Shire of
Bridgetown-Greenbushes

Shire of Bridgetown-Greenbushes Delegations Register

REVIEW

Reviewed by	Date approved	References
CEO	29 Jun 2026	

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INTRODUCTION

Introduction

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

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

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

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

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

"Nothing in this Division is to read as preventing –

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

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

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

For the avoidance of doubt, any reference in this Register to the "functions of the Chief Executive Officer", "CEO powers", or to section 5.41 of the Local Government Act 1995 is descriptive only and must not be taken as conferring delegation authority in itself.
All delegations by the Local Government to the Chief Executive Officer are made pursuant to section 5.42 of the Local Government Act 1995, and all delegations by the Chief Executive Officer to employees are made pursuant to section 5.44 of the Local Government Act 1995, unless expressly stated otherwise.
This Register is to be interpreted and applied accordingly.

Delegations and authorisations under other Legislation

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

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

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

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

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

DELEGATIONS

CEO to Employees Register

Delegation	**1.1 Acknowledge Receipt of Primary/Annual Returns**
Category	CEO to Employees Register
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.5.77 Acknowledging receipt of returns
Function	Authority to, on receipt of a Primary or Annual Return under [s.5.75 or 5.76], give the person who submitted the Return written acknowledgement of having received the Return.
Delegates	Executive Assistant / Corporate Communications Manager Executive Services Senior Governance and Ranger Services Officer
Conditions	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*, s.5.88 Register of Financial Interests Department of Local Government, Operational Guideline – Primary and Annual Returns. Employee Code of Conduct
Record keeping	The original Primary or Annual Return and the acknowledgement is to be retained in the Register of Financial Interests kept in accordance with s.5.88 of the *Local Government Act 1995*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.2 Register of Financial Interests**
Category	CEO to Employees Register
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.5.88 Register of financial interests
Function	Authority to keep a register of Financial Interests.
Delegates	Executive Assistant / Corporate Communications Senior Governance and Ranger Services Officer
Conditions	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Register of Financial Interests
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.4 Freedom of Information – Coordinator and Decision Maker**
Category	CEO to Employees Register
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Freedom of Information Act 1992:* s.100(1) Who in agency makes its decision
Express power or duty delegated	*Freedom of Information Act 1992* s.100(1) Who in agency makes its decision
Function	1. The Manager Executive Services is designated as the Council's Freedom of Information Coordinator for receiving, investigating, registering and reporting Freedom of Information requests. 2. The Manager Executive Services is authorised to make decisions pertinent to the requirements of the *Freedom of Information Act 1992*.
Delegates	CEO
Conditions	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.6 Compensation - Damage Incurred when Performing Executive Functions (Staff)**
Category	CEO to Employees Register
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.3.22(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	Director Corporate, Economic and Community Development
Conditions	Delegation is limited to settlements which do not exceed a material value of $1000.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.7 Powers of Entry (Staff)**
Category	CEO to Employees Register
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.3.28 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	Building Surveyor Technician Community Emergency Services Manager Director Project Management and Environment Environmental Health Officer Manager Planning Services Senior Governance and Ranger Services Officer Senior Ranger
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. b. When exercising authority to authorise persons unders.3.31(2): i. A register of Authorisations is to be maintained as a Local Government Record. ii. Only persons who are appropriately qualified and trained may be appointed as Authorised persons. iii. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995:* Authorise person – refer s.3.31(2)]. Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.8 Declare Vehicle is Abandoned Vehicle Wreck (Staff)**
Category	CEO to Employees Register
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.3.40A(4) Abandoned vehicle wreck may be taken
Function	Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegates	Manager Executive Services Manager Works and Services Senior Governance and Ranger Services Officer Senior Ranger
Conditions	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.1.9 Confiscated or Uncollected Goods or alternatively, referred for Council decision. b. NOTE – a declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1).
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.9 Confiscated or Uncollected Goods (Staff)**
Category	CEO to Employees Register
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.3.46 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.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Delegates	Manager Executive Services Senior Governance and Ranger Services Officer Senior Ranger
Conditions	a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than $20,000 may, in accordance with [F&G.r.30] be disposed of by any means considered to provide best value, provided the process is transparent and accountable. b. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under [s.3.40A(1)].
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	Exercise of the authority is to be recorded in the Shire's record keeping systems
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.10 Disposal of Sick or Injured Animals (Staff)**
Category	CEO to Employees Register
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.3.47A 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 humanely destroying the animal and disposing of the carcass [s.3.48].
Delegates	Manager Executive Services Manager Finance & Administration Senior Governance and Ranger Services Officer Senior Ranger
Conditions	a. Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed. b. Manager of Finance only for function 2.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review	---

Delegation	**1.11 Close Thoroughfares to Vehicles (Staff)**
Category	CEO to Employees Register
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.3.50 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 4weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: i. give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and ii. 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	Director Project Management and Environment Manager Works and Services Supervisor Waste and Technical Services
Conditions	a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. b. Maintain access to adjoining land [s.3.52(3)] (Relevant to the Bridgetown and Greenbushes townsites only).
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Shire of Bridgetown-Greenbushes Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law
Policy	Shire Policy LE 1 – Commercial Activities on Thoroughfares
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems
Date adopted	25 June 2025

Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.12 Control of Reserves and Certain Unvested Facilities (Staff)**
Category	CEO to Employees Register
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.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
Function	1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts [s.3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire that the Shire could do under s.5 of the Parks and Reserves Act [s.3.54(1)].
Delegates	Director Project Management and Environment
Conditions	Limited to matters where the financial implications do not exceed relevant and current budget allocations, and which do not create a financial liability in future budgets.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review	---

Delegation	**1.13 Obstruction of Footpaths and Thoroughfares (Staff)**
Category	CEO to Employees Register
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.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 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)]. 2. 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)]. 3. 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)]. 4. Authority to require an owner or occupier of land to remove; a. any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. b. any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7]. 5. 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)]]. 6. 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). 7. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)].
Delegates	Director Development and Regulatory Services Director Project Management and Environment Manager Works and Services Supervisor Waste and Technical Services

Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where the proponent has: i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works, that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996.* Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*. Shire of Bridgetown-Greenbushes Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review	---

Delegation	**1.14 Gates Across Public Thoroughfares (Staff)**
Category	CEO to Employees Register
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.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	Director Project Management and Environment
Conditions	Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.*
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995.*
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.15 Public Thoroughfare – Dangerous Excavations (Staff)**
Category	CEO to Employees Register
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(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 renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)]. 4. 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)]. 5. 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)]. 6. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily.
Delegates	Director Project Management and Environment Manager Works and Services Supervisor Waste and Technical Services
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.

Statutory framework	1. Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. 2. *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures. 3. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*. 4. Shire of Bridgetown-Greenbushes Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.16 Crossing – Construction and Repair (Staff)**
Category	CEO to Employees Register
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.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 authorise payment of crossover subsidy in accordance with Council's Schedule of Fees and Charges. 5. 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	Director Project Management and Environment Manager Works and Services Supervisor Waste and Technical Services Technical Services Officer
Conditions	Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*.
Policy	Shire Policy R 6 - Crossovers
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.17 Private Works on, over or under Public Places (Staff)**
Category	CEO to Employees Register
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:* r.17 Private works on, over, or under public places – Sch.9.1 cl.
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)(6)] [ULP r.17(5)]. 3. 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)]. 4. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily [r.17(6)(c)].
Delegates	Director Project Management and Environment Manager Works and Services Supervisor Waste and Technical Services
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. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* – 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*. Shire of Bridgetown-Greenbushes Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.

Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.18 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift (Staff)**
Category	CEO to Employees Register
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) 1996:* r.21 Wind erosion and sand drifts – Sch.9.1 cl.12
Function	Authority to give notice to a landowner / occupier, if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary, to be adversely affected by wind erosion or sand drift [ULP r.21(1)].
Delegates	Director Development and Regulatory Services Director Project Management and Environment Manager Planning Services Manager Works and Services Supervisor Waste and Technical Services
Conditions	a. A notice may forbid the person, to the extent specified in the notice, to clear the person's land of vegetation without the permission of the local government [ULP r.21 (2)]. b. A notice cannot forbid the clearing of land that is more than 60 metres from the common boundary of the person's land with the land that is local government property [ULP r.21(3)].
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	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.19 Expressions of Interest for Goods and Services (Staff)**
Category	CEO to Employees Register
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.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Function	1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Delegates	Director Corporate, Economic and Community Development Director Development and Regulatory Services Director Project Management and Environment Manager Planning Services Senior Project Manager
Conditions	Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.
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 Policy FM 4 – Procurement, Budget Management and Supporting Local Business
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.20 Tenders for Goods and Services (Staff)**
Category	CEO to Employees Register
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.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.16(3) Receiving and opening tenders, procedure for 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. Publicly invite tenders for the supply of goods and services expected to be worth more than $250,000. [r.11(1), 12 and 13). 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)]. 6. 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 the tender opening [F&G r.16(3)]. 7. 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)]. 8. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 9. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: • The extent to which each tender satisfies the criteria for deciding which tender to accept; and • To accept the tender that is most advantageous within the $250,000 limit detailed as a condition on this Delegation [F&G r.18(4)]. 10. Authority to decline to accept any tender [F&G r.18(5)]. 11. Authority to give each tenderer notice in writing containing particulars of the successful tender or advising that no tender was accepted. (r.19). 12. Evaluate tenders, by written evaluation to determine which tender satisfies the criteria for deciding which tender to accept. (r.18(4)). 13. 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)]. 14. Authority to vary a tendered contract, after it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 10% or to a maximum of $10,000 whichever is the lesser value [F&G r.21A(a)]. 15. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). 16. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)]. 17. Authority to, because of the unique nature of the goods or services, or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)].
Delegates	Director Corporate, Economic and Community Development Director Project Management and Environment
Conditions	a. This delegation may only be used regarding contracts that are within the scope of the incumbent's position role and responsibilities. b. 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.

awarded subject to the budget adoption by the Council.

c. When exercising authority to authorise persons under [F&G.r.16(3)]:
    i. A register of Authorisations is to be maintained as a Local Government Record.
    ii. Only persons who are appropriately qualified and trained may be authorised for this purpose.
    iii. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
d. 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.
e. 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).
f. 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 were invited to supply.
g. A decision to vary a tendered contract after entry into the contract [F&G r.21A(a)] must comply with the adopted FM 4 Procurement, Budget Management and Supporting Local Business Policy and must include evidence that the variation is necessary and does not change the scope of the contract.
h. 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.
i. Tender exempt procurement under F&G.r.11(2) may only be approved where the total consideration under the resulting contract is expected to be less than the maximum value specified for the following categories:

WALGA Preferred Supplier Program [F&G.r.11(2)(b)]. $500,000

Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]. $500,000

Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]. $500,000

Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]. $500,000

Goods or services supplied by a person registered on the Aboriginal Business Directory WA OR Indigenous Minority Supplier Office Limited (T/as Supply Nation) AND, where satisfied, the contract represents value for money [F&G.r.11(2)(h)]. <$250,000* *as specified in F&G.r.11(2)(h)(ii)

Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]. $250,000

j. The calling of tenders is subject to s.3.73 of the *Local Government Act 1995* (Caretaker Period)

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 Policy F4 – Procurement, Budget Management and Supporting Local Business
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.22 Disposing of Property (Staff)**
Category	CEO to Employees Register
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.3.58(2) & (3) Disposing of Property *Local Government (Functions and General) Regulations 1996:* R.30 Dispositions of property excluded from Act s.3.58
Function	1. Authority to dispose of property to: a. the highest bidder at public auction [s.3.58(2)(a)]. b. the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)]. 2. Authority to dispose of property by private treaty only in accordance with section 3.58 (3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)]. 3. Authority to dispose of property that is prescribed as exempt from the provisions of s.3.58: a. disposal of land to an adjoining owner, where the market value is less than $5000 and the delegate has determined that the land would not be of benefit to anyone other than the adjoining owner [F&G.r.30(2)(a)]. b. disposal of land, by lease, to an employee of the local government for use as the employee's residence [F&G.r.30(2)(d)]. c. disposal of land, by lease, for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land [F&G.r.30(20(e)]. d. disposal of land, by lease, of a residential property to a person for residential purposes [F&G.r.30(2)(f)]. e. disposal of property (other than land / buildings), where the property is disposed within 6 months after it has been unsuccessfully put out to auction, public tender or private treaty via Statewide public notice[F&G.r.(2A)]. f. disposal of property, other than land, buildings and artworks, where the market value is determined as less than $20,000 [F&G r.30(3)(a)]. g. disposal of property, other than land / buildings, where the entire consideration received for the disposal is used to purchase other property AND the total value of the other property is not more, or worth more, than $75,000 [F&G.r.30(3)(b)].
Delegates	Director Corporate, Economic and Community Development Director Development and Regulatory Services Director Project Management and Environment

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 value of less than $20,000. 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, the delegate 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 reasons for the decision are recorded. d. When a disposal is executed under [F&G.r.30(2)(a),(f),(2a) or (3)(a),(b)], the disposal method selected must obtain a best value outcome for the local government. e. A disposal [F&G.r.30(2)(d)] must be assessed as equitable in context of disposals to other employees of the local government. f. Disposal methodology must consider and where practicable demonstrate environmentally responsible outcomes.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* – s.3.58 Disposal of Property *Local Government (Functions and General) Regulations 1995* – r.30 Dispositions of property excluded from Act s. 3.58
Policy	FM 13 - Retention, Acquisition, Improvement and Disposal Policy
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.24 Payments from the Municipal or Trust Funds (Staff)**
Category	CEO to Employees Register
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:* 6.7 - Municipal fund (incurring expenditure or income to) 6.9(3) and (4) - Trust fund (management and payments from) *Local Government (Financial Management) Regulations1996*: r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Function	Authority to make payments from the municipal or trust funds [FM.r.12(1)(a)].
Delegates	Coordinator Finance Director Corporate, Economic and Community Development Director Project Management and Environment Manager Finance & Administration
Conditions	a. Authority to make payments is subject to annual budget limitations. b. Delegates must ensure efficient systems and procedures record the accounts and records of transactions [FM.r.5,r. 11]. c. Payments by Cheque and EFT transactions must be approved jointly by two delegates, one of whom must be the Director Corporate, Economic and Community Development or the CEO.
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 etc. *Local Government (Audit) Regulations 1996* Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards Department of Local Government, Sport and Cultural Industries: Accounting Manual
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems and Payment Summary Sheet.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.25 Defer, Grant Discounts, Waive or Write Off Debts (Staff)**
Category	CEO to Employees Register
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.6.12 Power to defer, grant discounts, waive or write off debts
Function	1. Waive a debt which is owed to the Shire of Bridgetown - Greenbushes [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of Bridgetown – Greenbushes [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire of Bridgetown – Greenbushes [s.6.12(1)(c)].
Delegates	Director Corporate, Economic and Community Development
Conditions	a. Write-off a rates or service charge debt up to $1,000 in accordance with the FM 2 Financial Hardship Policy [s.6.12(1)(c) &(2)]. b. A debt may only be waived to charitable or not-for-profit groups. c. A concession may only be granted where to charitable or not for-profit groups. 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 of Bridgetown-Greenbushes. i. Limited to individual debts valued below $1,000 or cumulative debts of a debtor valued below $1,000. Write off of debts greater than these values must be referred for Council decision. ii. Limited to a value of less than $1,000 per debtor within a financial year. d. Delegates may waive fees and charges related to their operational responsibilities where such waiver is either to: i. rectify a service failure on the part of the Shire of Bridgetown – Greenbushes limited to a value less than $1,000 per customer within a financial year; or ii. assist a not for profit community group or charitable entity in fulfilling a service, social or cultural outcome within the Shire of Bridgetown – Greenbushes.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Collection of Rates Debts – refer Delegations: 1.1.28 - Agreement as to Payment of Rates and Service Charges 1.1.30 - Recovery of Rates or Service Charges 1.1.31 - Recovery of Rates Debts – Require Lessee to Pay Rent 1.1.32 - Recovery of Rates Debts – Actions to Take Possession of the Land
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Conditions amended through annual review	---

Delegation	**1.26 Power to Invest and Manage Investments (Staff)**
Category	CEO to Employees Register
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.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	Coordinator Finance Director Corporate, Economic and Community Development Manager Finance & Administration
Conditions	a. All investment activity must comply with [FM.r.19C] and FM 2 – 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 within every 3 financial years [Audit.r.17]. e. Any decision to invest must be jointly confirmed by two delegates.
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)) • *Trustees Act 1962* - Part III - Investments
Policy	Shire Policy FM4 – Procurement, Budget Management and Supporting Local Business Shire Policy FM 2 – Investment Policy
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems and reported in the monthly financials.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review	---

Delegation	**1.27 Rate Record Amendment (Staff)**
Category	CEO to Employees Register
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 Act1995:* s.6.39(2)(b)
Function	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	Director Corporate, Economic and Community Development Finance Officer Manager Finance & Administration
Conditions	Nil
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	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Additional delegates granted authority	---

Delegation	**1.28 Agreement as to Payment of Rates and Service Charges (Staff)**
Category	CEO to Employees Register
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.6.49 Agreement as to payment of rates and service charges
Function	Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Delegates	Director Corporate, Economic and Community Development Manager Finance & Administration
Conditions	a. Decisions under this delegation must comply with Policy FM 2 Financial Hardship and FM 11 Debt Collection. b. Agreements must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Shire Policy FM 2 – Financial Hardship Shire Policy FM 11 – Debt Collection
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.30 Recovery of Rates or Service Charges (Staff)**
Category	CEO to Employees Register
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.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Function	1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Delegates	Director Corporate, Economic and Community Development
Conditions	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.32 Recovery of Rates Debts - Actions to Take Possession of the Land (Staff)**
Category	CEO to Employees Register
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.6.64(1) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Function	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 ands.6.74]; or d. cause the land to be transferred to the Shire of Bridgetown Greenbushes [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	Director Corporate, Economic and Community Development
Conditions	a. Decisions under this delegation must comply with Policy RV 1 Method of Valuation of Rateable Properties and FM 11 – Debt Collection. 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 / charges 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*.
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	Shire Policy FM 11 – Debt Collection Shire Policy RV 1 – Method of Valuation of Rateable Properties
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025

Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.33 Rate Record – Objections (Staff)**
Category	CEO to Employees Register
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.6.76 Grounds of objection
Function	1. Authority to extend the time for a person to make an objection to a rate record [s.6.76 (4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person who made the objection [s.6.76(5)].
Delegates	Director Corporate, Economic and Community Development
Conditions	A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.34 Extend Time for Lodging an Objection (Staff)**
Category	CEO to Employees Register
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.9.5 Objection may be lodged
Function	Authority to extend the time for a person to make an objection regarding a relevant prescribed decision of the Local Government [s.9.5(2)].
Delegates	Director Corporate, Economic and Community Development Director Project Management and Environment
Conditions	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Decisions under this delegation may be referred for review by the State Administration Tribunal.
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.35 Administration of Leases and Licences (Staff)**
Category	CEO to Employees Register
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.9.49A(4) Execution of Documents
Function	Authority to sign and exercise all rights, functions or duties incumbent on the Shire of Bridgetown-Greenbushes in respect of any lease or licence agreement that is in effect, or Council has given its approval to bring into effect.
Delegates	Director Corporate, Economic and Community Development Director Development and Regulatory Services Director Project Management and Environment Manager Executive Services
Conditions	Unless it is an exempt disposition, if the dealing with the lease or licence is one that falls under the disposition of property provisions of [s.3.58], then the dealing is not to occur unless it has been referred to Council for determination.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* s.3.58 Disposing of property
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	New delegation	New	---

Delegation	**1.36 Contract Formalities (Staff)**
Category	CEO to Employees Register
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.9.49B Contract Formalities *Local Government (Functions and General) Regulations 1996*: r.21A Varying a contract for the supply of goods or services
Function	Authority to determine, make, vary or discharge any contracts or agreements [s.9.49B(1)]. This extends to all administrative actions, duties, and negotiations with the parties and any other contract related aspect required to give effect to the finalisation of a contract or a variation to a contract.
Delegates	Director Corporate, Economic and Community Development Director Project Management and Environment Manager Building Maintenance and Operations Manager Executive Services Manager Works and Services Renewals and Quality Control Officer Senior Project Manager
Conditions	a. The delegate shall only determine a contract or agreement, where a budget item has been approved by Council for that contract or agreement, for the current financial year and the financial value of the contract is within the approving authority of the delegate. b. In accordance with [s.9.49B(2)] of the L*ocal Government Act 1995*, nothing prevents Council from making, varying or discharging a contract under its common seal. c. This delegation expressly excludes those matters prescribed by [s.9.49A] of the *Local Government Act 1995* and cannot be used for the dealing or execution of deeds, leases, or any document that requires the application of the common seal. d. A contract variation shall only be made if the variation does not change the scope or nature of the contract [F&G.r.21A].
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Shire Policy FM 4 – Procurement, Budget Management and Supporting Local Business
Record keeping	Exercise of the authority is to be recorded in the Shire's records keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	New delegation	New	---

Delegation	**1.37 Determine if an Emergency for Emergency Powers of Entry**
Category	CEO to Employees Register
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	Authority to determine that an emergency exists for the purposes of performing local government functions [s.3.34(2)].
Delegates	Community Emergency Services Manager Director Corporate, Economic and Community Development Director Development and Regulatory Services Director Project Management and Environment
Conditions	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.38 Electoral Enrolment Eligibility Claims and Electoral Roll**
Category	CEO to Employees Register
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.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.4.32(5A)]. 4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)]. 5. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their family's safety at risk [Elections r.13 (2)]. 6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)]. 7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34]. 8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] 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	Director Corporate, Economic and Community Development Manager Executive Services
Conditions	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	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)].
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.39 Information to be made Available to the Public**
Category	CEO to Employees Register
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.5.95(1)(b) & (3)(b) Limits on right to inspect local government information *Local Government (Administration) Regulations 1996:* r.29B Copies of certain information not to be provided (Act s.5.96)
Function	1. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. 2. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s5.95(1)(b)]. 3. 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	Manager Executive Services
Conditions	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.41 Infringement Notices**
Category	CEO to Employees Register
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 *Building Regulations 2012:* Regulation 70(1A), (1), (2) Approved officers and authorised officers
Function	1. Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. 2. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19]. 3. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].
Delegates	Building Surveyor Technician Director Development and Regulatory Services Manager Executive Services Relief Ranger Senior Governance and Ranger Services Officer Senior Ranger
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. b. Delegation for Dog Act, Cat Act, Parking Local Law, Infringement Notices is limited to the following listed positions ONLY: i. Ranger Services Officer c. The following listed positions are delegated the functions under s.9.19 and s.9.20 only as a precondition for appointment as an "Approved Officer" in accordance with Building Regulation 70(1) for the purposes of the *Criminal Procedure Act 2004* section 6(a) and *Building Act 2011* Infringement Notices: i. Building Surveyor Technician d. Delegates must also be appointed as an "Approved Officer" – appointment to be determined by Council resolution or by a person with delegated authority.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.43 Consumption of Liquor**
Category	CEO to Employees Register
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	CEO Powers
Function	Authority to approve the consumption of liquor where Council facilities are hired out to the public.
Delegates	Director Corporate, Economic and Community Development
Conditions	In accordance with the *Liquor Control Act 1988*, If liquor is to be sold, a temporary liquor licence must be obtained prior to approval.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

Delegation	**1.45 Administration of Shire of Bridgetown-Greenbushes Local Laws**
Category	CEO to Employees Register
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.3.18 Performing executive functions (1) A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act
Function	Authority to exercise all the powers and discharge all the duties provided for those Shire Local Laws specified in the table contained within the conditions made in accordance with Part 3 Division of the *Local Government Act 1995*.
Delegates	Building Surveyor Technician Community Emergency Services Manager Coordinator Information Management Director Corporate, Economic and Community Development Director Development and Regulatory Services Director Project Management and Environment Environmental Health Officer Manager Works and Services Records Officer Relief Ranger Senior Governance and Ranger Services Officer Senior Ranger Supervisor Waste and Technical Services Technical Services Officer
Conditions	a. The delegation is unable to be used where a local law requires a Council resolution in order to exercise a power or function. b. The delegation is of no effect where a power, function or duty in a local law is granted directly to a local government employee or an Authorised Person. c. Where a dedicated delegation exists for a particular local law or a function of a particular local law, this delegation shall not be used in its place. d. Authority shall only extend as follows: **Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law** Director Development and Regulatory Services Manager Infrastructure and Works Environmental Health Officer Senior Ranger Community Emergency Services Manager - (Clause 2.2 Activities allowed with a permit - general)

Bush Fires Brigade Local law

Director Development and Regulatory Services

Senior Ranger

Relief Ranger

Community Emergency Services Manager

Cats Local Law

Director Development and Regulatory Services

Senior Ranger

Relief Ranger

Director Corporate, Economic and Community Development

Cemeteries Local Law

Director Corporate, Economic and Community Development

Information Management Coordinator

Records Officer

Dogs Local Law

Director Development and Regulatory Services

Senior Ranger

Relief Ranger

Local Laws Relating to Fencing

Director Development and Regulatory Services

Director Projects and Environment

Manager Infrastructure & Works

Senior Ranger

Relief Ranger

Health Local Law

Director Development and Regulatory Services

Environmental Health Officer

Parking and Parking Facilities Local Law

Director Development and Regulatory Services

Senior Ranger

	Relief Ranger **Local Government Property Local Law** Director Projects and Environment Director Development and Regulatory Services
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	New delegation	New delegation	---

Delegation	**1.46 Restricted Access Vehicles**
Category	CEO to Employees Register
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	*Road Traffic (Vehicles) Act 2012* s.40 Access approvals
Function	Authority to recommend conditions for the use of Restricted Access Vehicles.
Delegates	Director Project Management and Environment Manager Works and Services Supervisor Waste and Technical Services
Conditions	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2025	Amended delegation	Annual Review - Amended	---

01.1 Council to CEO

Delegation	**1.1.1 Authorise a Person to Perform Specified Functions under the Local Government Act 1995**
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.3.24 Authorising persons under this Subdivision s.3.31(2) General Procedure for entering property s.3.39(1) Power to remove and impound s.3.40A(1) Abandoned vehicle wreck may be taken s.9.24(1)(c) and (2)(b) Prosecutions, commencing *Local Government (Miscellaneous Provisions) Act 1960* s.449 Pounds, establishing; pound keepers and rangers, appointing
Function	1. Authority to authorise persons for the purposes of Part 3, Division 3, Subdivision 2 – Certain provisions about land - to exercise the Local Government's powers under s.3.25 to 3.27 inclusive, to issue and administer notices requiring certain things to be one by owner or occupier of land [s.3.24]. 2. Authority to authorise persons to enter onto land, premises or thing, without consent of the owner / occupier, unless the owner / occupier objects [s.3.31(2)]. 3. Authority to authorise an employee to remove and impound any goods that are involved in a contravention that can lead to impounding [s.3.39(1)]. 4. Authority to authorise persons to commence prosecutions for offences under the *Local Government Act 1995* and any Local Laws made under the *Local Government Act 1995* [s.9.24(1)(c) and (2)(b)]. 5. Authority to authorise an employee to remove and impound a vehicle that has been determined as an abandoned vehicle wreck [s.3.40A(1)]. 6. Authority to appoint fit and proper persons as pound keepers or rangers [Misc.Prov.s.449]
Delegates	CEO
Conditions	a. A register of Authorisations is to be maintained as a Local Government Record. b. Only persons who are appropriately qualified and trained may be authorised to perform relevant functions. c. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.

Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.2 Compensation for 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 $1000**.**
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	Exercise of the authority is to be recorded in the Shire's record keeping systems
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.3 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 enter to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Delegates	CEO
Conditions	a. Delegated authority may only be used, where there is imminent or substantial risk to public safety or property. b. When exercising authority to authorise persons unders.3.31(2): i. A register of Authorisations is to be maintained as a Local Government Record. ii. Only persons who are appropriately qualified and trained may be appointed as Authorised persons. iii. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995:* Authorise person – refer s.3.31(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.
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.4 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 1.2.6 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision. b. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated refer Delegated Authority 1.2.1 Authorise Persons to Perform Specified Functions.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.5 Disposing of 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. b. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated - refer Delegated Authority 1.2.1 Authorise Persons to Perform Specified Functions.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
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	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.6 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
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.7 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: i. give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and ii. 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)] (Relevant to the Bridgetown and Greenbushes townsites only).
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.8 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)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire that the Shire could do under s.5 of the Parks and Reserves Act [s.3.54(1)].
Delegates	CEO
Conditions	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	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.9 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

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	Exercise of the authority is to be recorded in the Shire's record keeping systems
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.10 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. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.* b. Each approval provided must be recorded in the Shire of Bridgetown - Greenbushes 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
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	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.11 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
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	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.12 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	Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Project Management and Environment Manager Works and Services Supervisor Waste and Technical Services
Subdelegate conditions	Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*
Policy	Shire Policy R 6 - Crossovers
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 February 2026
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.13 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	Director Project Management and Environment Manager Works and Services Supervisor Waste and Technical Services Technical Services Officer
Subdelegate conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from 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. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* – 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*. Shire of Bridgetown-Greenbushes Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.14 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	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	Director Development and Regulatory Services Director Project Management and Environment Manager Works and Services Supervisor Waste and Technical Services
Subdelegate conditions	a. A notice may forbid the person, to the extent specified in the notice, to clear the person's land of vegetation without the permission of the local government [ULP r.21 (2)]. b. A notice cannot forbid the clearing of land that is more than 60 metres from the common boundary of the person's land with the land that is local government property [ULP r.21(3)].
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	Exercise of the authority is to be recorded in the Shire's record keeping systems
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.15 Expressions of Interest for Goods and Services**
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.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Function	1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Delegates	CEO
Conditions	Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegate conditions	
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 Policy FM 4 – Procurement, Budget Management and Supporting Local Business
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.16 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	Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where: i. The proposed goods or services are required to fulfil a routine contract related to the day-to-day operations of the Local Government; or ii. A current supply contract expiry is imminent; and iii. The value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and iv. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
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	F4 - Purchasing Policy
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.

Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

Delegation	**1.1.17 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 comply with the adopted FM 12 – Contract Variations Policy and must include evidence that the variation is necessary and does not change the scope of the contract. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
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	F4 – Procurement, Budget Management and Supporting Local Business Policy
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

Delegation	**1.1.18 Tenders for Goods and Services - Exempt Procurement**
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) When tenders have to be publicly invited (exemptions)
Function	1. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)].
Delegates	CEO

Conditions	a). Tender exempt procurement under F&G.r.11(2) may only be approved where the total consideration under the resulting contract is expected to be less than the maximum $500,000 specified for the following categories: **Category** — **Maximum Value for individual contracts** WALGA Preferred Supplier Program [F&G.r.11(2)(b)] — $500,000 Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)] — $500,000 Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)] — $500,000 Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)] — $500,000 Goods or services supplied by a person registered on the Aboriginal Business Directory WA OR Indigenous Minority Supplier Office Limited (T/as Supply Nation) AND where satisfied that the contract represents value for money. [F&G.r.11(2)(h)] — <$250,000* *as specified in F&G.r.11(2)(h)(ii) Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i) — $250,000 b). Tender exempt procurement under F&G r.11(2)(f) may only be approved where a record is retained that evidences: i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; and v. The expense is included in the adopted Annual Budget. iv. Rationale for why the supply is unique and cannot be sourced through other suppliers The expense is included in the adopted Annual Budget. c. Where the total consideration of a Tender Exempt procurement contract exceeds the $250,000 delegated above, the decision is to be referred to Council.
Express power to subdelegate	*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	F4 - Purchasing Policy
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review -	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

Delegation	**1.1.19 Application of Regional Price Preference Policy**
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 (Functions and General) Regulations 1996::* r.24G Adopted regional price preference policy, effect of
Function	1. Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
Delegates	CEO
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate, Economic and Community Development Director Development and Regulatory Services Director Project Management and Environment Principal Project Manager
Subdelegate conditions	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	FM 4 – Procurement, Budget Management and Supporting Local Business Policy
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.20 Renewal or Extension of Contracts during a State of Emergency**
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:* Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja)
Function	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to: 1. contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds $250,000, and 2. contracts formed through a public tender.
Delegates	CEO
Conditions	a. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies: i. It is exercised at the sole discretion of the Local Government; ii. It is in the best interests of the Local Government; iii. It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; iv. It has potential to promote local and/or regional economic benefits. b. This authority may only be exercised where the total consideration for the renewal or extension is $500,000 or less. c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the Mayor or President (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c). d. The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy. e. The CEO cannot sub-delegate this authority.
Express power to subdelegate	Not applicable
Statutory framework	*Local Government (Functions and General) Regulations 1996* WALGA Subscription Service – Procurement Toolkit Council Policy
Policy	FM 4 - Purchasing Policy
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.

Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review -	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

Delegation	**1.1.21 Procurement of Goods or Services required to address a State of Emergency**
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:* Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(aa) Associated definition under subregulation 11(3)
Function	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: 1. Determine that particular goods or services with a purchasing value >$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]; and 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
Delegates	CEO
Conditions	a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. b. Compliance with the FM4 – Procurement, Budget Management and Supporting Local Business Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with FM - Purchasing Policy must be evidenced in accordance with the Record Keeping Plan. c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the Mayor or President (i.e. before the expense is incurred) in accordance with LGA s.6.8. d. The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration. e. The CEO cannot sub-delegate this authority.
Statutory framework	*Local Government (Functions and General) Regulations 1996* WALGA Subscription Service – Procurement Toolkit
Policy	FM 4 – Procurement, Budget Management and Supporting Local Business Policy
Record keeping	Exercise of the authority is to be recorded in the local government's record keeping systems
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

Delegation	**1.1.22 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 *Local Government (Functions and General) Regulations 1996:* R.30 Dispositions of property excluded from Act s.3.58
Function	1. Authority to dispose of property to: a. 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)] 3. Authority to dispose of property, that is prescribed as exempt from the provisions of s.3.58: a. disposal of land to an adjoining owner, where the market value is less than $5000 and the delegate has determined that the land would not be of benefit to anyone other than the adjoining owner [F&G.r.30(2)(a)]. b. disposal of land, by lease, to an employee of the local government for use as the employee's residence [F&G.r.30(2)(d)]. c. disposal of land, by lease, for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land [F&G.r.30(20(e)]. d. disposal of land, by lease, of a residential property to a person for residential purposes [F&G.r.30(2)(f)]. e. disposal of property (other than land / buildings), where the property is disposed within 6 months after it has been unsuccessfully put out to auction, public tender or private treaty via Statewide public notice[F&G.r.(2A)]. f. disposal of property, other than land, buildings and artworks, where the market value is determined as less than $20,000 [F&G r.30(3)(a)]. g. disposal of property, other than land / buildings, where the entire consideration received for the disposal is used to purchase other property AND the total value of the other property is not more, or worth more, than $75,000 [F&G.r.30(3)(b)].
Delegates	CEO

Conditions	a. Disposal of land or building assets is limited to matters specified in the Annual Budget 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 **$<>** 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. A disposal under Functions and General Regulations 30(2)(a),(f), (2A) or (3)(a),(b), the disposal method selected must obtain a best value outcome for the Local Government. e. A disposal under Functions and General Regulations 30(2)(d), must be assessed as equitable in context of disposals to other employees of the Local Government. Disposal methodology must consider and where practicable demonstrate environmentally responsible outcomes.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* – s.3.58 Disposal of Property *Local Government (Functions and General) Regulations 1995* – r.30 Dispositions of property excluded from Act s. 3.58
Policy	FM 13 - Retention, Acquisition, Improvement and Disposal Policy
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

Delegation	**1.1.23 Acquisition of Interest in Land by Lease or other Short Term Instrument**
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.3.59 Commercial enterprises by local governments *Local Government (Functions and General) Regulations 1996:* r.8A Amount prescribed for major land transactions; exempt land transactions prescribed r.8 Exempt land transactions prescribed
Function	1. Authority to acquire an interest in land (includes buildings), by lease or other short term instrument ONLY, where the total value of the consideration and anything done by the Shire of Bridgetown – Greenbushes is less than the threshold amount for a major land transaction [s.3.59(1), r.8A(1)]. 2. Authority to acquire an interest in land by lease or other short term instrument ONLY through an exempt land transaction [s.3.59(1), r.8(1)]: a. without intending to produce a profit to the Local Government; and b. without intending that another person will be sold, or given joint or exclusive use of, all or any of the land involved in the transaction.
Delegates	CEO
Conditions	a. Delegation excludes authority to purchase in fee simple land or buildings and is therefore limited to leases, rental or other short term acquisition instruments that do not commit the Local Government for a period greater than five years. b. Delegation is limited to acquisitions that are necessary to achieve an objective determined by Council resolution, including objectives identified in the adopted Corporate Business Plan, a Policy or Strategy and for which an associated budget allocation has been included, and is available, in the Annual Budget. Examples of acquisitions necessary to achieve an approved objective may include; hire a venue for a community event or short term lease of storage space for equipment while a refurbishment is completed. c. Where the acquisition total consideration value is greater than $25,000, the value is to be verified by at least one written valuation obtained from a suitably licensed valuer not more than 3-months prior to the execution of the associated acquisition contract. d. In accordance with s.5.43, this delegation is limited to acquisitions that have a total consideration value of $25,000 or less. e. Documents that give effect to an acquisition under this delegation, must be executed by a person duly authorised under s.9.49A.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* s.3.59 Commercial enterprises by local Government s.9.49A Execution of documents s.6.2 Annual Budget Corporate Business Plan as adopted by Council *Local Government (Functions and General) Regulations 1995* R.8A and 8 *Residential Tenancy Act 1987* *Commercial Tenancy (Retail Shops) Agreements Act 1985*
Record keeping	Exercise of the authority is to be recorded in the local government's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

Delegation	**1.1.24 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	Authority to make payments from the municipal or trust funds [FM.r.12(1)(a)].
Delegates	CEO
Conditions	Authority to make payments is subject to annual budget limitations.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
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 etc. *Local Government (Audit) Regulations 1996* Department of Local Government, Industry Regulation & Safety Operational Guideline No.11 – Use of Corporate Credit Cards Department of Local Government, Industry Regulation & Safety: Accounting Manual
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.25 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 of Bridgetown Greenbushes [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of Bridgetown – Greenbushes [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire of Bridgetown – Greenbushes [s.6.12(1)(c)].
Delegates	CEO
Conditions	a. Write-off a rates or service charge debt up to $1,000 in accordance with the FM 15 - Financial Hardship Policy [s.6.12(1)(c) &(2)]. b. A debt may only be waived where: i. Only to charitable or not-for-profit groups. c. A concession may only be granted where: i. Only to charitable or not-for-profit groups. 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 of Bridgetown – Greenbushes. i. Limited to individual debts valued below $1,000 or cumulative debts of a debtor valued below $1,000. Write off of debts greater than these values must be referred for Council decision.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
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: • Agreement as to Payment of Rates and Service Charges • Recovery of Rates or Service Charges • Recovery of Rates Debts – Require Lessee to Pay Rent • Recovery of Rates Debts – Actions to Take Possession of the Land
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.26 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 FM2 – 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 within every 3 financial years. [Audit r.17].
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
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	FM4 – Procurement, Budget Management and Supporting Local Business Policy FM2 – Investment Policy
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended OCM 030/25	---

Delegation	**1.1.27 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	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
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	Exercise of the authority is to be recorded in the Shire's record keeping systems
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.28 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 FM2 – Financial Hardship Policy and FM11 – Collection of Outstanding Rates Policy. b. Agreements must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	FM2 – Financial Hardship Policy FM11 – Debt Collection Policy.
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.29 Determine Due Date for 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.6.50(2) Rates or service charges due and payable
Function	1. Authority to determine the date on which rates or service charges become due and payable to the Shire of Bridgetown – Greenbushes [s.6.50].
Delegates	CEO
Conditions	a. Excludes determining the due date and instalment due dates applicable to levying rates as part of the adoption of the annual budget. ◦ NOTE - Financial Management Reg.64 specifies that instalment due dates are to be determined when adopting the annual budget. b. Decisions under this delegation are limited to determining due date and instalment due dates applicable to interim rating only.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	RV1 – Method of Valuation of Rateable Properties Policy FM11 – Debt Collection Policy
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.30 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)]. 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
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	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.31 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 of Bridgetown – Greenbushes s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Delegates	CEO
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60.
Policy	RV1 – Method of Valuation of Rateable Properties Policy FM11 – Debt Collection Policy
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.32 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 as against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: 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 [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 RV1 – Method of Valuation of Rateable Properties Policy and FM11 – Debt Collection 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 / charges 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
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* – Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation. *Local Government (Financial Management) Regulations 1996* – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation.
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.

Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.33 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 delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
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	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.34 Extend Time for Lodging an Objection**
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.9.5 Objection may be lodged
Function	Authority to extend the time for a person to make an objection regarding a relevant prescribed decision of the Local Government [s.9.5(2)].
Delegates	CEO
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. Decisions under this delegation may be referred for review by the State Administration Tribunal.
Record keeping	Exercise of the authority is to be recorded in the local government's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**1.1.35 Administration of Leases and Licences**
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.9.49A(4) Execution of Documents
Function	Sign and exercise all rights, functions or duties incumbent on the local government in respect of any lease or licence agreement that is in effect, or Council has given its approval to bring into effect.
Delegates	CEO
Conditions	Unless it is an exempt disposition, if the dealing with the lease or licence will be one that falls under the disposition of property provisions of s. 3.58 of the Act, then the dealing is not to occur unless it has been referred to Council for determination
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* s.3.58 – Disposing of property
Record keeping	Exercise of the authority is to be recorded in the local government's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Delegation	**1.1.36 Contract Formalities**
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.9.49B Contract Formalities
Function	1. Authority to determine, make, vary or discharge any contracts or agreements [Act, s. 9.49B(1)] 2. The functions described in 1. above extend to all administrative actions, duties, and negotiations with the parties and any other contract related aspect required to give effect to the finalisation of a contract or a variation to a contract.
Delegates	CEO
Conditions	1. The delegate shall only determine a contract or agreement, as the case may be, where a budget item has been approved by Council for that contract or agreement, for the current financial year and the financial value of the contract is within the approving authority of the delegate. 2. In accordance with s. 9.49B(2) of the *Local Government Act 1995,* nothing prevents Council from making, varying or discharging a contract under its common seal. 3. This delegation expressly excludes those matters prescribed by s. 9.49A of the *Local Government Act 1995* and cannot be used for the dealing or execution of deeds, leases, or any document that requires the application of the Common Seal. 4. A contract variation shall only be made if the variation does not change the scope or nature of the contract [Regulations, r. 21A].
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* *Local Government (Functions and General) Regulations 1996*
Policy	Policy FM 4 – Procurement, Budget Management and Supporting Local Business
Record keeping	Exercise of the authority is to be recorded in the Shire's records keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Delegation	**1.1.37 Appointment of Acting Chief Executive Officer**
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.5.36(1) Local government employees
Function	Appoint an Acting Chief Executive Officer.
Delegates	CEO
Conditions	The appointment must be in accordance with policy P3 – Appointment of Acting CEO/Senior Employees
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*
Policy	Policy P3 – Appointment of Acting CEO/Senior Employees
Record keeping	Exercise of the authority is to be recorded in the local government's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

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
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.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor *Building Regulations 2012* – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT *Building Services (Registration Act) 2011* – Section 7 *Home Building Contracts Act 1991* – Part 3A, Division 2 – Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.

Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

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]. i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Delegates	CEO
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.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO) *Building Act 2011* s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit *Building Services (Complaint Resolution and Administration) Act 2011* Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.

Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

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
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.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	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended OCM 123-23/24	---
25 Jun 2025	Amended delegation	Annual Review - Amended OCM 030/25	---

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) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Function	1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
Delegates	CEO
Conditions	a. Decisions under this delegated authority must be consistent with r.5 of the *Building Regulations 2012*. An authorised person for the purposes of sections 96(3) and 99(3) is not an approved officer or authorised officer for the purposes of Building Reg. 70.
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Statutory framework	*Building Act 2011:* s.97 each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**2.1.5 Designate Contractors as Authorised Persons (Inspectors)**
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.96(3) Authorised persons s.99(3) Limitation on powers of authorised person *Building Regulations 2012:* r.4A Authorised persons
Function	1. Authority to designate a person contracted, or employed by an entity contracted, by the Shire of Bridgetown - Greenbushes as an authorised person [s.96(3) & r.4A(2)] for the purposes of monitoring whether Part 8 provisions are being complied with. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
Delegates	CEO
Conditions	a. Designation of authorised persons under this delegation is limited to performing Authorised Person functions under s.93(2)(d).
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Statutory framework	*Building Act 2011:* s.97 each designated authorised person must have an identity card. r.4B Identity cards
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments

Date	Type	Amendment	References
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**2.1.6 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
Function	1. Authority to make Building Orders in relation to: a. Building work b. Demolition work c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: a. take any action specified in the order ; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)].
Delegates	CEO
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Statutory framework	*Building Act 2011:* Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order Section 113 Limitation on effect of building order Section 114 Service of building order Part 9 Review - s.122 Building orders – application for review by SAT
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**2.1.7 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	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**2.1.8 Authorise persons to commence proceedings**
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.133(1) A permit authority may commence a prosecution for an offence against this Act
Function	Authority to authorise a person to commence a prosecution for an offence against the *Building Act 2011* [s.133(1)(b)].
Delegates	CEO
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	Exercise of the authority is to be recorded in the local government's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**2.1.9 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 of Bridgetown – Greenbushes' District [s.145A(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)
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**2.1.10 Private Pool Barrier – 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.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
Conditions	Decisions under this delegation must be consistent with modifications to AS 1926.1-2012 prescribed in Building Regulation 15B.
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Statutory framework	*Building Act 2011*
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**2.1.11 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	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**2.1.12 Appoint 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).
	    1. 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).
	    1. 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	Exercise of the authority is to be recorded in the Shire's record keeping systems
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

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	Authority to request on behalf of the Shire of Bridgetown – Greenbushes 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)
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

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
Express power or duty delegated	*Bush Fires Act 1954:* s.17(7) Prohibited burning times may be declared by Minister *Bush Fire Regulations 1954:* r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Delegates	Chief Bush Fire Control Officer Shire President
Conditions	a. Decisions under s,17(7) must be undertake jointly by both the [President / Mayor] and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

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.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 of Bridgetown – Greenbushes 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)
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

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)]. 2. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 3. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 4. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 5. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 6. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 7. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. 8. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 9. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 10. Authority to recover the cost of measures taken by the Shire of Bridgetown – Greenbushes 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)
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

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)
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

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)
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

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: a. clearing of fire-breaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. d. determine that these matters have been acted upon to the satisfaction of the Shire of Bridgetown – Greenbushes. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. 3. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Delegates	CEO
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	Exercise of the authority is to be recorded in the Shire's record keeping systems.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

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 of Bridgetown – Greenbushes [s.38(5A)]
Delegates	CEO
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

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)]. 2. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].
Delegates	CEO
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

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 of Bridgetown – Greenbushes or those on behalf of the Shire of Bridgetown – Greenbushes to do [s.58].
Delegates	CEO
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

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	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

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 any individual cat or any class of cats within the Shire of Bridgetown – Greenbushes' District [Regs. Sch. 3 cl.1(4)].
Delegates	CEO
Conditions	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*.
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Coordinator Finance Customer Service Officer Director Corporate, Economic and Community Development Finance Officer Manager Executive Services Senior Governance and Ranger Services Officer Senior Ranger

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	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

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 of Bridgetown – Greenbushes' District [s.26].
Delegates	CEO
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Statutory framework	*Cat Regulations 2012* – r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

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	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
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	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

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
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**4.1.5 Authorise a person to perform Specified functions under the Cat Act 2011**
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.73 Prosecutions
Function	Authority to authorise a person to commence a prosecution for an offence against the Cat Act 2011 Shire of Bridgetown – Greenbushes Cat Local Law [s.73(1)(b) & (2)(b)].
Delegates	CEO
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**4.1.6 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
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**4.1.7 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	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
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

05.1 Dog Act Delegations Council to CEO

Delegation	**5.1.2 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons**
Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.10A Payments to veterinary surgeons towards costs of sterilisation.
Function	1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs [s.10A(1)(a) and (3)]. 2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties *(NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)*
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

Delegation	**5.1.3 Refuse or Cancel Registration**
Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.15(2) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Function	1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the *Cat Act 2011* or the *Animal Welfare Act 2002*; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Bridgetown – Greenbushes' District [s15(4A)] 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. 5. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]
Delegates	CEO
Conditions	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties *(NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)*
Subdelegates	Manager Executive Services Senior Governance and Ranger Services Officer Senior Ranger
Statutory framework	*Dog Act 1976* s.17A If no application for registration made – procedure for giving notice of decision under s.16(3) *Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)*

Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

Delegation	**5.1.4 Grant Exemption as to Number of Dogs Kept at Premises**
Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.26(3) Limitation as to numbers
Function	Authority to approve, and determine conditions that apply to, an exemption as to the limit to the number of dogs that can be kept at a premises [s.26(3)].
Delegates	CEO
Conditions	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Decisions under this delegation must comply with the relevant provisions of the *Dog Act 1976* and the Shire of Bridgetown – Greenbushes' Dogs Local Law, including: i. Consider and be satisfied that for any particular premises the provisions of the *Dog Act 1976* relating to kennel establishments need not be applied in the circumstances [s.26(3)]. ii. Apply the provisions of s.26(4). c. Conditions that must be applied to an approved exemption, include: i. Fencing at the premises must be adequate and maintained to prevent the dogs from leaving the premises, to the satisfaction of the CEO. ii. Registrations for each dog subject of the approved exemption must be current and maintained. iii. An exemption applies only to the dogs registered and listed in the approval and as such cannot be transferred to another dog. d. Prior to granting an exemption the following must be undertaken: i. An application for exemption must be made and paid for by the applicant; ii. A Ranger must inspect the proposed property and be satisfied with the property being suitable for the management of the amount of proposed dogs; iii. Neighbour consultation must be undertaken, and any objections being received given due consideration; iv. The request not exceeding any of the maximum requirements outlined in the Act; v. Written advice from the Ranger received providing a recommendation and comment on any previous issues relating to the property or animals on the property.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (sub-delegation only permitted where delegation to the CEO expressly authorises subdelegation).
Subdelegates	Manager Executive Services Senior Governance and Ranger Services Officer
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal.
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025

Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

Delegation	**5.1.5 Kennel Establishments**
Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.27 Licensing of approved kennel establishments
Function	1. Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].
Delegates	CEO
Conditions	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Application processing and decisions under this delegation are to comply with the Shire of Bridgetown – Greenbushes' Dogs Local Law.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties *(NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)*
Subdelegates	Manager Executive Services Senior Governance and Ranger Services Officer Senior Ranger
Statutory framework	*Note – Decisions under this delegation may be referred for review by the State Administration Tribunal*
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

Delegation	**5.1.6 Recovery of Moneys Due Under this Act**
Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.29(5) Power to seize dogs
Function	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties *(NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)*
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	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

Delegation	**5.1.7 Dispose of or Sell Dogs Liable to be Destroyed**
Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.29(11) Power to seize dogs
Function	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Delegates	CEO
Conditions	1. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. 2. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties *(NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)*
Subdelegates	Manager Executive Services Senior Governance and Ranger Services Officer Senior Ranger
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

Delegation	**5.1.8 Declare Dangerous Dog**
Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Function	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties *(NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)*
Subdelegates	Manager Executive Services
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

Delegation	**5.1.9 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke**
Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1) Local government may revoke declaration or proposal to destroy
Function	1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] 4. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	*Dog Act 1976*: s.10AA(3) Delegation of local government powers and duties *(NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)*
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

Delegation	**5.1.10 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice**
Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33H(5) Local government may revoke declaration or proposal to destroy
Function	1. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: a. a notice declaring a dog to be dangerous; or b. a notice proposing to cause a dog to be destroyed.
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

Delegation	**5.1.11 Determine Recoverable Expenses for Dangerous Dog Declaration**
Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33M(1)(a) Local Government expenses to be recoverable
Function	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	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal.
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

CEO to Employees Register

Delegation	**5.1.1 Appointment of Registration Officers (Dog Act 1976)**
Category	CEO to Employees Register
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995 – s.5.44*
Express power or duty delegated	*Dog Act 1976 – All powers and functions conferred on a registration officer under the Act*
Function	Authority to appoint employees as Registration Officers and to exercise all powers and functions of a registration officer under the Dog Act 1976, including: • effecting and renewing dog registrations; • issuing certificates of registration; and • issuing registration tags, in accordance with section 16(6) of the Dog Act 1976.
Delegates	CEO
Conditions	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. A register of Authorisations is to be maintained as a Local Government Record. c. Only persons who are appropriately qualified and trained may be appointed as Authorised persons. d. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Coordinator Finance Customer Service Officer Director Corporate, Economic and Community Development Finance Officer Manager Executive Services Manager Finance & Administration Senior Governance and Ranger Services Officer Senior Ranger
Subdelegate conditions	On effecting or renewing any registration, a Registration Officer must comply with section 16(6) of the Dog Act 1976 by issuing: • a certificate in the prescribed form acknowledging the fee paid and specifying the registration number, registration period and description of the dog; and • a registration tag of the prescribed kind for each dog registered.

Statutory framework	• Dog Act 1976 • Local Government Act 1995 • Local Government (Administration) Regulations 1996
Record keeping	A written record must be kept in accordance with regulation 19 of the Local Government (Administration) Regulations 1996.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

06.1 Council to CEO

Delegation	**6.1.1 Determine Compensation**
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.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Function	1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Delegates	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. b. Compensation under this delegation may only be determined upon documented losses up to a maximum of $200. Compensation requests above this value are to be reported to Council.
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	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**6.1.2 Prohibition Orders and Certificates of Clearance**
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	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	Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

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	Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

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	Keep a written record containing the information detailed in r19 of the Local Government (Administration) Regulations 1996.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

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	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	NIL – *Food Regulations 2009* do not provide for sub-delegation.
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

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	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

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	*Graffiti Vandalism Act 2016:* s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Function	1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Delegates	CEO
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal.
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

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	*Graffiti Vandalism Act 2016:* s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Function	1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: 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
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

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	*Graffit Vandalism Act 2016:* s.25(1) Local government graffiti powers on land not local government property
Function	Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Delegates	CEO
Conditions	Subject to exercising Powers of Entry.
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

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	*Graffiti Vandalism Act 2016:* s.28 Notice of entry s.29 Entry under warrant
Function	1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Delegates	CEO
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

08.1 Council to CEO

Delegation	**8.1.1 Appoint Authorised Officers or Approved Officer (ASBESTOS REGULATIONS)**
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	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	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
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

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 of Bridgetown – Greenbushes [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	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

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	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996.*

Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
27 Jun 2024	Amended delegation	25 June 2025 Annual Review	OCM 030/25

Delegation	**8.1.4 Dealing with 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.260 Return of seized item s.262 Cost of destruction or disposal of forfeited items s.263 Return of forfeited items s.264 Compensation
Function	1. Authority to determine if no contravention of the Public Health Act 2016 has occurred and return seized items or forfeited items to the person from whom the items were seized or to any other person who is determined to be entitled to it [s.260 and 263]. 2. Authority to recover the cost of destruction or disposal of forfeited items [s.262]. 3. Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Delegates	CEO
Conditions	Compensation is limited to a maximum value of $500 with any proposal for compensation above this value to be referred for Council's determination.
Express power to subdelegate	*Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].*
Statutory framework	*Public Health Act 2016* s.20 Conditions on performance of functions by enforcement agencies. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

Delegation	**8.1.5 Appoint Designated Officer – Information Sharing**
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.299 Information Sharing
Function	Authority, to appoint Designated Officer/s for the purposes of s.299 [s.299(1)].
Delegates	CEO
Conditions	Appointments must be consistent with requirements outlined in the Chief Health Officer's Information Sharing Guideline, prepared in accordance with s.300.
Express power to subdelegate	Nil – Unless a Regulation enacted under the *Public Health Act 2016*, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	*Public Health Act 2016* s.300 Guidelines relating to information sharing. Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

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
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* Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

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	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
Statutory framework	Part 13 of the *Planning and Development Act 2005* *Planning and Development (Local Planning Schemes) Regulations 2015* Shire of Bridgetown-Greenbushes Town Planning Scheme's No 3 and 4
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

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	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

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* Schl 2, Div 2, s.82(1) Delegation of some powers or duties to a committee or CEO Schl 2, Div 2, s.83(1) Limitations on delegations to the CEO
Express power or duty delegated	*Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 – Part 1-11 • Part 5, Div 3 Process for standard amendments to local Planning scheme • Part 5, Div 4 Process for basic amendments • Part 5, Div 5 Giving Effect to decision on amendment to local planning scheme Shire of Bridgetown-Greenbushes Town Planning Schemes No. 3 and 4
Function	1. Authority to exercise the powers or discharge the duties of the local government under the *Planning and Development (Local Planning Schemes) Regulations 2015* and Town Planning Schemes No. 3 and 4 including the authority to sub-delegate. 2. Authority to make recommendations to the Western Australian Planning Commission on subdivision applications, including the imposition of subdivision conditions or the clearance of subdivision conditions including the bonding of conditions [Part 10, *Planning and Development Act 2005]*.
Delegates	CEO
Conditions	**Key Trigger for Council Consideration** a. This delegation must not be exercised by the delegated officer where it: I. Has got unresolved submissions/objections; or II. Is significance in size, scale, value or public interest. Note: Mandatory DAPs when >$10m and optional when > $2m- $10m. **Development Applications** a. Exclusions to Delegated Authority - This power of delegation does not extend to approving applications for development approval in the following categories: I. Applications where objections have been received on valid planning grounds which cannot be reasonably addressed by negotiated minor variations to the application and/or conditions of approval. II. Development which, in the opinion of the delegated officer, is contentious and/or is the subject of significant community interest. III. The determination of an amendment to a previous development approval that was approved by resolution of Council, including an extension to the term of the development approval, except where the variation is of a minor nature and would not substantially change the approved development. **Heritage** a. Exclusions to Delegated Authority - This power of delegation does not extend to the following categories: I. The granting of development approval for the demolition of a building listed on the Heritage List or within a Heritage Area. II. The entering, removal or modification of a place on the Heritage List. III. The designation, removal or modification of a Heritage Area

III. The designation, removal or modification of a Heritage Area.
IV. The entering into a heritage agreement with an owner or occupier of land.
V. The issuing revoking or varying of a heritage conservation notice.

Local Planning Policy

a. Exclusions to Delegated Authority - This power of delegation does not extend to the following:
    I. The adoption, revocation or amendment of a Local Planning Policy.

Subdivision and Amalgamation

I. Support subdivision proposals restricted to applications of not more than four (4) allotments in the absence of an adopted Subdivision Guide Plan or Structure Plan.
II. Support unrestricted subdivision proposals when they are within an approved Subdivision Guide Plan or Structure Plan.
III. Support applications for the amalgamation of lots.
IV. Support applications for minor boundary adjustments.
V. Not support any subdivision or amalgamation proposal that is not in conformity with the operative Town Planning Scheme, policies or any Subdivision Guide Plan or Structure Plan or Policy or framework of the WAPC.

Setback Variations
Authority to vary any setback provision for any development where such is considered appropriate due to design considerations or where the requirement to comply is considered unreasonable or undesirable due to the shape or geographical conditions of the land provided that the owners of any neighbouring properties likely to be detrimentally affected have been consulted and have signified no objections.

Explanatory Note: The maximum variation allowed in the Rural Zone of Town Planning Scheme No 3 is 75%. The 75% variation to setbacks is to be taken from the 7.5 metre setback.

I. **Building Envelope Modifications**
Approve all development applications and building envelope relocations complying with Council Policies, Guidelines or Codes.
II. Approve development applications and building envelope relocations where such applications vary only to a minor extent from Council's Policies, Guidelines or Codes.
III. Refuse development applications and building envelope relocations which do not comply with Council Policies.

Reserves
Approve development applications on Reserves where the proposed use is consistent with the purpose of the Reserve.

Land Use Not Listed in the Zoning Table of an Operative Town Planning Scheme
Proceed to formal advertising where officers consider that a proposed use not listed is consistent with the objective of the zone.

Scheme Amendments

1. Process Basic Scheme Amendments for minor or procedural matters or to remove anomalies.
2. Effect modifications to Scheme Amendments as directed by the Minister which do not change the general intent of an Amendment, in consultation with the Chief Executive Officer.

Statutory framework	*Planning and Development Act 2005* *Planning and Development (Local Planning Schemes) Regulations 2015* Shire of Bridgetown-Greenbushes Town Planning Schemes No 3 and 4 State Planning Policy 7.3 - Residential Design Codes Volume 1 State Planning Policy 7.3 - Residential Design Codes Volume 2 Shire of Bridgetown-Greenbushes Local Planning Policies State Planning Policy 7.0 - Design of the Built Environment
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**9.1.5 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 Town Planning Schemes No 3 and 4 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
Statutory framework	Part 13 of the *Planning and Development Act 2005* *Planning and Development (Local Planning Schemes) Regulations 2015* Shire of Bridgetown-Greenbushes Town Planning Schemes No 3 and 4
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**9.1.6 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 1985 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
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	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025

Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**9.1.7 Local Development Plans**
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, 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 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. 5. To extend the period of approval for a Local Development Plan in accordance with c.57 (3) of the Deemed Provisions. 6. 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	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
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	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996.*
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	**9.1.8 Structure Plans**
Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* *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
Conditions	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
Statutory framework	*Planning and Development (Local Planning Schemes) Regulations 2015*
Record keeping	Keep a written record containing the information detailed in r19 of the *Local Government (Administration) Regulations 1996*.
Date adopted	25 June 2025
Adoption references	OCM 030/25

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

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* SECTION 20 Delegation No. 52
Express power or duty delegated	EV401 **ENVIRONMENTAL PROTECTION ACT 1986** **SECTION 20** Delegation No. 52 Pursuant to section 20 of the Environmental Protection Act 1986, the Chief Executive Officer hereby delegates as follows- Powers and duties delegated - All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice. Persons to whom delegation made - This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the Local Government Act 1995. Pursuant to section 59(1)(e) of the Interpretations Act 1984, Delegation No. 32, dated 4 February 2000 is hereby revoked. Dated this 9th day of January 2004 Approved - FERDINEND TROMP, A/Chief Executive Officer Dr JUDY EDWARDS MLA, Minister for the Environment Extract from Government Gazette dated 19 March 2004; page 919
Delegates	CEO
Date adopted	25 June 2025
Adoption references	OCM 030/25

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.
Function	Any person for the time being holding or acting in the office of a Chief Executive Officer under the Local Government Act 1995, my powers and duties under the Environmental Protection (Noise) Regulations 1997, other than this power of delegation, in relation to— a. waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B; b. bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi); c. community activities—noise control notices in respect of community noise under regulation 16; d. motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3; e. shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4; f. calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4; g. sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation— i. Subregulation 18(13)(b) is not delegated.

Delegates	CEO
Conditions	Subregulation 18(13)(b) is not delegated.
Date adopted	25 June 2025
Adoption references	OCM 030/25

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.
Function	I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of— a. Chief Executive Officer under the *Local Government Act 1995*; and b. to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act, all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.
Delegates	CEO
Date adopted	25 June 2025
Adoption references	OCM 030/25

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
Function	I, Donald Terrence Redman IWLA, Minister for Lands, a body corporate continued by section 7 (1) of the Land Administration Act 1997 HEREBY authorise, in respect of each local government established under the Local Government Act 1995 and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule
Delegates	CEO
Conditions	See Column 3 of the Schedule
Date adopted	25 June 2025
Adoption references	OCM 030/25

Delegation	**10.2.6 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)**
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Western Australian Planning Commission
Express power to delegate	Section 16(4) of the *Planning and Development Act 2005*
Express power or duty delegated	Instrument of Delegation- DEL 2020/01 Powers of Local Governments On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED— A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the Strata Titles Act 1985 as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1; B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the Strata Titles Act 1985 as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1; C. TO AMEND "Del 2020/01—Powers of Local Governments" to give effect to its resolution and to publish an updated, consolidated instrument.
Function	Schedule 1 1. Applications made under section 15 of the*Strata Titles Act 1985* Power to determine applications under section 15 of the Strata Titles Act 1985, except those applications that— a. propose the creation of a vacant lot; b. propose vacant air stratas in multi-tiered strata scheme developments; c. propose the creation or postponement of a leasehold scheme; d. propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the *Strata Titles Act 1985)*; e. in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to— i. a type of development; and/or ii. land within an area, which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application. 2. Applications under sections 21 and 22 of the *Strata Titles Act 1985* Power to determine applications under— a. section 21 of the *Strata Titles Act 1985;* b. section 22 of the *Strata Titles Act 1985* where the amendment or repeal of scheme by-laws requires the approval of the WAPC. 3. Reporting requirements A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.
Delegates	CEO

Conditions	3. Reporting requirements A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.
Date adopted	25 June 2025
Adoption references	OCM 030/25

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
Function	Local Government (Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any: i. "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974;* ii. race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or iii. public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984;* or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction,
Delegates	CEO

Conditions	SUBJECT ALWAYS to the following terms and conditions: a. the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone; b. the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and c. the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.
Policy	Traffic Management for Events CODE OF PRACTICE
Date adopted	25 June 2025
Adoption references	OCM 030/25

Delegation	**10.3.2 Traffic Management – Road Works**
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Commissioner of Main Roads
Express power to delegate	Regulation 297(2) of the *Road Traffic Code 2000*
Express power or duty delegated	Instrument of delegation -*Traffic Management for Works on Roads - CODE OF PRACTICE (Pg. 77* Local Government ('Authorised Body') by itself, its employees, consultants, agents and contractors (together 'Representatives') to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction
Function	Local Government ('Authorised Body') by itself, its employees, consultants, agents and contractors (together 'Representatives') to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction
Delegates	CEO
Conditions	SUBJECT ALWAYS to the following terms and conditions: a. the Authorised Body shall at all times observe, perform and comply with the provisions of the 'Traffic Management for Works on Roads Code of Practice' (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ('the Code') referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone; b. the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and c. the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.
Policy	Traffic Management for Works on Road CODE OF PRACTICE
Date adopted	25 June 2025
Adoption references	OCM 030/25

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.
Date adopted	25 June 2025
Adoption references	OCM 030/25

AMENDMENTS

Delegation	Date	Type	Amendment	References
1.1 Acknowledge Receipt of Primary/Annual Returns	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.1.1 Authorise a Person to Perform Specified Functions under the Local Government Act 1995	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
1.1.1 Authorise a Person to Perform Specified Functions under the Local Government Act 1995	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.1.2 Compensation for Damage Incurred when Performing Executive Functions	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
1.1.2 Compensation for Damage Incurred when Performing Executive Functions	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.1.3 Powers of Entry	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
1.1.3 Powers of Entry	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.1.4 Declare Vehicle is Abandoned Vehicle Wreck	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
1.1.4 Declare Vehicle is Abandoned Vehicle Wreck	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.1.5 Disposing of Confiscated or Uncollected Goods	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
1.1.5 Disposing of Confiscated or Uncollected Goods	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.1.6 Disposal of Sick or Injured Animals	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24

Delegation	Date	Type	Amendment	References
1.1.6 Disposal of Sick or Injured Animals	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.1.7 Close Thoroughfares to Vehicles	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
1.1.7 Close Thoroughfares to Vehicles	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.1.8 Control Reserves and Certain Unvested Facilities	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
1.1.8 Control Reserves and Certain Unvested Facilities	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.1.9 Obstruction of Footpaths and Thoroughfares	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
1.1.9 Obstruction of Footpaths and Thoroughfares	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.1.10 Gates Across Public Thoroughfares	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
1.1.10 Gates Across Public Thoroughfares	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.1.11 Public Thoroughfare – Dangerous Excavations	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
1.1.11 Public Thoroughfare – Dangerous Excavations	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.1.12 Crossing – Construction, Repair and Removal	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
1.1.12 Crossing – Construction, Repair and Removal	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.1.13 Private Works on, over or under Public Places	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24

Delegation	Date	Type	Amendment	References
1.1.13 Private Works on, over or under Public Places	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.1.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
1.1.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.1.15 Expressions of Interest for Goods and Services	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
1.1.15 Expressions of Interest for Goods and Services	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.1.16 Tenders for Goods and Services – Call Tenders	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
1.1.16 Tenders for Goods and Services – Call Tenders	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
1.1.17 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
1.1.17 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
1.1.18 Tenders for Goods and Services - Exempt Procurement	27 Jun 2024	Amended delegation	27 June 2024 Annual Review -	OCM 123-23/24

Delegation	Date	Type	Amendment	References
1.1.18 Tenders for Goods and Services - Exempt Procurement	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
1.1.19 Application of Regional Price Preference Policy	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
1.1.19 Application of Regional Price Preference Policy	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.1.20 Renewal or Extension of Contracts during a State of Emergency	27 Jun 2024	Amended delegation	27 June 2024 Annual Review -	OCM 123-23/24
1.1.20 Renewal or Extension of Contracts during a State of Emergency	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
1.1.21 Procurement of Goods or Services required to address a State of Emergency	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
1.1.21 Procurement of Goods or Services required to address a State of Emergency	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
1.1.22 Disposing of Property	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
1.1.22 Disposing of Property	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
1.1.23 Acquisition of Interest in Land by Lease or other Short Term Instrument	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
1.1.23 Acquisition of Interest in Land by Lease or other Short Term Instrument	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
1.1.24 Payments from the Municipal or Trust Funds	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24

Delegation	Date	Type	Amendment	References
1.1.24 Payments from the Municipal or Trust Funds	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.1.25 Defer, Grant Discounts, Waive or Write Off Debts	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
1.1.25 Defer, Grant Discounts, Waive or Write Off Debts	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.1.26 Power to Invest and Manage Investments	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
1.1.26 Power to Invest and Manage Investments	25 Jun 2025	Amended delegation	Annual Review - Amended OCM 030/25	Nil
1.1.27 Rate Record Amendment	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
1.1.27 Rate Record Amendment	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.1.28 Agreement as to Payment of Rates and Service Charges	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
1.1.28 Agreement as to Payment of Rates and Service Charges	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.1.29 Determine Due Date for Rates or Service Charges	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
1.1.29 Determine Due Date for Rates or Service Charges	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.1.30 Recovery of Rates or Service Charges	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
1.1.30 Recovery of Rates or Service Charges	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.1.31 Recovery of Rates Debts – Require Lessee to Pay Rent	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24

Delegation	Date	Type	Amendment	References
1.1.31 Recovery of Rates Debts – Require Lessee to Pay Rent	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.1.32 Recovery of Rates Debts - Actions to Take Possession of the Land	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
1.1.32 Recovery of Rates Debts - Actions to Take Possession of the Land	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.1.33 Rate Record – Objections	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
1.1.33 Rate Record – Objections	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.1.34 Extend Time for Lodging an Objection	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
1.1.34 Extend Time for Lodging an Objection	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
1.2 Register of Financial Interests	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.4 Freedom of Information – Coordinator and Decision Maker	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.6 Compensation - Damage Incurred when Performing Executive Functions (Staff)	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.7 Powers of Entry (Staff)	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.8 Declare Vehicle is Abandoned Vehicle Wreck (Staff)	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.9 Confiscated or Uncollected Goods (Staff)	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.10 Disposal of Sick or Injured Animals (Staff)	30 Jun 2025	Amended delegation	Annual Review	Nil

Delegation	Date	Type	Amendment	References
1.11 Close Thoroughfares to Vehicles (Staff)	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.12 Control of Reserves and Certain Unvested Facilities (Staff)	30 Jun 2025	Amended delegation	Annual Review	Nil
1.13 Obstruction of Footpaths and Thoroughfares (Staff)	30 Jun 2025	Amended delegation	Annual Review	Nil
1.14 Gates Across Public Thoroughfares (Staff)	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.15 Public Thoroughfare – Dangerous Excavations (Staff)	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.16 Crossing – Construction and Repair (Staff)	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.17 Private Works on, over or under Public Places (Staff)	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.18 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift (Staff)	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.19 Expressions of Interest for Goods and Services (Staff)	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.20 Tenders for Goods and Services (Staff)	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.22 Disposing of Property (Staff)	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.24 Payments from the Municipal or Trust Funds (Staff)	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.25 Defer, Grant Discounts, Waive or Write Off Debts (Staff)	30 Jun 2025	Amended delegation	Conditions amended through annual review	Nil

Delegation	Date	Type	Amendment	References
1.26 Power to Invest and Manage Investments (Staff)	30 Jun 2025	Amended delegation	Annual Review	Nil
1.27 Rate Record Amendment (Staff)	30 Jun 2025	Amended delegation	Annual Review - Additional delegates granted authority	Nil
1.28 Agreement as to Payment of Rates and Service Charges (Staff)	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.30 Recovery of Rates or Service Charges (Staff)	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.32 Recovery of Rates Debts - Actions to Take Possession of the Land (Staff)	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.33 Rate Record – Objections (Staff)	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.34 Extend Time for Lodging an Objection (Staff)	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.35 Administration of Leases and Licences (Staff)	30 Jun 2025	New delegation	New	Nil
1.36 Contract Formalities (Staff)	30 Jun 2025	New delegation	New	Nil
1.37 Determine if an Emergency for Emergency Powers of Entry	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.38 Electoral Enrolment Eligibility Claims and Electoral Roll	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.39 Information to be made Available to the Public	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.41 Infringement Notices	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
1.43 Consumption of Liquor	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil

Delegation	Date	Type	Amendment	References
1.45 Administration of Shire of Bridgetown-Greenbushes Local Laws	30 Jun 2025	New delegation	New delegation	Nil
1.46 Restricted Access Vehicles	30 Jun 2025	Amended delegation	Annual Review - Amended	Nil
2.1.1 Grant a Building Permit	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
2.1.1 Grant a Building Permit	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
2.1.2 Demolition Permits	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
2.1.2 Demolition Permits	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
2.1.3 Occupancy Permits or Building Approval Certificates	27 Jun 2024	Amended delegation	Annual Review - Amended OCM 123-23/24	Nil
2.1.3 Occupancy Permits or Building Approval Certificates	25 Jun 2025	Amended delegation	Annual Review - Amended OCM 030/25	Nil
2.1.4 Designate Employees as Authorised Persons	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
2.1.4 Designate Employees as Authorised Persons	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
2.1.5 Designate Contractors as Authorised Persons (Inspectors)	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
2.1.5 Designate Contractors as Authorised Persons (Inspectors)	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
2.1.6 Building Orders	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
2.1.6 Building Orders	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	Date	Type	Amendment	References
2.1.7 Inspection and Copies of Building Records	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
2.1.7 Inspection and Copies of Building Records	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
2.1.8 Authorise persons to commence proceedings	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
2.1.8 Authorise persons to commence proceedings	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
2.1.9 Referrals and Issuing Certificates	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
2.1.9 Referrals and Issuing Certificates	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
2.1.10 Private Pool Barrier – Alternative Solutions	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
2.1.10 Private Pool Barrier – Alternative Solutions	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
2.1.11 Smoke Alarms – Alternative Solutions	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
2.1.11 Smoke Alarms – Alternative Solutions	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
2.1.12 Appoint approved officers and authorised officers	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
2.1.12 Appoint approved officers and authorised officers	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
3.1.1 Make Request to FES Commissioner – Control of Fire	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
3.1.1 Make Request to FES Commissioner – Control of Fire	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

Delegation	Date	Type	Amendment	References
3.1.2 Prohibited Burning Times - Vary	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
3.1.2 Prohibited Burning Times - Vary	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
3.1.3 Prohibited Burning Times – Control Activities	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
3.1.3 Prohibited Burning Times – Control Activities	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
3.1.4 Restricted Burning Times – Vary and Control Activities	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
3.1.4 Restricted Burning Times – Vary and Control Activities	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
3.1.5 Control of Operations Likely to Create Bush Fire Danger	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
3.1.5 Control of Operations Likely to Create Bush Fire Danger	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
3.1.6 Burning Garden Refuse / Open Air Fires	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
3.1.6 Burning Garden Refuse / Open Air Fires	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
3.1.7 Fire-Breaks	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
3.1.7 Fire-Breaks	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
3.1.9 Control and Extinguishment of Bush Fires	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24

Delegation	Date	Type	Amendment	References
3.1.9 Control and Extinguishment of Bush Fires	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
3.1.10 Recovery of Expenses Incurred through Contraventions of this Act	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
3.1.10 Recovery of Expenses Incurred through Contraventions of this Act	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
3.1.11 Prosecution of Offences	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
3.1.11 Prosecution of Offences	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
4.1.1 Cat Registrations	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
4.1.1 Cat Registrations	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
4.1.2 Cat Control Notices	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
4.1.2 Cat Control Notices	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
4.1.3 Approval to Breed Cats	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
4.1.3 Approval to Breed Cats	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
4.1.4 Recovery of Costs – Destruction of Cats	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
4.1.4 Recovery of Costs – Destruction of Cats	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
4.1.5 Authorise a person to perform Specified functions under the Cat Act 2011	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
4.1.5 Authorise a person to perform Specified functions under the Cat Act 2011	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	Date	Type	Amendment	References
4.1.6 Applications to Keep Additional Cats	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
4.1.6 Applications to Keep Additional Cats	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
4.1.7 Reduce or Waiver Registration Fee	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
4.1.7 Reduce or Waiver Registration Fee	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
5.1.1 Appointment of Registration Officers (Dog Act 1976)	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
5.1.1 Appointment of Registration Officers (Dog Act 1976)	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
5.1.2 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
5.1.2 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
5.1.3 Refuse or Cancel Registration	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
5.1.3 Refuse or Cancel Registration	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
5.1.4 Grant Exemption as to Number of Dogs Kept at Premises	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
5.1.4 Grant Exemption as to Number of Dogs Kept at Premises	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
5.1.5 Kennel Establishments	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
5.1.5 Kennel Establishments	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
5.1.6 Recovery of Moneys Due Under this Act	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24

Delegation	Date	Type	Amendment	References
5.1.6 Recovery of Moneys Due Under this Act	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
5.1.7 Dispose of or Sell Dogs Liable to be Destroyed	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
5.1.7 Dispose of or Sell Dogs Liable to be Destroyed	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
5.1.8 Declare Dangerous Dog	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
5.1.8 Declare Dangerous Dog	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
5.1.9 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
5.1.9 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
5.1.10 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
5.1.10 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
5.1.11 Determine Recoverable Expenses for Dangerous Dog Declaration	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
5.1.11 Determine Recoverable Expenses for Dangerous Dog Declaration	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
6.1.1 Determine Compensation	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24

Delegation	Date	Type	Amendment	References
6.1.1 Determine Compensation	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
6.1.2 Prohibition Orders and Certificates of Clearance	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
6.1.2 Prohibition Orders and Certificates of Clearance	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
6.1.3 Food Business Registrations	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
6.1.3 Food Business Registrations	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
6.1.4 Appoint Authorised Officers and Designated Officers	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
6.1.4 Appoint Authorised Officers and Designated Officers	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
6.1.5 Debt Recovery and Prosecutions	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
6.1.5 Debt Recovery and Prosecutions	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
6.1.6 Food Businesses List – Public Access	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
6.1.6 Food Businesses List – Public Access	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
7.1.1 Give Notice Requiring Obliteration of Graffiti	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
7.1.1 Give Notice Requiring Obliteration of Graffiti	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
7.1.2 Notices – Deal with Objections and Give Effect to Notices	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
7.1.2 Notices – Deal with Objections and Give Effect to Notices	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25

Delegation	Date	Type	Amendment	References
7.1.3 Obliterate Graffiti on Private Property	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
7.1.3 Obliterate Graffiti on Private Property	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
7.1.4 Powers of Entry	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
7.1.4 Powers of Entry	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
8.1.1 Appoint Authorised Officers or Approved Officer (ASBESTOS REGULATIONS)	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
8.1.1 Appoint Authorised Officers or Approved Officer (ASBESTOS REGULATIONS)	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
8.1.2 Enforcement Agency Reports to the Chief Health Officer	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
8.1.2 Enforcement Agency Reports to the Chief Health Officer	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
8.1.3 Designate Authorised Officers	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
8.1.3 Designate Authorised Officers	27 Jun 2024	Amended delegation	25 June 2025 Annual Review	OCM 030/25
8.1.4 Dealing with Seized Items	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
8.1.4 Dealing with Seized Items	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25
8.1.5 Appoint Designated Officer – Information Sharing	27 Jun 2024	Amended delegation	27 June 2024 Annual Review	OCM 123-23/24
8.1.5 Appoint Designated Officer – Information Sharing	25 Jun 2025	Amended delegation	25 June 2025 Annual Review	OCM 030/25

Delegation	Date	Type	Amendment	References
9.1.1 Illegal Development	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
9.1.1 Illegal Development	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
9.1.2 Appointment of Designated Persons	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
9.1.2 Appointment of Designated Persons	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
9.1.3 Application for Development Approval	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
9.1.3 Application for Development Approval	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
9.1.4 Development Control	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
9.1.4 Development Control	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
9.1.5 Entering any Building or Land	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
9.1.5 Entering any Building or Land	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
9.1.6 Strata Titles Act	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
9.1.6 Strata Titles Act	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
9.1.7 Local Development Plans	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
9.1.7 Local Development Plans	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25
9.1.8 Structure Plans	27 Jun 2024	Amended delegation	Annual Review - Amended	OCM 123-23/24
9.1.8 Structure Plans	25 Jun 2025	Amended delegation	Annual Review - Amended	OCM 030/25