

# Shire of Cocos (Keeling) Islands

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<b>DELEGATION: CEO 1</b>	<b>TO CALL TENDERS</b>
That Council delegates to the CEO the power to call Tenders of a kind prescribed within the Tender Regulations under which another person is to supply goods and/or services.	
<b>OBJECTIVE</b>	To expedite the calling of Tenders.
<b>REFERENCE</b>	Local Government Act 1995 – Section 3.57 Functions and General Regulations – Part 4(11)

<b>DELEGATION: CEO 2</b>	<b>CHEQUE SIGNING AUTHORITY</b>
<p>The Council delegates to the Chief Executive Officer along with the Director of Corporate Services and Director of Technical Services the authority to authorize all payments by Council and thus act as a cheque signatory for all accounts to be paid.</p> <p>All payments require two signatures for authorization and all cheques drawn for the month are to be reported to Council for their perusal.</p>	
<b>OBJECTIVE</b>	Continuity of payments and to streamline the Creditors Process
<b>REFERENCE</b>	Local Government (Financial Management) Regulations Local Government Act 1995 – Section 5.42(1)

<b>DELEGATION: CEO 3</b>	<b>RUBBISH CHARGE EXEMPTIONS</b>
The CEO may adjudicate on minor matters relating to rubbish charges on the basis that a person who is aggrieved by the decision, may have a right of appeal to Council.	
<b>OBJECTIVE</b>	Timely resolution of issues.
<b>REFERENCE</b>	Local Government Act 1995 – Section 5.42(1)

<b>DELEGATION: CEO 4</b>	<b>ISSUE OF BUILDING PERMITS</b>
The CEO is authorized to issue building permits and approve plans and specifications that comply with the Building Code of Australia, Town Planning Scheme, and other relevant Local Laws and Council Policy, to the value of \$500,000.	
<b>OBJECTIVE</b>	To expedite the issue of building approvals.
<b>REFERENCE</b>	Local Government Act 1995 – Section 5.42(1) Shire of Cocos (Keeling) Islands Town Planning Scheme

<b>DELEGATION: CEO 5</b>	<b>STRATA TITLE APPROVALS</b>
The CEO is authorized to approve strata applications for strata titles, and to sign the strata title certificates.	
<b>OBJECTIVE</b>	To expedite the issue of Titles.
<b>REFERENCE</b>	Local Government Act 1995 – Section 5.42(1)

<b>DELEGATION: CEO 6</b>	<b>UNDERTAKING PRIVATE WORKS</b>
That the CEO be delegated authority to use absolute discretion in accepting or rejecting private works.	
<b>OBJECTIVE</b>	To facilitate private development.
<b>REFERENCE</b>	Local Government Act 1995 – Section 5.42(1) Annual Budget Allocations

<b>DELEGATION: CEO 7</b>	<b>TEMPORARY ROAD CLOSURE</b>
The CEO is delegated authority to temporarily close roads during adverse weather conditions.	
<b>OBJECTIVE</b>	To minimize damage to roads.
<b>REFERENCE</b>	Local Government Act 1995 – Section 3.50



<b>DELEGATION: CEO 8</b>	<b>LIQUOR PERMITS</b>
The CEO is delegated authority to issue liquor permits to groups and organizations requesting the consumption of alcohol on Council Reserves.	
<b>OBJECTIVE</b>	To expedite the issue of permits.
<b>REFERENCE</b>	Local Government Act 1995 – Section 5.42(1)

<b>DELEGATION: CEO 9</b>	<b>AUTHORITY TO INVEST</b>	
The Council delegates the CEO authority to invest on behalf of the Council.		
<b>Position</b>	<b>Detail Activity</b>	<b>Nature</b>
Chief Executive Officer	<ul style="list-style-type: none"> <li>* Place investments</li> <li>* Withdraw investments</li> <li>* Investment decision (within limits)</li> <li style="padding-left: 20px;">&lt; 2 million</li> <li style="padding-left: 20px;">&gt; 2 million</li> </ul>	<p>Jointly with Director of Corporate Services or Member of Council</p> <p>To be referred to Council</p>
<b>OBJECTIVE</b>	To maximize the return on the investment of Council funds.	
<b>REFERENCE</b>	Local Government Act 1995 – Section 5.42(1)	

<b>DELEGATION: CEO 10</b>	<b>STOP WORK ORDERS</b>
The Council delegates to the CEO the authority to serve Notices on relevant parties in their performance of illegal building works, to desist further from that building work and to lift the Notice served when satisfied the breach has been rectified.	
<b>OBJECTIVE</b>	Compliance with the Building Code of Australia guidelines.
<b>REFERENCE</b>	Local Government Act 1995 – Section 5.42(1) Local Government (Miscellaneous Provisions) Act

<b>DELEGATION: CEO 11</b>	<b>IMPOUNDING</b>
The CEO is delegated the ability to exercise power in relation to the removal and impoundment of any goods which are involved in any contravention that can lead to impoundment, and to use reasonable force in the exercise of this power.	
<b>OBJECTIVE</b>	Express authorization as required by statute.
<b>REFERENCE</b>	Local Government Act 1995 – Section 3.40 and Part 3

<b>DELEGATION: CEO 12</b>	<b>CERTAIN PROVISIONS ABOUT LAND</b>
The CEO is delegated the ability to exercise power in relation to certain provisions about land as contained within Section 3.25 and Schedule 3.1 of the Local Government Act 1995.	
<b>OBJECTIVE</b>	To expedite the decision making process.
<b>REFERENCE</b>	Local Government Act 1995 – Section 3.24

<b>DELEGATION: CEO 13</b>	<b>MAJOR PLANT PURCHASES</b>
The Chief Executive Officer is authorized to purchase plant and equipment up to the value of \$100,000, subject to a qualified satisfactory condition report being obtained, and with compliance to Council's Purchasing Policy, and an allocation is included in the Budget.	
<b>OBJECTIVE</b>	To expedite the purchase of plant and equipment purchases, particularly at short notice auctions.
<b>REFERENCE</b>	Local Government Act 1995 – Section 3.57(1)(2) Local Government Act 1995 – Functions and General 11 (2)(b)

<b>DELEGATION: COMMITTEE 1</b>	<b>COUNCIL AUDITORS</b>
<p>The Local Government Act s7.12A(2) states that “A Local Government is to meet with the auditor of the local government at least once in every year”.</p> <p>Council delegates its authority to meet with Council’s Auditor at least once in every year as required by the Local Government Act 1995 (WA) (CKI) to the Finance and Audit Committee.</p>	
<b>OBJECTIVE</b>	To ensure communications between the Auditors and the Finance and Audit Committee.
<b>REFERENCE</b>	Local Government Act 1995 – Section s7.12A(2)

<b>DELEGATION: OFFICER 1</b>	<b>ACTING CEO</b>
The Chief Executive Officer delegates for the Director of Corporate Services or Director of Technical Services to be appointed as Acting Chief Executive Officer during times of his absence for Leave or other commitments.	
<b>OBJECTIVE</b>	To expedite the appointment of Acting CEO.
<b>REFERENCE</b>	Local Government Act 1995 – Section 5.42



<b>DELEGATION: OFFICER 2</b>	<b>AUTHORITY TO INVEST</b>									
The CEO delegates authority to invest on behalf of the Council.										
<table border="1"> <thead> <tr> <th data-bbox="203 430 560 462"><b>Position</b></th> <th data-bbox="560 430 1031 462"><b>Detail Activity</b></th> <th data-bbox="1031 430 1372 462"><b>Nature</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="203 504 560 567">Director of Corporate Services</td> <td data-bbox="560 577 1031 756"> <ul style="list-style-type: none"> <li>* Place investments</li> <li>* Withdraw investments</li> <li>* Investment decision (within limits) &lt; 2 million</li> </ul> </td> <td data-bbox="1031 577 1372 682">Jointly with Chief Executive Officer or Member of Council</td> </tr> <tr> <td></td> <td data-bbox="560 787 1031 829">&gt; 2 million</td> <td data-bbox="1031 787 1372 829">To be referred to Council</td> </tr> </tbody> </table>		<b>Position</b>	<b>Detail Activity</b>	<b>Nature</b>	Director of Corporate Services	<ul style="list-style-type: none"> <li>* Place investments</li> <li>* Withdraw investments</li> <li>* Investment decision (within limits) &lt; 2 million</li> </ul>	Jointly with Chief Executive Officer or Member of Council		> 2 million	To be referred to Council
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