – November 2025	Nil
1.3.6 Electoral Enrolment Eligibility Claims and Electoral Roll	30 Nov 2025	Amended delegation	Delegation added; Record Keeping requirements updated – November 2025	Nil
1.3.7 Destruction of Electoral Papers	30 Nov 2025	Amended delegation	Delegation added; Record Keeping requirements updated – November 2025	Nil
1.3.8 Information to be Available to the Public	30 Nov 2025	Amended delegation	Delegation added; Record Keeping requirements updated – November 2025	Nil
1.3.9 Financial Management Systems and Procedures	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
1.3.10 Audit – CEO Review of Systems and Procedures	30 Nov 2025	Amended delegation	Record Keeping requirements updated - November 2025	Nil

Delegation	Date	Type	Amendment	References
1.3.11 Infringement Notices	30 Nov 2025	Amended delegation	Delegation added; conditions removed do aid clarity of the delegation; Record Keeping requirements updated – November 2025	Nil
1.4.1 Local Laws of the Shire of Quairading	30 Nov 2025	Amended delegation	List of Local Laws updated; sub-delegation amended for change of position title; Record Keeping requirements updated – November 2025	Nil
2.1.1 Grant a Building Permit	30 Nov 2025	Amended delegation	New condition added; Record Keeping requirements updated – November 2025	Nil
2.1.2 Demolition Permits	30 Nov 2025	Amended delegation	New condition added; Record Keeping requirements updated – November 2025	Nil
2.1.3 Occupancy Permits or Building Approval Certificates	30 Nov 2025	Amended delegation	Condition added; Record Keeping requirements updated – November 2025	Nil
2.1.4 Designate Employees as Authorised Persons	30 Nov 2025	Amended delegation	Condition added; Record Keeping requirements updated – November 2025	Nil
2.1.5 Building Orders	30 Nov 2025	Amended delegation	Conditions added; Record Keeping requirements updated – November 2025	Nil
2.1.6 Inspection and Copies of Building Records	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
2.1.7 Referrals and Issuing Certificates	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
2.1.8 Private Pool Barrier – Alternative and Performance Solutions	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
2.1.9 Smoke Alarms – Alternative Solutions	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
2.1.10 Appointment of approved officers and authorised officers	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
3.1.1 Make Request to FES Commissioner – Control of Fire	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil

Delegation	Date	Type	Amendment	References
3.1.2 Prohibited Burning Times - Vary	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
3.1.3 Prohibited Burning Times – Control Activities	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
3.1.4 Restricted Burning Times – Vary and Control Activities	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
3.1.5 Control of Operations Likely to Create Bush Fire Danger	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
3.1.6 Burning Garden Refuse / Open Air Fires	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
3.1.7 Fire-Breaks	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
3.1.9 Control and Extinguishment of Bush Fires	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
3.1.10 Recovery of Expenses Incurred through Contraventions of this Act	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
3.1.11 Prosecution of Offences	30 Nov 2025	Amended delegation	Incorrect entry removed from the 'Council Conditions' section; Record Keeping requirements updated – November 2025	Nil
4.1.1 Cat Registrations	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
4.1.2 Cat Control Notices	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
4.1.3 Approval to Breed Cats	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
4.1.4 Recovery of Costs – Destruction of Cats	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
4.1.5 Applications to Keep Additional Cats	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil

Delegation	Date	Type	Amendment	References
4.1.6 Reduce or Waiver Registration Fee	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
4.2.1 Infringement Notices – Extensions and Withdrawals	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
5.1.2 Keep Record of Registered Dogs and Refuse or Cancel Registration	30 Nov 2025	Amended delegation	Function removed: Function amended to include keeping of register; Record Keeping requirements updated – November 2025	Nil
5.1.4 Recovery of Moneys Due Under this Act	30 Nov 2025	Amended delegation	Sub-delegation amended; Record Keeping requirements updated – November 2025	Nil
5.1.5 Dispose of or Sell Dogs Liable to be Destroyed	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
5.1.6 Declare Dangerous Dog	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
5.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration	30 Nov 2025	Amended delegation	Sub-delegation amended; Record Keeping requirements updated – November 2025	Nil
6.1.2 Prohibition Orders	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
6.1.3 Food Business Registrations	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
6.1.4 Appoint Authorised Officers and Designated Officers	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
6.1.5 Debt Recovery and Prosecutions	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil

Delegation	Date	Type	Amendment	References
6.1.6 Food Businesses List – Public Access	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
7.1.1 Give Notice Requiring Obliteration of Graffiti	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
7.1.2 Notices – Deal with Objections and Give Effect to Notices	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
7.1.3 Obliterate Graffiti on Private Property	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
7.1.4 Powers of Entry	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
8.1.1 Appoint Authorised Officers or Approved Officer (Asbestos Regs)	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
8.1.2 Enforcement Agency Reports to the Chief Health Officer	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
8.1.3 Designate Authorised Officers	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
8.1.4 Determine Compensation for Seized Items	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
9.1.1 Illegal Development	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
9.1.2 Appointment of Designated Persons	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
9.1.3 Application for Development Approval	30 Nov 2025	Amended delegation	Function 3. edited for clarity; Record Keeping requirements updated – November 2025	Nil
9.1.4 Development Control	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
9.1.5 Subdivision control	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil
9.1.6 Entering any Building or Land	30 Nov 2025	Amended delegation	Record Keeping requirements updated – November 2025	Nil

Delegation	Date	Type	Amendment	References
9.1.7 Strata Titles Act	30 Nov 2025	Amended delegation	Sub-delegation amended for change to position title; Record Keeping requirements updated – November 2025	Nil
9.1.8 Local Development Plans	30 Nov 2025	Amended delegation	Sub-delegation amended for change to position title; Record Keeping requirements updated – November 2025	Nil
9.1.9 Structure Plans	30 Nov 2025	Amended delegation	Condition removed; Record Keeping requirements updated – November 2025	Nil

7.4 Risk Management Impacts - Themes 1-3

Responsible Officer	Nic Warren, Chief Executive Officer
Reporting Officer	Nic Warren, Chief Executive Officer
Attachments	1. Draft Risk Profile and Dashboard Themes 1-3 ⇩
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

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OFFICER RECOMMENDATION

That the Audit, Risk & Improvement Committee:

1. Review the associated impacts for the following Risk Themes:
    a. Workforce Capability, Capacity and Continuity;
    b. Critical Infrastructure, Utilities and Emergency Resilience;
    c. Road & Transport Infrastructure;
2. Recommend to Council that Council endorse the impacts for each relevant theme, as determined by the Audit, Risk & Improvement Committee.

IN BRIEF

At the August 2026 Audit Risk and Improvement Committee (ARIC) meeting, amendments to the Shire of Quairading's risk themes were supported, with Council endorsing these themes at the August 2026 Ordinary Council meeting.

As part of the adopted ARIC workplan, the ARIC has committed to reviewing the impacts for each theme through a staged process, with the first three themes being selected for the November 2026 ARIC meeting.

These themes include:

a. Workforce Capability, Capacity and Continuity;
b. Critical Infrastructure, Utilities and Emergency Resilience;
c. Road & Transport Infrastructure;

Once the impacts of each theme are identified by the ARIC, and tabled and endorsed by Council, the Shire's senior leaders will then determine the risk treatments and actions, for further consideration of the ARIC.

MATTER FOR CONSIDERATION

Review and provide recommendations to Council for the impacts associated with the following Risk Themes:

a. Workforce Capability, Capacity and Continuity;

b. Critical Infrastructure, Utilities and Emergency Resilience;

c. Road & Transport Infrastructure;

BACKGROUND

The Shire maintains a strategic risk dashboard which identifies and assesses significant risks that may impact the Shire's ability to achieve its strategic objectives, deliver services to the community and meet its legislative and governance obligations.

At the August 2026 Audit Risk and Improvement Committee (ARIC) meeting, the following themes were recommended to Council, with Council endorsing at the August 2026 Ordinary Council meeting:

- Workforce Capability, Capacity and Continuity
- Critical Infrastructure, Utilities and Emergency Resilience
- Road and Transport Infrastructure
- Work Health, Public Safety and Community Wellbeing
- Healthcare Service Stability and Access
- Financial Sustainability and Asset Management
- Cybersecurity, Information and Emerging Technology
- Governance, Integrity and Regulatory Compliance
- Housing Availability, Affordability and Population Sustainability
- Community Expectations, Cohesion and Changing Service Demand

At the May 2026 ARIC meeting, a work plan was adopted as part of the Terms of Reference that committed to reviewing the impacts of the first three amended themes at the November 2026 ARIC meeting.

The Shire’s Senior Leaders have reviewed the superseded theme’s impacts and have provided several proposed impacts for each newly adopted theme for ARIC consideration, as per attached draft risk dashboard document. The impacts will be workshopped during the meeting.

Once the impacts of each theme are determined by the ARIC and tabled and endorsed by Council, the Shire’s Senior Leaders will then determine the risk treatments and actions, which will be tabled for further consideration by the ARIC.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Risk Management Policy

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from the review of the overarching risk themes.

Any financial implications associated with the identification or treatment of specific risks would be considered separately through the Shire's normal budgeting, financial management and risk treatment processes.

ALIGNMENT WITH STRATEGIC PRIORITIES

5.3 Our Governance and Leadership: Strong Council leadership

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil

RISK ASSESSMENT

	Option 1
Financial	Moderate *The review assists in identifying risks that may adversely affect the Shire's financial sustainability and asset management capacity*
Health	Moderate *Supports identification and monitoring of risks that may affect employees, contractors and the broader community.*
Reputation	Moderate *Early identification and monitoring of significant risks may reduce the likelihood of adverse impacts on the Shire's reputation and community confidence.*
Operations	Moderate *Supports identification of risks that may affect the Shire's ability to maintain services, infrastructure and operational capability.*
Natural Environment	Moderate *Provides an opportunity to consider environmental, climate and disaster-related risks within the Shire's broader risk profile.*

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quartely senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

COMMENT

Nil

1. Workforce Capability, Capacity and Continuity

Risk Context
Recruitment and retention, skills shortages, succession planning, key-person dependency, workforce wellbeing and organisational capacity.

Impact (Consequences)	
1. Reputational damage due to staff turnover, performance or actions	4. Limited pool of candidates
2. Legal Penalties (ie WHS breach)	5. Strain on local housing availability
3. Employee Wellbeing: increased burnout, low staff morale, and poor 'Corporate Memory' and knowledge retention.	

Risk Management/Mitigation Actions	Type	Date	Rating	Control owner

Overall Control Ratings:	***Not Rated***

Risk Identified/Actions	Due Date	Responsibility

Consequence Category	Risk Ratings	Rating
	Consequence:	
	Likelihood:	
	Overall Risk Ratings:	***#N/A***

Comments

2. Critical Infrastructure, Utilities and Emergency Resilience

Risk Context

Power, telecommunications, fuel and other critical services, emergency management, disaster preparedness, business continuity and recovery. Climate change would be recognised as a key risk driver here.

Impact (Consequences)

1. Emergency Management: Severley compromises the ability to control emergency situations and maintain communications. Impacts include delayed response times and impaired co-ordination among emergency services.	5. Critical Services distrupted: Includes fuel supply, electronic payments, refrigeration and medical equipment.
2. Public Safety: Significantly threatens community safety, particularly during emergencies.	6. Economic Development: Acts as a disincentive for new businesses to establish in the Shire.
3. Evactuation Capabilities: Hampers required evacuation efforts, potentially leaving the most vulnerable in the local population at risk.	7. Climate Change impact: More frequent and intesense events
4. Busines Continuity: Causes immediate and longer-term impacts	8. High recovery costs post significant event

Risk Management/Mitigation Actions	Type	Date	Rating	Control Owner

Overall Control Ratings:	***Not Rated***

Risks Identified/Actions	Due Date	Responsibility

Consequence Category	Risk Ratings	Rating
	Consequence:	
	Likelihood:	
	Overall Risk Ratings:	***#N/A***

Comments

3. Road & Transport Infrastructure

Risk Context
Road and bridge condition, drainage, freight impacts, road-user safety, maintenance standards and the ability to sustainably maintain the transport network.

Impact (Consequences)	
1. Reduced funding availability	4. Dissatisfied community/ratepayers
2. Increased costs	5 Changing road use (acess requirements/vehicle size)
3. Increased risk of road failures / increased risk to public safety	

Risk Management/Mitigation Actions	Type	Date	Rating	Control owner

Overall Control Ratings:	***Not Rated***

Risks Indentified/Actions	Due Date	Responsibility

Consequence Category	Risk Ratings	Rating
	Consequence:	
	Likelihood:	
	Overall Risk Ratings:	***#N/A***

Comments

ITEM 8 EMERGING ISSUES/LATE ITEMS

ITEM 9 NEXT MEETING DATE

The next Audit, Risk & Improvement Committee Meeting is scheduled to take place on Tuesday 9 February 2027 commencing at 5:00 PM in the Council Chambers, 10 Jennaberring Road, Quairading, WA.

ITEM 10 CLOSURE

There being no further business, the Chairperson closed the Meeting at _____ pm.