

1. Heads of Power

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Other Acts or subordinate legislation that require Council to authorise individuals to exercise powers on its behalf

2. Intent

This policy sets out the framework for granting authorisations within Aurukun Shire Council (**Council**) to enable officers and contractors to perform specific statutory or operational functions that are not delegated powers. It ensures all authorisations are legally sound, clearly documented, and aligned with Council's organisational responsibilities.

Authorisations are distinct from delegations and are typically used where legislation requires an individual to be "authorised" to act (e.g. issuing notices, entering premises, exercising compliance powers).

3. Scope

This policy applies to all authorisations granted by the Chief Executive Officer or another appropriately authorised officer under relevant Queensland legislation. These include, but are not limited to:

- *Local Government Act 2009 (Qld)*
- *Animal Management (Cats and Dogs) Act 2008 (Qld)*
- *Environmental Protection Act 1994 (Qld)*
- *Public Health Act 2005 (Qld)*
- *Waste Reduction and Recycling Act 2011 (Qld)*
- *Local Laws and Subordinate Local Laws made by Council*

It covers authorisations to Council employees, contractors, and other persons acting on behalf of Council in a formal capacity.

4. Policy Statement

Council is committed to ensuring that all officers exercising statutory or operational powers under authorisation are appropriately empowered and supported.

Authorisations must:

- Be lawful and necessary for the performance of Council's responsibilities;
- Be granted in writing and recorded in an Authorisations Register;
- Include the name of the authorised person, the instrument or legislation, and any applicable limitations;
- Be reviewed regularly and revoked when no longer required.

5. Authorisations Register

The Chief Executive Officer will maintain an Authorisations Register that records:

- The name of the authorised person;
- The legislation and section number under which the authorisation is granted;
- The function or powers authorised;

- Any conditions or limitations;
- The date of effect and (if applicable) the date of expiry or revocation;
- The authorising officer.

The Register must be reviewed at least annually and updated whenever a new authorisation is made, varied, or revoked.

6. Responsibilities

Chief Executive Officer is responsible for approving authorisations and ensuring their lawful use.

Relevant Managers are responsible for identifying operational needs and nominating officers for authorisation.

Governance Officer is responsible for maintaining the Authorisations Register and facilitating reviews.

7. Review of Authorisations

Authorisations must be reviewed:

- Annually; or
- When legislation changes; or
- When an officer changes role or leaves Council.

Authorisations must be revoked when the individual ceases employment or the legislative function changes.

8. Associated Documents

Authorisations Register
Delegations Policy
Local Laws Register
Relevant authorising legislation

9. Document Controls

Council will review this policy every year or as required by changes in law, best practice, organisational change, or a decision of Council.

10. Policy Owner

Legal and Governance Officer.