



ADELAIDE HILLS COUNCIL

INSTRUMENT OF DELEGATION

INSTRUMENT OF DELEGATION UNDER THE DOG AND
CAT MANAGEMENT ACT 1995

15 SEPTEMBER 2023

Positions

Abbreviation	Position
Chief Executive Officer (95)	Chief Executive Officer (95)
Community Ranger (333)	Community Ranger (333)
Community Ranger (357)	Community Ranger (357)
Community Ranger (358)	Community Ranger (358)
Director Development and Regulatory Services (70)	Director Development and Regulatory Services (70)
Senior Ranger (99)	Senior Ranger (99)
Team Leader Regulatory Services (196)	Team Leader Regulatory Services (196)

Instrument of Delegation under the Dog and Cat Management Act 1995

Dog and Cat Management Act 1995				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 25A(1)	Appoint authorised persons	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 25A(2)	Impose conditions on appointment of an authorised person	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 25A(3)	Revoke appointment or revoke or vary conditions of an authorised person	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 25B(1)	Issue identity card to an authorised person	Chief Executive Officer (95), Director Development and	NIL	

Dog and Cat Management Act 1995				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Regulatory Services (70), Team Leader Regulatory Services (196)		
section 25C(c)	Enter into an arrangement with another council in relation to the exercise of authorised officer powers	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 26(1)(a)	Maintain a register of dogs	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 26(1)(ab)	Provide information to the Dog and Cat Management Board	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 26(1)(ac)	Maintain other registers	Chief Executive Officer (95), Director Development and	NIL	

Dog and Cat Management Act 1995				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Regulatory Services (70), Team Leader Regulatory Services (196)		
section 26(1)(ad)	Make registers publicly available	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 26(1)(ae)	Limit inspection of register	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 26(1)(b)	Appoint a Registrar	Chief Executive Officer (95)	NIL	
section 26(1)(c)	Make arrangements for the issue and replace certificates of registration and registration discs	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	

Dog and Cat Management Act 1995				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 26(1)(d)	Make arrangements for the exercise of functions and powers of an authorised person	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 26(1)(e)	Make arrangements for the detention of dogs and cats	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 26(1)(f)	Make arrangements for fulfilling other obligations under the Dog and Cat Management Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	council
section 26(3)	Expend money in the administration or enforcement of the Dog and Cat Management Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	

Dog and Cat Management Act 1995				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 26(4)	Keep separate account of moneys received and expended under the Dog and Cat Management Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 26(5)	Pay moneys into the Dog and Cat Management Fund	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 26(6)(a)	Charge fees for the provision of register extracts	Chief Executive Officer (95), Director Development and Regulatory Services (70)	In accordance with the Fees and Charges Register approved by Council.	council
section 26(6)(ab)	Charge fees for receipt and management of information	Chief Executive Officer (95), Director Development and Regulatory Services (70)	In accordance with the Fees and Charges Register approved by Council	council

Dog and Cat Management Act 1995				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 26(b)(i)	Charge fees for registration of dogs or businesses	Chief Executive Officer (95), Director Development and Regulatory Services (70)	In accordance with the Fees and Charges Register approved by Council	council
section 26(b)(ii)	Charge fees for late payment of registration	Chief Executive Officer (95), Director Development and Regulatory Services (70)	In accordance with the Fees and Charges Register approved by Council	council
section 26(b)(iii)	Charge fees for meeting requirements under the Dog and Cat Management Act	Chief Executive Officer (95), Director Development and Regulatory Services (70)	In accordance with the Fees and Charges Register approved by Council	council
section 26(7)	Provide a percentage rebate as provided for by the Dog and Cat Management Act	Chief Executive Officer (95), Director Development and Regulatory Services (70)	NIL	council

Dog and Cat Management Act 1995				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 26A(1)	Prepare a dog and cat management plan	Chief Executive Officer (95)	Subject to the approval of Council	council
section 26A(3)	Present dog and cat management plan to Dog and Cat Management Board	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 26A(5)	Amend dog and cat management plan	Chief Executive Officer (95)	Subject to the approval of Council	council
section 33(4)(c)	Approve boarding kennel	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 39	Rectify the register	Chief Executive Officer (95), Director Development and		

Dog and Cat Management Act 1995				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 41(1)(c)	Fix fee for application under Part 4, Dog and Cat Management Act	Chief Executive Officer (95)	In accordance with the Fees and Charges Register approved by Council.	council
section 47(5)	Recover cost of giving effect to order if an order has been contravened and authorised person takes steps to effect the order	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 50(1)(a)	Make a Destruction Order	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 50(1)(b)	Make a Control (Dangerous Dog) Order	Chief Executive Officer (95), Director Development and Regulatory Services (70),	NIL	

Dog and Cat Management Act 1995				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Community Ranger (333), Community Ranger (357), Community Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)		
section 50(1)(c)	Make a Control (Menacing Dog) Order	Chief Executive Officer (95), Director Development and Regulatory Services (70), Community Ranger (333), Community Ranger (357), Community Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)	NIL	
section 50(1)(d)	Make a Control (Nuisance Dog) Order	Chief Executive Officer (95), Director Development and Regulatory Services (70), Community Ranger (333), Community Ranger (357), Community Ranger (358), Senior	NIL	

Dog and Cat Management Act 1995				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Ranger (99), Team Leader Regulatory Services (196)		
section 50(1)(e)	Make a Control (Barking Dog) Order	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 50(2)(b)	Approve a place to detain dogs	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 52(a1)	Determine manner and form of application for the council to make an order under Division 3, Part 5, Dog and Cat Management Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 52(1)(a)	Ascertain owners or persons responsible for a dog	Chief Executive Officer (95), Director Development and Regulatory Services (70),	NIL	

Dog and Cat Management Act 1995				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Community Ranger (333), Community Ranger (357), Community Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)		
section 52(1)(b)	Provide notice of proposed order to each owner or person responsible for a dog	Chief Executive Officer (95), Director Development and Regulatory Services (70), Community Ranger (333), Community Ranger (357), Community Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)	NIL	
section 52(2)(b)	Note order in register	Chief Executive Officer (95), Director Development and Regulatory Services (70), Community Ranger (333), Community Ranger (357), Community Ranger (358), Senior	NIL	

Dog and Cat Management Act 1995				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Ranger (99), Team Leader Regulatory Services (196)		
section 52(3)	Provide notice of order to each owner or person responsible for a dog	Chief Executive Officer (95), Director Development and Regulatory Services (70), Community Ranger (333), Community Ranger (357), Community Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)	NIL	
section 52(4)	Revoke order	Chief Executive Officer (95), Director Development and Regulatory Services (70), Community Ranger (333), Community Ranger (357), Community Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)	NIL	

Dog and Cat Management Act 1995				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 52(5)	Note revocation of order in register	Chief Executive Officer (95), Director Development and Regulatory Services (70), Community Ranger (333), Community Ranger (357), Community Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)	NIL	
section 52(6)	Note order made by Dog and Cat Management Board in register	Chief Executive Officer (95), Director Development and Regulatory Services (70), Community Ranger (333), Community Ranger (357), Community Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)	NIL	
section 53(1)	Issue directions to each owner or person responsible for a dog regarding complying with order	Chief Executive Officer (95), Director Development and Regulatory Services (70), Community Ranger (333),	NIL	

Dog and Cat Management Act 1995				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Community Ranger (357), Community Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)		
section 56(1)	Receive prescribed information from an owner or person responsible for a dog subject to an order	Chief Executive Officer (95), Director Development and Regulatory Services (70), Community Ranger (333), Community Ranger (357), Community Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)	NIL	
section 56(2)	Receive information from an owner or person responsible for a dog subject to an order regarding moving the dog into or out of the council area	Chief Executive Officer (95), Director Development and Regulatory Services (70), Community Ranger (333), Community Ranger (357), Community Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)	NIL	

Dog and Cat Management Act 1995				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 59A(1)	Make a Prohibition Order	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 59A(2)	Approve place to detain dog	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 59A(5)(b)	Record a Prohibition Order	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 59A(6)	Revoke a Prohibition Order	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	

Dog and Cat Management Act 1995				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 59A(7)	Note revocation of a Prohibition Order in register	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 59A(8)(c)	Note order made by Dog and Cat Management Board in register	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 61(4)	Consider making an order if a dog is seized in order to prevent it attacking, harassing or chasing a person, animal or bird or because it is unduly dangerous	Chief Executive Officer (95), Director Development and Regulatory Services (70), Community Ranger (333), Community Ranger (357), Community Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)	NIL	
section 61(4)	Consider applying to Magistrates Court for an order if a dog is seized in order to prevent it	Chief Executive Officer (95), Director Development and		

Dog and Cat Management Act 1995				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
	attacking, harassing or chasing a person, animal or bird or because it is unduly dangerous	Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 61(6)	Recover cost of microchipping or desexing dog	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 64(2)(c)	Nominate facility for the detention of cats	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 64B(1)	Cause a detained dog or cat to be microchipped or desexed	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 64B(2)	Recover cost of microchipping or desexing a dog or cat	Chief Executive Officer (95), Director Development and	NIL	

Dog and Cat Management Act 1995				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Regulatory Services (70), Team Leader Regulatory Services (196)		
section 64D(1)(b)(ii)	Receive notice of destruction, injury, seizure or detention of dog or identified cat	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 72	Responding to South Australian Civil and Administrative Tribunal review of council decision	Chief Executive Officer (95), Director Development and Regulatory Services (70), Team Leader Regulatory Services (196)	NIL	
section 88A(4)	Receive a statutory declaration from the owner of a vehicle who has received an expiation notice or an expiation reminder given under the Expiration of Offences Act 1996	Chief Executive Officer (95), Director Development and Regulatory Services (70), Community Ranger (333), Community Ranger (357), Community Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)	NIL	

Dog and Cat Management Act 1995				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 89	Lay a complaint regarding offence under Dog and Cat Management Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Community Ranger (333), Community Ranger (357), Community Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)	NIL	