



SHIRE OF COCOS (KEELING) ISLANDS COUNCIL DELEGATIONS REGISTER

REVIEWED SEPTEMBER 2026

Council Delegations to the Chief Executive Officer

Register Status and Adoption

This Register replaces the Council delegation component of the Shire of Cocos (Keeling) Islands Delegations Register last reviewed on 27 November 2024. It contains the restructured existing Council delegations together with six additional Council delegations identified through the 2026 review. Each delegation is a stand-alone instrument. Previous references are retained only for audit and transition purposes and do not define or limit the scope of the delegation.

Status	Adopted Council Delegations Register
Previous register	Council delegation component of the Delegations Register last reviewed 27 November 2024
Council resolution	10.1.1 OCM/26/006
Date adopted / reviewed	23 September 2026
Next review	At least once in each financial year in accordance with s.5.46(2) Local Government Act 1995
Recordkeeping	Records of each exercise of delegated authority are to be maintained in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996.

Council Delegation Register Index

The following table provides an overview of the Council delegations contained in this Register. The individual delegation instruments that follow set out the detailed scope, functions, conditions and limitations applying to each delegation.

Designation Code	Delegation	Previous Reference	Primary Legislation / Authority	Delegate
CD-LG-01	Powers of Entry	2.1.1	<i>Local Government Act 1995</i>	Chief Executive Officer
CD-LG-02	Declare Vehicle is Abandoned Vehicle Wreck	2.1.2	<i>Local Government Act 1995</i>	Chief Executive Officer
CD-LG-03	Confiscated or Uncollected Goods	2.1.3	<i>Local Government Act 1995</i>	Chief Executive Officer
CD-LG-04	Disposal of Sick or Injured Animals	2.1.4	<i>Local Government Act 1995</i>	Chief Executive Officer
CD-LG-05	Close Thoroughfares to Vehicles	2.1.5	<i>Local Government Act 1995</i>	Chief Executive Officer
CD-LG-06	Expressions of Interest for Goods and Services	2.1.6	<i>Local Government Act 1995; Local Government</i>	Chief Executive Officer

			<i>(Functions and General Regulations 1996)</i>	
CD-LG-07	Tenders for Goods and Services	2.1.7	<i>Local Government Act 1995; Local Government (Functions and General) Regulations 1996</i>	Chief Executive Officer
CD-LG-08	Panels of Pre-Qualified Suppliers for Goods and Services	2.1.8	<i>Local Government (Functions and General) Regulations 1996</i>	Chief Executive Officer
CD-LG-09	Disposing of Property	2.1.9	<i>Local Government Act 1995</i>	Chief Executive Officer
CD-LG-10	Payments from the Municipal or Trust Funds	2.1.10	<i>Local Government (Financial Management) Regulations 1996</i>	Chief Executive Officer
CD-LG-11	Defer, Grant Discounts, Waive or Write Off Debts	2.1.11	<i>Local Government Act 1995</i>	Chief Executive Officer
CD-LG-12	Power to Invest and Manage Investments	2.1.12	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	Chief Executive Officer
CD-LG-13	Rate Record Amendment	2.1.13	<i>Local Government Act 1995</i>	Chief Executive Officer
CD-LG-14	Recovery of Rates or Service Charges	2.1.14	<i>Local Government Act 1995</i>	Chief Executive Officer
CD-LG-15	Agreement as to Payment of Rates and Service Charges	2.1.15	<i>Local Government Act 1995</i>	Chief Executive Officer
CD-BA-01	Building Permits	3.1.1	<i>Building Act 2011; Building Regulations 2012</i>	Chief Executive Officer
CD-BA-02	Demolition Permits	3.1.2	<i>Building Act 2011; Building Regulations 2012</i>	Chief Executive Officer
CD-BA-03	Occupancy Permits or Building Approval Certificates	3.1.3	<i>Building Act 2011; Building Regulations 2012</i>	Chief Executive Officer
CD-BA-04	Inspection and Copies of Building Records	3.1.4	<i>Building Act 2011</i>	Chief Executive Officer
CD-BA-05	Appoint Approved Officers and Authorised Officers	3.1.5 + relevant Building component of 1.1.1	<i>Building Act 2011; Building Regulations 2012</i>	Chief Executive Officer
CD-CA-01	Cat Registrations	4.1.1	<i>Cat Act 2011; Cat Regulations 2012</i>	Chief Executive Officer

CD-FO-01	Food Business Registrations	5.1.1	<i>Food Act 2008</i>	Chief Executive Officer
CD-PL-01	Illegal Development	6.1.1	<i>Planning and Development Act 2005</i>	Chief Executive Officer
CD-FO-02	Appointment of Food Act Authorised and Designated Officers	Food appointment component of 1.1.1	<i>Food Act 2008</i>	Chief Executive Officer
CD-BF-01	Bush Fire Prevention and Firebreak Functions	New delegation	<i>Bush Fires Act 1954</i>	Chief Executive Officer
CD-DA-01	Dog Act Functions	New delegation	<i>Dog Act 1976; Dog Regulations 2013</i>	Chief Executive Officer
CD-PL-02	Local Planning Scheme Decision-Making	New delegation	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i>	Chief Executive Officer
CD-LL-01	Public Places and Local Government Property Local Law 2020	New delegation	<i>Local Government Act 1995; Local Law</i>	Chief Executive Officer
CD-LG-16	Dangerous Excavations in or Adjoining Public Thoroughfares	New delegation	<i>Local Government Act 1995; Local Government (Uniform Local Provisions) Regulations 1996</i>	Chief Executive Officer
CD-LG-17	Private Works on, over or under Public Places	New delegation	<i>Local Government Act 1995; Local Government (Uniform Local Provisions) Regulations 1996</i>	Chief Executive Officer

Register Summary

Register summary	Details
Total Council delegation instruments	32
Additional delegations identified through the 2026 review	6
Delegate	Chief Executive Officer
Date adopted / last reviewed	23 September 2026
Council resolution	10.1.1 OCM/26/006
Review frequency	At least once in each financial year

Designation Code

CD = Council Delegation. The functional suffix identifies the relevant legislative area, for example CD-LG-07 for a Local Government Act procurement delegation and CD-BA-01 for a Building Act delegation.

CD-LG-01 - Powers of Entry

Designation code	CD-LG-01
Previous reference	2.1.1
Delegator	Council / Local Government
Delegate	Chief Executive Officer
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
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
Delegated 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].
Conditions / limitations	a. Delegated authority may only be used where there is imminent or substantial risk to public safety or property.
CEO delegation to employees	Where applicable, refer to the separate CEO Delegations to Employees Register.
Recordkeeping	Maintain a written record of each exercise of the delegation in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996, together with applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-LG-02 - Declare Vehicle is Abandoned Vehicle Wreck

Designation code	CD-LG-02
Previous reference	2.1.2
Delegator	Council / Local Government
Delegate	Chief Executive Officer
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
Power or duty delegated	Local Government Act 1995: s.3.40A (4) Abandoned vehicle wreck may be taken
Delegated function	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Conditions / limitations	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with CD-LG-03 - Confiscated or Uncollected Goods or b. alternatively, referred for Council decision.
CEO delegation to employees	Where applicable, refer to the separate CEO Delegations to Employees Register.
Recordkeeping	Maintain a written record of each exercise of the delegation in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996, together with applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-LG-03 - Confiscated or Uncollected Goods

Designation code	CD-LG-03
Previous reference	2.1.3
Delegator	Council / Local Government
Delegate	Chief Executive Officer
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
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
Delegated 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].
Conditions / limitations	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.
CEO delegation to employees	Where applicable, refer to the separate CEO Delegations to Employees Register.
Recordkeeping	Maintain a written record of each exercise of the delegation in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996, together with applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-LG-04 - Disposal of Sick or Injured Animals

Designation code	CD-LG-04
Previous reference	2.1.4
Delegator	Council / Local Government
Delegate	Chief Executive Officer
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
Power or duty delegated	Local Government Act 1995: s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Delegated 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)].
Conditions / limitations	a. Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
CEO delegation to employees	Where applicable, refer to the separate CEO Delegations to Employees Register.
Recordkeeping	Maintain a written record of each exercise of the delegation in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996, together with applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-LG-05 - Close Thoroughfares to Vehicles

Designation code	CD-LG-05
Previous reference	2.1.5
Delegator	Council / Local Government
Delegate	Chief Executive Officer
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
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
Delegated function	a. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding four weeks [s.3.50(1)]. b. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A]
Conditions / limitations	a. Give local public notice and notify local residents and/or landowners if possible. 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)].
CEO delegation to employees	Where applicable, refer to the separate CEO Delegations to Employees Register.
Recordkeeping	Maintain a written record of each exercise of the delegation in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996, together with applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-LG-06 - Expressions of Interest for Goods and Services

Designation code	CD-LG-06
Previous reference	2.1.6
Delegator	Council / Local Government
Delegate	Chief Executive Officer
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
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
Delegated 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].
Conditions / limitations	a. Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.
CEO delegation to employees	Where applicable, refer to the separate CEO Delegations to Employees Register.
Recordkeeping	Maintain a written record of each exercise of the delegation in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996, together with applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-LG-07 - Tenders for Goods and Services

Designation code	CD-LG-07
Previous reference	2.1.7
Delegator	Council / Local Government
Delegate	Chief Executive Officer
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
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.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Delegated function	1. Authority to call tenders [F&G r.11(1)]. 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 a sole supplier arrangement [F&G r.11(f)]. 3. Authority to invite tenders although not required to do so [F&G r.13]. 4. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 5. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 6. 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)]. 7. Authority to evaluate tenders, by written evaluation [F&G r.18(4)], and recommend to Council which is the most advantageous, noting that Council may resolve to choose an alternative tender to one recommended. 8. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to

	a maximum 10% variation or in any case, variation of a contract must not exceed \$10,000 and to then negotiate minor variations with the successful tenderer before entering into a contract [F&G r.20 (1) and (3)]. 9. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 10. Authority to: i. Vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10%. ii. Exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&G r.21A].
Conditions / limitations	a. Sole supplier arrangements 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; and iv. Rationale for why the supply is unique and cannot be sources through other suppliers; b. Tenders may only be called where there is an adopted budget for the proposed goods or services.
CEO delegation to employees	Where applicable, refer to the separate CEO Delegations to Employees Register.
Recordkeeping	Maintain a written record of each exercise of the delegation in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996, together with applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-LG-08 - Panels of Pre-Qualified Suppliers for Goods and Services

Designation code	CD-LG-08
Previous reference	2.1.8
Delegator	Council / Local Government
Delegate	Chief Executive Officer
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
Power or duty delegated	Local Government (Functions and General) Regulation 1996: r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD (3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH (2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Delegated function	1. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD (3)]. 3. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD (6)]. 4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH (2)]. 5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH (3)]. 6. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH (4)]. 7. Authority to decline to accept any application [F&G r.24AH (5)].

	8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ (1)].
Conditions / limitations	a. Panels of pre-qualified suppliers may only be established where the total consideration under the resulting contract is \$250,000 or less and the expenditure is provided for in the adopted Annual Budget, subject to compliance with the Local Government (Functions and General) Regulations 1996 and the Shire's purchasing requirements.
CEO delegation to employees	Where applicable, refer to the separate CEO Delegations to Employees Register.
Recordkeeping	Maintain a written record of each exercise of the delegation in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996, together with applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-LG-09 - Disposing of Property

Designation code	CD-LG-09
Previous reference	2.1.9
Delegator	Council / Local Government
Delegate	Chief Executive Officer
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
Power or duty delegated	Local Government Act 1995: s.3.58(2) & (3) Disposing of Property
Delegated function	- Authority to dispose of property to: - to the highest bidder at public auction [s.3.58(2)(a)]. - 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)] - Authority to dispose of property by private treaty only in accordance with section 3.58 - and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].
Conditions / limitations	- The CEO may dispose of property other than land or buildings where the market value of the property does not exceed \$50,000. - Any disposal must comply with s.3.58 of the Local Government Act 1995 and the <i>Local Government (Functions and General) Regulations 1996</i>, including any applicable exemption. - Where s.3.58 applies, the CEO may determine and undertake the appropriate lawful disposal method, including: - public auction; - public tender; or - private treaty in accordance with the statutory public notice requirements. - The CEO may accept the highest or most advantageous compliant offer where satisfied that the disposal represents reasonable value to the Shire. - Disposal of land or buildings is excluded from this delegation and must be referred to Council. - Any disposal exceeding \$50,000 market value must be referred to Council. - The CEO may refer any disposal to Council where the matter is considered unusual, sensitive or strategically significant.

	8. Any statutory recordkeeping requirements relating to the exercise of this delegation must be complied with.
CEO delegation to employees	Where applicable, refer to the separate CEO Delegations to Employees Register.
Recordkeeping	Maintain a written record of each exercise of the delegation in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996, together with applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-LG-10 - Payments from the Municipal or Trust Funds

Designation code	CD-LG-10
Previous reference	2.1.10
Delegator	Council / Local Government
Delegate	Chief Executive Officer
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
Power or duty delegated	Local Government (Financial Management) Regulations 1996: r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegated function	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Conditions / limitations	a. Authority to make payments is subject to annual budget limitations.
CEO delegation to employees	Where applicable, refer to the separate CEO Delegations to Employees Register.
Recordkeeping	Maintain a written record of each exercise of the delegation in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996, together with applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-LG-11 - Defer, Grant Discounts, Waive or Write Off Debts

Designation code	CD-LG-11
Previous reference	2.1.11
Delegator	Council / Local Government
Delegate	Chief Executive Officer
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
Power or duty delegated	Local Government Act 1995: s.6.12 Power to defer, grant discounts, waive or write off debts
Delegated function	1. Waive a debt or fee which is owed to the Shire. [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire. [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire. [s.6.12(1)(c)]
Conditions / limitations	a. This Delegation does not apply to debts, which are prescribed as debts that are taken to be a rate or service charge. b. A debt may only be waived for charitable or not for profit community groups to a limit of \$5,000 to assist a not-for-profit community group or charitable entity in fulfilling a service, social or cultural outcome within the Shire. c. A concession may only be granted for charitable or not for profit community groups to a limit of \$5,000 to assist a not-for-profit community group or charitable entity in fulfilling a service, social or cultural outcome within the Shire. 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. e. Limited to individual debts valued below \$5,000 or cumulative debts of a debtor valued below \$5,000 Write off of debts greater than these values must be referred for Council decision.
CEO delegation to employees	Where applicable, refer to the separate CEO Delegations to Employees Register.
Recordkeeping	Maintain a written record of each exercise of the delegation in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996, together with applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006

Date adopted / last reviewed	23 September 2026
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CD-LG-12 - Power to Invest and Manage Investments

Designation code	CD-LG-12
Previous reference	2.1.12
Delegator	Council / Local Government
Delegate	Chief Executive Officer
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
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
Delegated 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].
Conditions / limitations	a. All investment activity must comply with the Financial Management Regulation 19C and Council's 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]
CEO delegation to employees	Where applicable, refer to the separate CEO Delegations to Employees Register.
Recordkeeping	Maintain a written record of each exercise of the delegation in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996, together with applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-LG-13 - Rate Record Amendment

Designation code	CD-LG-13
Previous reference	2.1.13
Delegator	Council / Local Government
Delegate	Chief Executive Officer
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
Power or duty delegated	Local Government Act 1995: s.6.39(2)(b) Rate record
Delegated function	1. Authority to determine any requirement to amend the rate record for the 5-years 2. preceding the current financial year [s.6.39(2)(b)].
Conditions / limitations	a. Delegates must comply with the requirements of s.6.40 of the Act. b. All requests for amendments must be made in writing and include supporting documentary evidence supporting the request.
CEO delegation to employees	Where applicable, refer to the separate CEO Delegations to Employees Register.
Recordkeeping	Maintain a written record of each exercise of the delegation in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996, together with applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-LG-14 - Recovery of Rates or Service Charges

Designation code	CD-LG-14
Previous reference	2.1.14
Delegator	Council / Local Government
Delegate	Chief Executive Officer
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
Power or duty delegated	Local Government Act 1995: s.6.56 Rates or service charges recoverable in court
Delegated 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)].
Conditions / limitations	a. Council is to be notified prior to the commencement of any legal action to recover rates or charges.
CEO delegation to employees	Where applicable, refer to the separate CEO Delegations to Employees Register.
Recordkeeping	Maintain a written record of each exercise of the delegation in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996, together with applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-LG-15 - Agreement as to Payment of Rates and Service Charges

Designation code	CD-LG-15
Previous reference	2.1.15
Delegator	Council / Local Government
Delegate	Chief Executive Officer
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
Power or duty delegated	Local Government Act 1995: s.6.49 Agreement as to payment of rates and service charges
Delegated function	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Conditions / limitations	a. Agreements must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
CEO delegation to employees	Where applicable, refer to the separate CEO Delegations to Employees Register.
Recordkeeping	Maintain a written record of each exercise of the delegation in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996, together with applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-BA-01 - Building Permits

Designation code	CD-BA-01
Previous reference	3.1.1
Delegator	Council / Local Government
Delegate	Chief Executive Officer
Power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government
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))
Delegated 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)]. i. Authority to determine an application to extend time during which a building permit has effect [r.23]. ii. 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)] iii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 4. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Conditions / limitations	Nil
CEO delegation to employees	Where applicable, refer to the separate CEO Delegations to Employees Register.
Recordkeeping	Maintain a written record of each exercise of the delegation in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996, together with applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006

Date adopted / last reviewed	23 September 2026
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CD-BA-02 - Demolition Permits

Designation code	CD-BA-02
Previous reference	3.1.2
Delegator	Council / Local Government
Delegate	Chief Executive Officer
Power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government
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))
Delegated 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)]. i. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. 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)]. 4. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Conditions / limitations	Nil
CEO delegation to employees	Where applicable, refer to the separate CEO Delegations to Employees Register.
Recordkeeping	Maintain a written record of each exercise of the delegation in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996,

	together with applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-BA-03 - Occupancy Permits or Building Approval Certificates

Designation code	CD-BA-03
Previous reference	3.1.3
Delegator	Council / Local Government
Delegate	Chief Executive Officer
Power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government
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)
Delegated 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].
Conditions / limitations	Nil
CEO delegation to employees	Where applicable, refer to the separate CEO Delegations to Employees Register.
Recordkeeping	Maintain a written record of each exercise of the delegation in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996, together with applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-BA-04 - Inspection and Copies of Building Records

Designation code	CD-BA-04
Previous reference	3.1.4
Delegator	Council / Local Government
Delegate	Chief Executive Officer
Power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government
Power or duty delegated	Building Act 2011: s.131(2) Inspection, copies of building records
Delegated function	1. Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Conditions / limitations	Nil
CEO delegation to employees	Where applicable, refer to the separate CEO Delegations to Employees Register.
Recordkeeping	Maintain a written record of each exercise of the delegation in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996, together with applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-BA-05 - Appoint Approved Officers and Authorised Officers

Designation code	CD-BA-05
Previous reference	3.1.5 + relevant Building component of 1.1.1
Delegator	Council / Local Government
Delegate	Chief Executive Officer
Power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government
Power or duty delegated	Building Regulations 2012: r.70 Approved officers and authorised officers
Delegated function	1. Authority to appoint an approved officer for the purposes of section 6(a) of the Criminal Procedure Act 2004, in accordance with Building Regulation 70(1) and (1A). 2. Authority to appoint an authorised officer for the purposes of section 6(b) of the Criminal Procedure Act 2004, in accordance with regulation 70(2).
Conditions / limitations	NOTE: Only employees that also have CEO delegated power under sections 9.19 or 9.20 of the Local Government Act 1995 may be appointed as "approved officers". NOTE: Only employees that are also appointed as authorised persons in accordance with s 9.10 of the Local Government Act 1995 for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers".
CEO delegation to employees	Where applicable, refer to the separate CEO Delegations to Employees Register.
Recordkeeping	Maintain a written record of each exercise of the delegation in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996, together with applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-CA-01 - Cat Registrations

Designation code	CD-CA-01
Previous reference	4.1.1
Delegator	Council / Local Government
Delegate	Chief Executive Officer
Power to delegate	Cat Act 2011: s.44 Delegation by local government
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
Delegated 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's District [Regs. Sch. 3 cl.1(4)].
Conditions / limitations	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011.
CEO delegation to employees	Where applicable, refer to the separate CEO Delegations to Employees Register.
Recordkeeping	Maintain a written record of each exercise of the delegation in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996, together with applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-FO-01 - Food Business Registrations

Designation code	CD-FO-01
Previous reference	5.1.1
Delegator	Council / Local Government
Delegate	Chief Executive Officer
Power to delegate	Food Act 2008 s.118(2)(b) – Functions of enforcement agencies and delegation
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
Delegated 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].
Conditions / limitations	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: • Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA • Food Unit Fact Sheet 8 - Guide to Regulatory Guideline No. • WA Priority Classification System • Verification of Food Safety Program Guideline
CEO delegation to employees	Where applicable, refer to the separate CEO Delegations to Employees Register.
Recordkeeping	Maintain a written record of each exercise of the delegation in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996, together with applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-PL-01 - Illegal Development

Designation code	CD-PL-01
Previous reference	6.1.1
Delegator	Council / Local Government
Delegate	Chief Executive Officer
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
Power or duty delegated	Planning and Development Act 2005: s.214(2), (3) and (5) – Enforcement of planning requirements / directions relating to unauthorised development
Delegated 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.
Conditions / limitations	Nil
CEO delegation to employees	Where applicable, refer to the separate CEO Delegations to Employees Register.
Recordkeeping	Maintain a written record of each exercise of the delegation in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996, together with applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-FO-02 - Appointment of Food Act Authorised and Designated Officers

Designation code	CD-FO-02
Previous reference	Food appointment component of 1.1.1
Delegator	Council / Local Government
Delegate	Chief Executive Officer
Power to delegate	Food Act 2008: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Power or duty delegated	Food Act 2008: s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Delegated function	1. Authority to appoint an authorised person for the purposes of fulfilling the functions of an authorised person under the Food Act 2008. 2. Authority to appoint authorised officers under s.122(1) of the Food Act 2008. 3. Authority to exercise the appointment/designation functions identified in s.126(6), (7) and (13) of the Food Act 2008 in relation to infringement officers.
Conditions / limitations	a. A register of Authorised Persons is to be maintained as a Local Government Record. b. Only persons who are appropriately qualified and trained may be appointed as Authorised persons.
CEO delegation to employees	Where applicable, refer to the separate CEO Delegations to Employees Register.
Recordkeeping	Maintain a written record of each exercise of the delegation in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996, together with applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-BF-01 - Bush Fire Prevention and Firebreak Functions

Designation code	CD-BF-01
Previous reference	New delegation - no previous reference
Delegation	Bush Fire Prevention and Firebreak Functions
Delegator	Council
Delegate	Chief Executive Officer
Power to delegate	Bush Fires Act 1954 s.48 - Delegation by local governments.
Power / duty delegated	Bush Fires Act 1954 s.33 - Local government may require owner or occupier of land to plough, clear or otherwise establish and maintain firebreaks and may take related compliance and recovery action.
Delegated function	Authority to exercise the local government's functions under s.33 of the Bush Fires Act 1954, including authority to: 1. give notices requiring firebreaks or other fire-prevention work; 2. determine the manner, location, dimensions and other requirements of firebreaks or other work specified in a notice; 3. where a person fails to comply, direct a bush fire control officer or other officer to enter land and carry out the outstanding requirements; 4. ascertain and recover the local government's costs and expenses as permitted by the Act; and 5. carry out, at the request and expense of an owner or occupier, works for removal or abatement of a fire danger.
Conditions / limitations	1. This delegation does not include the making of local laws under s.33(5a). 2. Nothing in this delegation authorises burning contrary to s.17 of the Bush Fires Act 1954. 3. Appointment of Bush Fire Control Officers under s.38 and prosecution/infringement authorities under ss.59 and 59A are to be dealt with separately. 4. The CEO may not subdelegate a function delegated under s.48.
CEO delegation to employees	Not permitted under s.48 of the Bush Fires Act 1954.
Recordkeeping	Maintain a written record of each exercise of this delegation in accordance with applicable statutory and Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-DA-01 - Dog Act Functions

Designation code	CD-DA-01
Previous reference	New delegation - no previous reference
Delegation	Dog Act Functions
Delegator	Council
Delegate	Chief Executive Officer
Power to delegate	Dog Act 1976 s.10AA (1) - Delegation of local government powers and duties.
Power / duty delegated	The delegable powers and duties of the local government under the Dog Act 1976 and Dog Regulations 2013, including functions relating to registration, fee waivers, refusal of registration, kennel establishments, impounded dogs, dangerous dogs, enforcement proceedings and withdrawal of infringement notices.
Delegated function	Authority to exercise the powers and discharge the duties of the local government under the Dog Act 1976 and Dog Regulations 2013, except for functions that legislation requires Council itself to exercise or that are expressly excluded below.
Conditions / limitations	1. This delegation does not include the power under s.31 to specify dog prohibited areas, dog exercise areas or rural leashing areas where an absolute-majority Council decision is required. 2. This delegation does not include the making of local laws under s.49. 3. Where a dangerous dog declaration or similar decision is subject to objection or review, the objection is not to be determined by the same person who made the original decision where the Act requires or good governance warrants separation. 4. Authorised/designated person appointments are to be recorded separately in the Statutory Appointments and Authorisations Register.
Further delegation	Pursuant to s.10AA (3), the CEO is expressly authorised to further delegate powers and duties delegated under this instrument, subject to any statutory restriction and any conditions imposed by the CEO. Any CEO delegation to employees is a separate CEO decision and is not established by Council adopting this Register.
Recordkeeping	The delegation and each exercise of delegated authority are to be recorded in accordance with s.10AB of the Dog Act 1976 and applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-PL-02 - Local Planning Scheme Decision-Making

Designation code	CD-PL-02
Previous reference	New delegation - no previous reference
Delegation	Local Planning Scheme Decision-Making
Delegator	Council
Delegate	Chief Executive Officer
Power to delegate	Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2, clause 82 - Delegations by local government.
Power / duty delegated	The local government's powers and duties under the applicable local planning scheme and the deemed provisions in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, other than the power of delegation.
Delegated function	Authority to exercise the local government's powers and discharge its duties under the applicable local planning scheme and the deemed provisions, including the determination of development applications, approval of plans and other routine statutory planning decisions that are capable of delegation.
Conditions / limitations	1. This delegation does not include the power of delegation under clause 82. 2. It does not apply to any function that legislation expressly requires Council to determine. 3. Matters involving a significant departure from the local planning framework, significant strategic or policy implications, or which the CEO considers should be determined by Council are to be referred to Council. 4. Any State Government or Western Australian Planning Commission delegation is not included and is to be recorded separately as an external delegation.
CEO delegation to employees	Permitted under Schedule 2 clause 83, subject to the conditions imposed by Council and a separate written CEO delegation. Any CEO delegation to employees is a separate CEO decision and is not established by Council adopting this Register.
Recordkeeping	Maintain the written delegation and records of exercise as required by the Planning and Development (Local Planning Schemes) Regulations 2015 and the Shire's recordkeeping system.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-LL-01 - Public Places and Local Government Property Local Law 2020

Designation code	CD-LL-01
Previous reference	New delegation - no previous reference
Delegation	Administration of Public Places and Local Government Property Local Law 2020
Delegator	Council
Delegate	Chief Executive Officer
Power to delegate	Local Government Act 1995 ss.5.42 and 5.43, read with the Interpretation Act 1984 s.46, in relation to powers and duties under a local law made under the Local Government Act 1995.
Power / duty delegated	The powers and duties conferred on the local government by the Shire of Cocos (Keeling) Islands Public Places and Local Government Property Local Law 2020 that are capable of delegation.
Delegated function	Authority to exercise delegable local government functions under the Public Places and Local Government Property Local Law 2020, including: 1. exemptions and approvals relating to activities requiring permits; 2. variation, suspension, revocation and cancellation of permits where the function is conferred on the local government; 3. installation of signs and administration of local government property; 4. action following failure to comply with a notice, including carrying out remedial work and recovering costs; and 5. other administrative decisions expressly conferred on the local government by the local law and capable of delegation.
Conditions / limitations	1. Decisions under clause 2.2(3) or (4), which clause 2.2(8) states are not to be delegated by Council, are excluded. 2. Functions conferred directly on an “authorised person” are not delegated by this instrument and are to be exercised only by a person properly appointed/authorised for that purpose. 3. This delegation does not authorise the CEO to make or amend a Council policy, set a fee or charge, or exercise another function reserved by law to Council. 4. Permit and enforcement decisions must comply with the applicable clauses of the local law, including any statutory objection/review rights.
CEO delegation to employees	Permitted under s.5.44 of the Local Government Act 1995 for delegated functions under the Act/local law, subject to a separate written CEO delegation. Direct authorised-person functions are to be dealt with

	through AP instruments. Any CEO delegation to employees is a separate CEO decision and is not established by Council adopting this Register.
Recordkeeping	Maintain a written record of each exercise of the delegation in accordance with s.5.46(3) of the Local Government Act 1995, regulation 19 of the Local Government (Administration) Regulations 1996 and applicable Shire recordkeeping requirements.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-LG-16 - Dangerous Excavations in or Adjoining Public Thoroughfares

Designation code	CD-LG-16
Previous reference	New delegation - no previous reference
Delegation	Dangerous Excavations in or Adjoining Public Thoroughfares
Delegator	Council
Delegate	Chief Executive Officer
Power to delegate	Local Government Act 1995 ss.5.42 and 5.43.
Power / duty delegated	Local Government (Uniform Local Provisions) Regulations 1996 r.11(1), (5) and (6) - dangerous excavations and permission to make or leave excavations in or adjoining public thoroughfares.
Delegated function	Authority to: 1. form the opinion that an excavation in or adjoining a public thoroughfare is dangerous and require the owner or occupier to fill in or securely fence the excavation under r.11(1); and 2. grant or renew permission to make or leave an excavation in a thoroughfare or on land adjoining a public thoroughfare, and impose conditions considered appropriate, under r.11(5) and (6).
Conditions / limitations	1. Any permission is subject to the requirements and limitations of regulation 11 and any applicable Shire standards or conditions. 2. This delegation is separate from permits for excavation on local government property under the Public Places and Local Government Property Local Law 2020.
CEO delegation to employees	Permitted under s.5.44 of the Local Government Act 1995, subject to a separate written CEO delegation. Any CEO delegation to employees is a separate CEO decision and is not established by Council adopting this Register.
Recordkeeping	Maintain a written record of each exercise in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026

CD-LG-17 - Private Works on, over or under Public Places

Designation code	CD-LG-17
Previous reference	New delegation - no previous reference
Delegation	Private Works on, over or under Public Places
Delegator	Council
Delegate	Chief Executive Officer
Power to delegate	Local Government Act 1995 ss.5.42 and 5.43.
Power / duty delegated	Local Government (Uniform Local Provisions) Regulations 1996 r.17 - permission for construction on, over or under a public thoroughfare or other public place that is local government property.
Delegated function	Authority to grant permission for a person to construct anything on, over or under a public thoroughfare or other public place that is local government property, and to impose conditions considered appropriate in accordance with regulation 17.
Conditions / limitations	1. Permission must comply with regulation 17 and any applicable Shire engineering, safety, asset-protection or reinstatement requirements. 2. The delegation does not remove the need for any separate planning, building, environmental, utility, excavation or local-law approval required by law.
CEO delegation to employees	Permitted under s.5.44 of the Local Government Act 1995, subject to a separate written CEO delegation. Any CEO delegation to employees is a separate CEO decision and is not established by Council adopting this Register.
Recordkeeping	Maintain a written record of each exercise in accordance with s.5.46(3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996.
Council resolution	10.1.1 OCM/26/006
Date adopted / last reviewed	23 September 2026