

## TOWN OF VICTORIA PARK REGISTER OF DELEGATIONS AND SUB-DELEGATIONS

<b>Review</b>		
<b>Reviewed by</b>	<b>Date reviewed</b>	<b>Resolution/record number</b>
Council	17 May 2022	109/2022
Chief Executive Officer	27 May 2022	D22/33087
Council	16 May 2023	101/2023
Chief Executive Officer	26 May 2023	D23/30454 D23/30566

<b>Amendments</b>			
<b>Delegation</b>	<b>Date approved</b>	<b>Resolution/ record number</b>	<b>Amendment summary</b>
All	17 May 2022	109/2022	Amend to reflect the Town's current recordkeeping system.
1.1.11 Public Thoroughfare – Dangerous Excavations	17 May 2022	109/2022	Amend - Replace reference to Delegation 1.3.3 with 1.2.3 under Compliance to Links reflect the correct delegation reference.
1.1.13 Private Works on, over or under Public Places	17 May 2022	109/2022	Amend - Replace reference to Delegation 1.3.4 with 1.2.4 under Compliance Links to reflect the correct delegation reference.
1.1.16A Three bin system Tender	15 March 2022	55/2022	One-off delegation to the Chief Executive Officer.
1.1.7 Disposal of Sick or Injured Animals 5.1.1 Cat Registrations 5.1.2 Cat Control Notice	27 May 2022	D22/33087	Sub-delegations to the newly created Supervisor Parking and Rangers position. This is a newly created position and the functions of these delegations will form part of the core duties for this role.

1.1.7 Disposal of Sick or Injured Animals 5.1.1 Cat Registrations	27 May 2022	D22/33087	Revoked sub-delegation of 1.1.7 Disposal of Sick or Injured Animals and 5.1.1 Cat Registrations from all Rangers. The authority under this delegation should be limited to senior officers.
2.2.4 Issue a permit for advertising signs and portable direction signs	27 May 2022	D22/33087	Sub-delegation to the Chief Operations Officer, Manager Technical Services and Principal Traffic and Design Engineer. The Manager Technical Services is responsible for Policy 202 – Directional signs which is relevant to this delegation.
2.2.4 Issue a permit for advertising signs and portable direction signs	27 May 2022	D22/33087	Amend - Compliance Links to include reference to Policy 011 – Elections and Policy 202 – Directional signs as they are both relevant to this delegation.
5.1.2 Cat Control Notice	27 May 2022	D22/33087	Sub-delegation to be added to Ranger. This position has been omitted from this delegation in error.
6.1.1 Refuse or Cancel Registration	27 May 2022	D22/33087	Sub-delegation to be added to Coordinator Parking and Rangers. This position is currently delegated similar powers under the Cat Act 2011. Providing this delegation under the Dog Act 1976, will improve efficiency and is appropriate for this position.
2.2.18 Permit required for possession and consumption of liquor	27 May 2022	D22/33087	Remove sub-delegation from the following positions: <ul style="list-style-type: none"> <li>• Chief Operations Officer</li> <li>• Manager Technical Services</li> <li>• Manager Infrastructure Operations.</li> </ul> This sub-delegation is related to Environmental Health and not relevant to Operations.
1.1.3 Notices requiring certain things to be done by owner or occupier of land 1.1.8 Close Thoroughfares to Vehicles	13 June 2022	D22/036824	Amend title of delegate Street Operations Engineer to Street Operations Coordinator.
1.1.19 Payments from the Municipal, Reserve or Trust Funds	18 July 2022	D22/046339	Addition of Management Accountant sub-delegate to delegation 1.1.19.

1.1.15 Expressions of Interest for Goods and Services	3 November 2022	D22/075114	Addition of Manager Waste, Environment and Asset Management sub-delegate to delegation 1.1.15
1.1.16 Tenders for Goods and Services	3 November 2022	D22/075114	Addition of Manager Waste, Environment and Asset Management sub-delegate to delegation 1.1.16
1.1.17 Disposing of Property - Asset other than land or buildings	3 November 2022	D22/075114	Removal of Manager Technical Services and addition of Manager Waste, Environment and Asset Management sub-delegate to delegation 1.1.17
1.3.1 Execution of Documents	3 November 2022	D22/075114	Addition of Manager Waste, Environment and Asset Management sub-delegate to delegation 1.3.1
1.3.1 Execution of Documents and 1.3.2 Execution of Documents	15 December 2022	D22/080340	Amended Council Conditions on Authorisations.
1.1.32 Minor amendments to delegations and policies	15 August 2023	175/2023	Addition of sub-delegation to allow for minor amendments to delegations and policies.

<p>1.1.15 Expressions of Interest for Goods and Services</p> <p>1.1.16 Tenders for Goods and Services</p> <p>1.1.17 Disposing of Property – Assets other than land or buildings</p> <p>1.1.20 Reimbursement of expenses</p> <p>1.1.32 Minor amendments to delegations and policies</p> <p>1.2.5 Electoral Enrolment Eligibility Claims and Electoral Roll</p> <p>1.2.7 Information to be Available to the Public</p> <p>1.2.8 Audit – CEO Review of Systems and Procedures</p> <p>1.2.10 Power to preside</p> <p>1.2.11 Acknowledge receipt of Primary Returns and Annual Returns</p> <p>1.2.13 Expressions of Interest for Goods and Services – Notification of outcome</p>	<p>19/09/2023</p>	<p>Delegation</p>	<p>Correction of position numbers for Delegates and sub-delegates</p>
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# TOWN OF VICTORIA PARK

## REGISTER OF DELEGATIONS AND SUB-DELEGATIONS

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## Guidance Notes

Council is responsible for the overall government of the Town's affairs and the performance of the Town's functions. The CEO is responsible for the management of the day to day operations of the Town. Delegations are made by the Council and the CEO under relevant legislation in order to enable the efficient and orderly governance of the Town.

In managing the delegations and sub-delegations the following principles apply:

- (a) all delegations must be consistent with the relevant legislation (including Acts, Regulations, Local Laws and the external conditions of granting bodies).
- (b) the exercise of delegations must be consistent with the policies of the Town and the Town's budget and financial position.
- (c) delegations are to be worded so that they are exercisable by a committee or the holder of a position, including anyone acting in that role, not by a specified individual.
- (d) delegations cannot authorise anything to be done that could not be done by the person or body delegating the function.
- (e) delegations may be subject to such conditions as may be set by the delegator and the delegate must adhere to those conditions.
- (f) a delegator may at any time, regardless of their delegation:
  - (i) exercise the delegated function; or
  - (ii) revoke or vary the delegation, in writing.
- (g) a delegate exercises a delegated function in their own right, not as an agent (or on behalf of) the delegator.
- (h) a true delegation only exists when the delegate in exercising the delegation is not expected to consult prior to making any decision with a superior body or role.
- (i) a delegation cannot be exercised by a person with a conflict of interest, if a conflict of interest exists, it must be declared and dealt with in accordance with the Act.
- (j) the principles of delegation above apply generally to sub-delegation.
- (k) sub-delegations should reflect the Town's organisational structure, responsibility and accountability.
- (l) sub-delegation should only be made to roles that should be substantively qualified to make that decision and will regularly be expected to make that decision.
- (m) the levels of authority are hierarchical through line management up to and including the CEO. Generally, any function exercisable by a delegate would be exercisable by the delegate's supervisor or line manager, providing due regard is had to requirements of professional qualifications or membership, and the relevant sub-delegation is in place.

- (n) sub-delegations should place decision-making authority as close as possible to the point of service delivery and minimise steps in decision-making processes, enabling decisions to be made faster and therefore be more responsive to the needs of stakeholders.

# TOWN OF VICTORIA PARK

## REGISTER OF DELEGATIONS AND SUB-DELEGATIONS

The following are the delegations made by the Council of the Town of Victoria Park under section 5.42 of the *Local Government Act 1995 (WA)*, section 127 of the *Building Act 2011 (WA)*, section 48 of the *Bush Fires Act 1954 (WA)*, section 44 of the *Cat Act 2011 (WA)*, section 10AA of the *Dog Act 1976 (WA)*, section 118 of the *Food Act 2008 (WA)*, section 16 of the *Graffiti Vandalism Act 2016 (WA)*, section 21 of the *Public Health Act 2016 (WA)* and Schedule 2 clause 82(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015 (WA)*.

### Part 1 – Local Government Act 1995 and Regulations

#### Division 1.1 – Council to the Chief Executive Officer

##### 1.1.1 Compensation for Damage Incurred when Performing Executive Function

<b>Delegator:</b>	Local Government	
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO	
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 3.22(1) Compensation 3.23 Arbitration	
<b>Delegate:</b>	<b>Chief Executive Officer</b>	
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. In accordance with the section 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.</li> <li>2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with section 3.23.</li> </ol>	
<b>Council Conditions on this Delegation:</b>	Delegation is limited to compensation payments which do not exceed \$5,000.	
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees	
<b>Sub-Delegate/s:</b>	<b>1002.01</b>	<b>Chief Community Planner</b>
	<b>1003.01</b>	<b>Chief Financial Officer</b>
	<b>1004.01</b>	<b>Chief Operations Officer</b>
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.	

Compliance Links:		N/A			
Record Keeping:		Exercise of authority to be recorded in CM9.			
Version	Approved, Amended, Rescinded	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	16/5/2023	Council	101/2023	Annual Review

## 1.1.2 Notices requiring certain things to be done by owner or occupier of land

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 3.24 Authorising persons under Part 3, Division 3, Subdivision 2 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 3.25 Notices requiring certain things to be done by owner or occupier of land 3.26 Additional powers when notices given				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Give a person who is the owner and occupier of the land a notice in writing requiring a person to do a thing required under Schedule 3.1 of the <i>Local Government Act 1995</i>.</li> <li>2. Do anything necessary to achieve the purpose for which the notice was given under section 3.25.</li> <li>3. Recover the cost from the person who failed to comply with the notice given under section 3.25 of anything done by the Town to meet the requirements of that notice.</li> </ol>				
<b>Council Conditions on this Delegation:</b>	Nil.				
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees				
<b>Sub-Delegate/s:</b>	<b>1004.01</b>	<b>Chief Operations Officer</b>			
	<b>1127.01</b>	<b>Manager Technical Services</b>			
	<b>1114.01</b>	<b>Infrastructure Compliance Officer</b>			
	<b>1128.01</b>	<b>Manager Infrastructure Operations</b>			
	<b>1137.01</b>	<b>Street Operations Coordinator</b>			
	<b>1002.01</b>	<b>Chief Community Planner</b>			
	<b>1107.01</b>	<b>Manager Development Services</b>			
	<b>1118.01</b>	<b>Principal Building Surveyor</b>			
	<b>1081.01</b>	<b>Coordinator Environmental Health</b>			
	<b>1003.01</b>	<b>Chief Financial Officer</b>			
	<b>1027.01</b>	<b>Manager Business Services</b>			
<b>1050.01</b>	<b>Coordinator Parking and Rangers</b>				
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
Compliance Links:	N/A				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review

4	Amended	28/06/2021	CEO	D21/52148	Annual sub-delegates review.
5	Amended	16/05/2023	Council	101/2023	Annual review
6	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

### 1.1.3 Activities on Private Land

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 3.24 Authorising persons under Part 3, Division 3, Subdivision 2. 5.42 Delegation of some powers or duties to the CEO.				
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 3.27 Particular things local government can do on land that is not local government property.				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	Authority to do any of the things prescribed in Schedule 3.2 of the <i>Local Government Act 1995</i> even though the land on which it is done is not local government property.				
<b>Council Conditions on this Delegation:</b>	Limited to those activities listed in Schedule 3.2 of the <i>Local Government Act 1995</i> .  Section 3.36 and Section 3.27(3) of the Act applies to some of those things.				
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees				
<b>Sub-Delegate/s:</b>	<b>1004.01</b>	<b>Chief Operations Officer</b>			
	<b>1127.01</b>	<b>Manager Technical Services</b>			
	<b>1114.01</b>	<b>Infrastructure Compliance Officer</b>			
	<b>1128.01</b>	<b>Manager Infrastructure Operations</b>			
	<b>1137.01</b>	<b>Street Operations Coordinator</b>			
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
Compliance Links:	<i>Local Government Act 1995:</i> Schedule 3.2 - Specifies some limitations to actions.				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	16/05/2023	Council	101/2023	Adopted as part of Annual Review.



### 1.1.4 Powers of Entry

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 3.28 When this Subdivision applies 3.32 Notice of entry 3.33 Entry under warrant 3.34 Entry in an emergency 3.36 Opening fences				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to exercise powers to enter onto land to perform any of the local government functions under this Act, other than entry under a Local Law.</li> <li>2. Authority to give notice of entry.</li> <li>3. Authority to seek and execute an entry under warrant.</li> <li>4. Authority to execute entry in an emergency, using such force as is reasonable.</li> <li>5. Authority to give notice and effect entry by opening a fence.</li> </ol>				
<b>Council Conditions on this Delegation:</b>	Delegated authority may only be used, where there is imminent or substantial risk to public safety or property.				
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees				
<b>Sub-Delegate/s:</b>	<b>1004.01</b>	<b>Chief Operations Officer</b>			
	<b>1127.01</b>	<b>Manager Technical Services</b>			
	<b>1128.01</b>	<b>Manager Infrastructure Operations</b>			
	<b>1003.01</b>	<b>Chief Financial Officer</b>			
	<b>1027.01</b>	<b>Manager Business Services</b>			
	<b>1050.01</b>	<b>Coordinator Parking and Rangers</b>			
	<b>1002.01</b>	<b>Chief Community Planner</b>			
	<b>1107.01</b>	<b>Manager Development Services</b>			
	<b>1081.01</b>	<b>Coordinator Environmental Health</b>			
<b>1118.01</b>	<b>Principal Building Surveyor</b>				
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
<b>Compliance Links:</b>	<i>Local Government Act 1995:</i> 9.10 Appointment of authorised persons – refer also 3.32(2) Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry 3.34(2) Entry in an emergency				
<b>Record Keeping:</b>	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>

1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review
4	Amended	28/06/2021	CEO	D21/52148	Annual sub-delegates review.
5	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

### 1.1.5 Declare Vehicle is Abandoned Vehicle Wreck

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 3.40A(4) Abandoned vehicle wreck may be taken				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	Declare that an impounded vehicle is an abandoned vehicle wreck.				
<b>Council Conditions on this Delegation:</b>	Nil.				
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees				
<b>Sub-Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>			
	<b>1027.01</b>	<b>Manager Business Services</b>			
	<b>1050.01</b>	<b>Coordinator Parking and Rangers</b>			
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
Compliance Links:	<i>Local Government Act 1995:</i>  3.40A(5) – an abandoned vehicle wreck is as defined by this section and up to a value that has been calculated in accordance with regulation 29A of the <i>Local Government (Functions and General) Regulations 1996</i> .				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review
4	Amended	28/06/2021	CEO	D21/52148	Annual sub-delegates review.
5	Amended	16/05/2023	Council	101/2023	Annual Review

### 1.1.6 Confiscated or Uncollected Goods

<b>Delegator:</b>	Local Government	
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO	
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 3.46 Goods May be withheld until costs paid 3.47 Confiscated or uncollected goods, disposal of 3.48 Impounding expenses, recovery of	
<b>Delegate:</b>	<b>Chief Executive Officer</b>	
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to refuse to allow goods impounded under 3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the Town.</li> <li>2. Authority to refuse to allow goods removed under 3.40 and 3.40A to be collected until the costs of removing and keeping them have been paid to the Town.</li> <li>3. Authority to sell or otherwise dispose of confiscated or uncollected goods that have been ordered to be confiscated under 3.43.</li> <li>4. Authority to sell or otherwise dispose of any vehicle that has not been collected within: <ol style="list-style-type: none"> <li>(a) 2 months of a notice having been given under 3.40(3);</li> <li>(b) 7 days of a declaration being made under 3.40A(4) that the vehicle is an abandoned vehicle wreck.</li> </ol> </li> <li>5. Authority to sell or otherwise dispose of impounded goods that have not been collected within the period specified in 3.47(2b) of: <ol style="list-style-type: none"> <li>(a) a notice having been given under 3.42(1)(b) or 3.44; or</li> <li>(b) being impounded if the Town has been unable, after making reasonable efforts to do so, to give that notice to the alleged offender.</li> </ol> </li> <li>6. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods, including seeking action of a court of competent jurisdiction.</li> </ol>	
<b>Council Conditions on this Delegation:</b>	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>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees	
<b>Sub-Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>
	<b>1027.01</b>	<b>Manager Business Services</b>
	<b>1050.01</b>	<b>Coordinator Parking and Rangers</b>
	<b>1044.01</b>	<b>Supervisor Parking and Rangers</b>
	<b>1248.01-02</b>	<b>Senior Officer Parking and Rangers</b>

<b>CEO Conditions on this Sub-Delegation:</b>		Nil.			
Compliance Links:		<i>Local Government Act 1995:</i> 3.58 Disposing of Property – applies the sale of goods under 3.47 as if they were property referred to in that section.			
Record Keeping:		Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review
4	Amended	28/06/2021	CEO	D21/52148	Annual sub-delegates review.
5	Amended	16/05/23	Council	101/2023	Annual review
6	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

### 1.1.7 Disposal of Sick or Injured Animals

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 3.47A Sick or injured animals, disposal of				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	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.				
<b>Council Conditions on this Delegation:</b>	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.				
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees				
<b>Sub-Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>			
	<b>1027.01</b>	<b>Manager Business Services</b>			
	<b>1050.01</b>	<b>Coordinator Parking and Rangers</b>			
	<b>1044.01</b>	<b>Supervisor Parking and Rangers</b>			
	<b>1248.01-02</b>	<b>Senior Officer Parking and Rangers</b>			
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
Compliance Links:	<i>Local Government Act 1995:</i> 3.47A sets out conditions for destruction.				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review
4	Amended	28/06/2021	CEO	D21/52148	Annual sub-delegates review.
5	Amended	12/11/2021	CEO	D21/89662	New sub-delegate added
6	Amended	03/02/2022	CEO	D22/6422	New sub-delegate added
7	Amended	16/05/2023	Council	101/2023	Annual review

### 1.1.8 Close Thoroughfares to Vehicles

<b>Delegator:</b>	Local Government	
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO	
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 3.50 Closing certain thoroughfares to vehicles 3.50A Partial closure of thoroughfare for repairs or maintenance 3.51 Affected owners to be notified of certain proposals	
<b>Delegate:</b>	<b>Chief Executive Officer</b>	
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks.</li> <li>2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ol style="list-style-type: none"> <li>a. give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and</li> <li>b. consider submissions relevant to the road closure/s proposed.</li> </ol> </li> <li>3. Authority to revoke an order to close a thoroughfare.</li> <li>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.</li> <li>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.</li> </ol>	
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>1. If, under 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.</li> <li>2. Maintain access to adjoining land.</li> </ol>	
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees	
<b>Sub-Delegate/s:</b>	<b>1004.01</b>	<b>Chief Operations Officer</b>
	<b>1127.01</b>	<b>Manager Technical Services</b>
	<b>1114.01</b>	<b>Infrastructure Compliance Officer</b>
	<b>1128.01</b>	<b>Manager Infrastructure Operations</b>
	<b>1137.01</b>	<b>Street Operations Coordinator</b>
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.	
<b>Compliance Links:</b>	N/A	

Record Keeping:		Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
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### 1.1.9 Control Reserves and Certain Unvested Facilities

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 3.53(3) Control of certain unvested facilities 3.54(1) Reserves under control of local government				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts.</li> <li>2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Town that the Town could do under section 5 of the <i>Parks and Reserves Act 1895</i>.</li> </ol>				
<b>Council Conditions on this Delegation:</b>	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.				
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees				
<b>Sub-Delegate/s:</b>	<b>1004.01</b>	<b>Chief Operations Officer</b>			
	<b>1128.01</b>	<b>Manager Infrastructure Operations</b>			
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
Compliance Links:	N/A				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
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### 1.1.10 Obstruction of Footpaths and Thoroughfares

<b>Delegator:</b>	Local Government
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> 5(2) Interfering with, or taking from, local government land 6 Obstruction of public thoroughfare by things placed and left 7A Obstruction of public thoroughfare by fallen things 7 Encroaching on public thoroughfare
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b>	<ol style="list-style-type: none"> <li>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: <ol style="list-style-type: none"> <li>a. prevent damage to the footpath; or</li> <li>b. prevent inconvenience to the public or danger from falling materials.</li> </ol> </li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> <li>2. Permission may only be granted where, the proponent has, when deemed appropriate by a delegate: <ol style="list-style-type: none"> <li>a. obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction.</li> <li>b. 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.</li> </ol> </li> </ol>

	<p>c. Provided evidence of sufficient Public Liability Insurance.</p> <p>d. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</p>				
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees				
<b>Sub-Delegate/s:</b>	<b>1004.01</b>	<b>Chief Operations Officer</b>			
	<b>1127.01</b>	<b>Manager Technical Services</b>			
	<b>1114.01</b>	<b>Infrastructure Compliance Officer</b>			
	<b>1128.01</b>	<b>Manager Infrastructure Operations</b>			
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
Compliance Links:	<p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.2.2 – Public Thoroughfare Obstruction – Determine Conditions</p> <p><i>Local Government (Uniform Local Provisions) Regulations 1996</i></p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i></p>				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	Council	16/05/2023	101/2023	Annual review

### 1.1.11 Public Thoroughfare – Dangerous Excavations

<b>Delegator:</b>	Local Government	
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO	
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> 11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare	
<b>Delegate:</b>	<b>Chief Executive Officer</b>	
<b>Function:</b>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. Authority to impose conditions on granting permission.</li> <li>4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted.</li> </ol>	
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> <li>2. Permission may only be granted where, the proponent has, when deemed appropriate by a delegate: <ol style="list-style-type: none"> <li>a. 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.</li> <li>b. 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.</li> <li>c. Provided evidence of sufficient Public Liability Insurance.</li> <li>d. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ol> </li> </ol>	
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees	
<b>Sub-Delegate/s:</b>	<b>1004.01</b>	<b>Chief Operations Officer</b>
	<b>1127.01</b>	<b>Manager Technical Services</b>
	<b>1114.01</b>	<b>Infrastructure Compliance Officer</b>
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.	
<b>Compliance Links:</b>	Determination of Bond Value and Conditions - refer to CEO Delegation 1.2.3 – Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares	

		<p><i>Local Government (Uniform Local Provisions) Regulations 1996</i> – prescribe applicable statutory procedures.</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>.</p>			
Record Keeping:		Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	16/05/2023	Council	101/2023	Annual review

### 1.1.12 Crossing – Construction, Repair and Removal

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> 12(1) Crossing from public thoroughfare to private land or private thoroughfare 13(1) Requirement to construct or repair crossing				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Authority to determine the specifications for construction of crossings to the satisfaction of the Town.</li> <li>3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing.</li> <li>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.</li> </ol>				
<b>Council Conditions on this Delegation:</b>	Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> .				
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees				
<b>Sub-Delegate/s:</b>	<b>1004.01</b>	<b>Chief Operations Officer</b>			
	<b>1127.01</b>	<b>Manager Technical Services</b>			
	<b>1114.01</b>	<b>Infrastructure Compliance Officer</b>			
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
Compliance Links:	<p><i>Local Government (Uniform Local Provisions) Regulations 1996</i> – prescribe applicable statutory procedures.</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>.</p> <p>Policy 205 Vehicle crossover</p>				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
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2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	16/05/2023	Council	101/2023	Annual review

### 1.1.13 Private Works on, over or under Public Places

<b>Delegator:</b>	Local Government	
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO	
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> 17 Private works on, over, or under public places	
<b>Delegate:</b>	<b>Chief Executive Officer</b>	
<b>Function:</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Authority to impose conditions on permission including those prescribed in Regulation 17(5) and (6) Uniform Local Provisions.</li> </ol>	
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> <li>2. Permission may only be granted where, the proponent has, when deemed appropriate by a delegate: <ol style="list-style-type: none"> <li>a. 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.</li> <li>b. 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.</li> <li>c. Provided evidence of sufficient Public Liability Insurance.</li> <li>d. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ol> </li> </ol>	
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees	
<b>Sub-Delegate/s:</b>	<b>1004.01</b>	<b>Chief Operations Officer</b>
	<b>1127.01</b>	<b>Manager Technical Services</b>
	<b>1114.01</b>	<b>Infrastructure Compliance Officer</b>
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.	
<b>Compliance Links:</b>	<p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.2.4 – Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares</p> <p><i>Local Government (Uniform Local Provisions) Regulations 1996</i> – prescribe applicable statutory procedures.</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>.</p>	
<b>Record Keeping:</b>	Exercise of authority to be recorded in CM9.	

<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
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### 1.1.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> 21(1) Wind erosion and sand drifts				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	Authority to give notice to an owner/occupier of land if it is considered that clearing the owner/occupier's land might cause local government land having a common boundary, will be adversely affected by wind erosion or sand drift.				
<b>Council Conditions on this Delegation:</b>	Nil.				
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees				
<b>Sub-Delegate/s:</b>	<b>1004.01</b>	<b>Chief Operations Officer</b>			
	<b>1127.01</b>	<b>Manager Technical Services</b>			
	<b>1114.01</b>	<b>Infrastructure Compliance Officer</b>			
	<b>1002.01</b>	<b>Chief Community Planner</b>			
	<b>1107.01</b>	<b>Manager Development Services</b>			
	<b>1081.01</b>	<b>Coordinator Environmental Health</b>			
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
Compliance Links:	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> – prescribe applicable statutory procedures.  Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i> .				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

### 1.1.15 Expressions of Interest for Goods and Services

<b>Delegator:</b>	Local Government	
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO	
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> 21 Limiting who can tender, procedure for 23 Rejecting and accepting expressions of interest to be acceptable tenderer	
<b>Delegate:</b>	<b>Chief Executive Officer</b>	
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services.</li> <li>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.</li> </ol>	
<b>Council Conditions on this Delegation:</b>	Items in adopted budget only.	
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees	
<b>Sub-Delegate/s:</b>	<b>1209.01</b>	<b>Manager Governance and Strategy</b>
	<b>1009.01</b>	<b>Manager Stakeholder Relations</b>
	<b>1014.01</b>	<b>Manager People and Culture</b>
	<b>1002.01</b>	<b>Chief Community Planner</b>
	<b>1115.01</b>	<b>Manager Place Planning</b>
	<b>1107.01</b>	<b>Manager Development Services</b>
	<b>1077.01</b>	<b>Manager Community</b>
	<b>1004.01</b>	<b>Chief Operations Officer</b>
	<b>1127.01</b>	<b>Manager Technical Services</b>
	<b>1128.01</b>	<b>Manager Infrastructure Operations</b>
	<b>1221.01</b>	<b>Manager Property Development and Leasing</b>
	<b>1124.01-04</b>	<b>Manager Strategic Projects</b>
	<b>1003.01</b>	<b>Chief Financial Officer</b>
	<b>1218.01</b>	<b>Manager Finance</b>
	<b>1219.01</b>	<b>Manager Technology and Digital Strategy</b>
	<b>1027.01</b>	<b>Manager Business Services</b>
<b>1252.01</b>	<b>Manager Waste, Environment and Asset Management</b>	
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.	
Compliance Links:	<i>Local Government (Functions and General) Regulations 1996</i> – prescribe applicable statutory procedures.  Policy 301 Purchasing	
Record Keeping:	Exercise of authority to be recorded in CM9.	

<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review
4	Amended	28/06/2021	CEO	D21/52148	Annual sub-delegates review.
5	Amended	28/07/2021	CEO	D21/62996	New sub-delegates added.
6	Amended	22/11/2022	CEO	D22/075114	New sub-delegate added.
7	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

### 1.1.16 Tenders for Goods and Services

<b>Delegator:</b>	Local Government
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> 11 When tenders have to be publicly invited 13 Requirements when local government invites tenders though not required to do so 14 Publicly inviting tenders, requirements for 18 Rejecting and accepting tenders 20 Variation of requirements before entry into contract 21A Varying a contract for the supply of goods or services 24AB Establish panels of pre-qualified suppliers 24AH Rejecting and accepting applications to join panel or pre-qualified suppliers 24AJ Contacts with pre-qualified suppliers
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to publicly invite tenders.</li> <li>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.</li> <li>3. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is equal to or less than \$500,000 in value and a sufficient budget allocation is included in the adopted Annual Budget.</li> <li>4. Authority to determine in writing, before tenders are publicly invited, the criteria for acceptance of tenders.</li> <li>5. Authority to determine the information that is to be disclosed to those interested in submitting a tender.</li> <li>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.</li> <li>7. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous.</li> <li>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, and to then negotiate minor variations with the successful tenderer before entering into a contract.</li> <li>9. Authority to seek clarification from tenderers in relation to information contained in their tender submission.</li> </ol>

	<ol style="list-style-type: none"> <li>10. Authority to decline any tender that is deemed non-compliant with the tender criteria.</li> <li>11. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to accept the next most advantageous tender.</li> <li>12. Authority to: <ol style="list-style-type: none"> <li>a. 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%.</li> <li>b. Exercise an extension option that was included in the original tender specification and contract in accordance with regulation 11(2)(j).</li> </ol> </li> <li>13. Authority to accept the most advantageous tender, if within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract.</li> </ol>
<p><b>Council Conditions on this Delegation:</b></p>	<ol style="list-style-type: none"> <li>1. Sole supplier arrangements may only be approved where a record is retained that evidences: <ol style="list-style-type: none"> <li>a. A detailed specification;</li> <li>b. The outcomes of market testing of the specification;</li> <li>c. The reasons why market testing has not met the requirements of the specification; and</li> <li>d. Rationale for why the supply is unique and cannot be sources through other suppliers.</li> </ol> </li> <li>2. Tenders may only be called publicly invited 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 and where the: <ol style="list-style-type: none"> <li>a. proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Town Local Government,</li> <li>b. current supply contract expiry is imminent,</li> <li>c. value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and</li> <li>d. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.</li> </ol> </li> </ol>

	3. The CEO is not delegated to accept a tender or establish a panel of pre-qualified suppliers (except in accordance with clause 11 or 13 of this delegation)
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees
<b>Sub-Delegate/s:</b>	<b>1209.01</b> <b>Manager Governance and Strategy</b>
	<b>1009.01</b> <b>Manager Stakeholder Relations</b>
	<b>1014.01</b> <b>Manager People and Culture</b>
	<b>1002.01</b> <b>Chief Community Planner</b>
	<b>1115.01</b> <b>Manager Place Planning</b>
	<b>1107.01</b> <b>Manager Development Services</b>
	<b>1077.01</b> <b>Manager Community</b>
	<b>1004.01</b> <b>Chief Operations Officer</b>
	<b>1127.01</b> <b>Manager Technical Services</b>
	<b>1128.01</b> <b>Manager Infrastructure Operations</b>
	<b>1221.01</b> <b>Manager Property Development and Leasing</b>
	<b>1124.01-04</b> <b>Strategic Projects Manager</b>
	<b>1003.01</b> <b>Chief Financial Officer</b>
	<b>1218.01</b> <b>Manager Finance</b>
	<b>1219.01</b> <b>Manager Technology and Digital Strategy</b>
<b>1027.01</b> <b>Manager Business Services</b>	
<b>1252.01</b> <b>Manager Waste, Environment and Asset Management</b>	
<b>CEO Conditions on this Sub-Delegation:</b>	In relation to the functions delegated above: <ol style="list-style-type: none"> <li>1. Function 1 may be exercisable by any sub-delegate.</li> <li>2. Function 2 may only be exercised by the Chief Financial Officer.</li> <li>3. Function 3 may only be exercised by a Chief.</li> <li>4. Function 4 may be exercised by any sub-delegate.</li> <li>5. Function 5 may be exercised by any sub-delegate.</li> <li>6. Function 6 may be exercised by any sub-delegate.</li> <li>7. Function 7 may be exercised by any sub-delegate.</li> <li>8. Function 8 may only be exercised by a Chief.</li> <li>9. Function 9 may be exercised by any sub-delegate.</li> <li>10. Function 10 may be exercised by any sub-delegate.</li> <li>11. Function 11 is not sub-delegated.</li> <li>12. Function 12 is not sub-delegated.</li> <li>13. Function 13 is not sub-delegated.</li> </ol>

Compliance Links:		<p><i>Local Government Act 1995:</i></p> <p>5.43(b) limits the CEO accepting a tender that exceeds an amount determined by Council</p> <p><i>Local Government (Functions and General) Regulations 1996</i> – prescribe applicable statutory procedures</p> <p>Policy 301 Purchasing</p>			
Record Keeping:		Exercise of authority to be recorded in CM9.			
Version	Approved, Amended, Rescinded	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	19/5/2020	Council	393/2020	Item 11.1 Annual Review
4	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review
5	Amended	15/06/2021	Council	108/2021	Item 11.1 Annual Review of Delegations
6	Amended	28/06/2021	CEO	D21/52148	Annual sub-delegates review.
7	Amended	28/07/2021	CEO	D262996	New sub-delegates added.
8	Amended	22/11/2022	CEO	D2022/075114	New sub-delegate added.
9	Amended	16/05/2023	Council	101/2023	Annual review
10	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

### 1.1.17 Disposing of Property – Assets other than land or buildings

<b>Delegator:</b>	Local Government
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 3.58(2) & (3) Disposing of Property
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to dispose of property, other than land or buildings, which has a market value of less than \$20,000 in accordance with the relevant Council policy.</li> <li>2. Authority to dispose of property other than land or buildings which has a market value between \$20,000 and \$250,000 to: <ol style="list-style-type: none"> <li>a. the highest bidder at public auction (as set out in section 3.58(2)(a)); or</li> <li>b. the person who at public tender publicly invited by the Town makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders (as set out in section 3.58(2)(b)).</li> </ol> </li> <li>3. Authority to dispose of property, other than land or buildings which has a market value between \$20,000 and \$250,000 by negotiating, and entering into, an agreement subject to compliance with section 3.58(3) and (4), including the consideration of any submissions received following the giving of public notice prior to the disposal.</li> <li>4. Authority to dispose of property, other than land or buildings, where the entire consideration received for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75,000.</li> <li>5. Authority to dispose or discard of property, other than land or buildings, in an environmentally sustainable way, where no suitable purchaser can be found pursuant to the above functions.</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>1. Disposal of property under this delegation, for any single transaction must be for a maximum value of \$250,000.</li> <li>2. Where the following methods of disposal of property are implemented, it is conditional on the corresponding requirements: <ol style="list-style-type: none"> <li>a. for a public auction, a confidential independent valuation must be obtained in advance to operate as the "reserve price" and then any disposal must be: <ol style="list-style-type: none"> <li>i. for no less than the reserve price; or</li> <li>ii. within 10% of the reserve price, if the reserve price is not achieved and an agreement that complies with section 3.58 is subsequently negotiated;</li> </ol> </li> </ol> </li> </ol>



	<p>b. for a public tender, if in the CEO's opinion no reasonable tender response is received, 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; and</p> <p>c. for an agreement negotiated, and entered into in compliance with section 3.58(3), it must be for a price that is within 10% of an independent valuation obtained in accordance with section 3.58(4).</p>				
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees				
<b>Sub-Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>			
	<b>1218.01</b>	<b>Manager Finance</b>			
	<b>1219.01</b>	<b>Manager Technology and Digital Strategy</b>			
	<b>1004.01</b>	<b>Chief Operations Officer</b>			
	<b>1252.01</b>	<b>Manager Waste, Environment and Asset Management</b>			
	<b>1257.01</b>	<b>Asset Procurement Coordinator</b>			
	<b>1151.01</b>	<b>Coordinator Strategic Assets</b>			
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
Compliance Links:	<p><i>Local Government Act 1995 – 3.58 Disposal of Property</i></p> <p><i>Local Government (Functions and General) Regulations 1995 – 30 Dispositions of property excluded from Act 3.58</i></p> <p>Policy 304 Disposal of disused equipment, machinery and other materials</p>				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	19/5/2020	Council	393/2020	Item 11.1 Annual Review
4	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review
5	Amended	15/06/2021	Council	108/2021	Item 11.1 Annual Review of Delegations
6	Amended	28/06/2021	CEO	D21/52148	Annual sub-delegates review.
7	Amended	22/11/2022	CEO	D2022/075114	Removal of sub-delegate and addition of new sub-delegate added.

8	Amended	16/05/2023	Council	101/2023	Annual review
9	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

### 1.1.18 Disposing of Property – Land and Buildings

<b>Delegator:</b>	Local Government
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 3.58 Disposing of Property
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to carry out the disposal of land and/or buildings by sale where the proposed sale has been provided for: <ol style="list-style-type: none"> <li>a. in the Annual Budget; or</li> <li>b. a decision of the Council.</li> </ol> </li> <li>2. Authority to dispose of land to an adjoining owner where: <ol style="list-style-type: none"> <li>a. it has a market value of less than \$5,000; and</li> <li>b. the delegate or sub-delegate does not consider the land would be of significant benefit to anyone other than the transferee.</li> </ol> </li> <li>3. Authority to carry out the disposal of land and/or buildings by way of a lease for a period of up to five years.</li> <li>4. Authority to grant a licence to occupy land and/or buildings of up to three years.</li> <li>5. Authority to carry out the disposal of land and/or buildings by way of a lease, where it constitutes a renewal or an extension of a lease with the same counter party or the successor to that counter party.</li> <li>6. Authority to grant a licence of land and/or buildings, where it constitutes a renewal or extension of a current or existing licence to occupy with the same counter party or the successor to that counter party.</li> <li>7. To the extent that a tenant under a lease exercising an option for a further term is a disposal of land and/or buildings, to agree to that option for a further term in accordance with the conditions of the relevant lease.</li> <li>8. Authority to lease a residential property to a person.</li> <li>9. Authority to exercise all of the powers and functions of the Town as landlord under lease or licence terms.</li> </ol>

<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>1. Disposal of land and buildings must comply with the requirements of section 3.58 of the <i>Local Government Act 1995</i>, unless the disposal is an exempt disposition under the <i>Local Government (Functions and General) Regulations 1996</i>.</li> <li>2. Disposal of land and/or buildings by way of a lease must comply with the relevant and applicable provisions of Policy 310 Leasing.</li> <li>3. A licence to occupy property must comply with the relevant and applicable provisions of Policy 310 Leasing.</li> <li>4. The negotiation and the setting of terms and conditions of the transaction must comply within the relevant and applicable provisions of Policy 310 Leasing, and as drafted by the Town's lawyers.</li> <li>5. Unless the Council makes a decision expressly providing for the contrary, any disposal of land and buildings must be for a price within 10% of an independent valuation obtained in accordance with section 3.58(4)(c), except in respect to a lease: <ol style="list-style-type: none"> <li>a. to a benevolent body, in accordance with regulation 30(2)(b) of the <i>Local Government (Functions and General) Regulations 1996</i> to a not for profit organisation for nominal consideration; and</li> <li>b. that is exempt from the requirements of section 3.58.</li> </ol> </li> <li>6. This delegation does not include the power: <ol style="list-style-type: none"> <li>a. to accept the surrender of a lease, except a residential tenancy lease; nor</li> <li>b. to apply to subdivide or amalgamate Town property.</li> </ol> </li> </ol>				
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> : 5.44 CEO may delegate some powers and duties to other employees				
<b>Sub-Delegate/s:</b>	Nil.				
<b>CEO Conditions on this Sub-Delegation:</b>	Not applicable.				
Compliance Links:	<p><i>Local Government Act 1995</i> – 3.58 Disposal of Property</p> <p><i>Local Government (Functions and General) Regulations 1995</i> – 30 Dispositions of property excluded from Act 3.58</p> <p>Policy 221 Strategic Management of Land and Building Assets</p> <p>Policy 304 Disposal of disused equipment, machinery and other materials</p> <p>Policy 310 Leasing</p>				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Adopted	19/5/2020	Council	393/2020	Item 11.1 Annual Review
2	Amended	16/05/2023	Council	101/2023	Annual Review

### 1.1.18A Lease of 15 (Lot 9000) Hill View Terrace, East Victoria Park

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995</i> 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995</i> 3.58 Disposal of property				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	<p>The following duties/powers in relation to 15 (Lot 9000) Hill View Terrace, East Victoria Park:</p> <ol style="list-style-type: none"> <li>1. Authority to make and give any determination required by the Lease on behalf of the Lessor, approval, direction or order in relation to the Property.</li> <li>2. Undertake any further minor commercial negotiations, if required to progress the development and commercial offer presented to the Town of Victoria Park by Blackoak Capital Ventures for TVP/20/13.</li> <li>3. Monitor compliance with, and enforce as necessary, the provisions of the Ground Lease and all matters relating to the Ground Lease.</li> </ol>				
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>1. In exercising this delegation of authority, the Chief Executive Officer shall not make a determination if the Chief Executive Officer believes the matter for decision is a material change to the terms and conditions of the Ground Lease.</li> <li>2. If the Chief Executive Officer declines to give a determination (for reasons set out in condition 1, the Chief Executive Officer must report the matter to the Council for decision.</li> </ol>				
<b>Sub Delegation:</b>	Nil.				
Compliance Links:	<i>Local Government Act 1995</i> – 3.58 Disposal of Property  <i>Local Government (Functions and General) Regulations 1995</i> – 30 Dispositions of property excluded from Act 3.58  Policy 221 Strategic Management of Land and Building Assets  Policy 310 Leasing				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	02/08/2022	Council	173/2021	Approved

### 1.1.19 Payments from the Municipal, Reserve or Trust Funds

<b>Delegator:</b>	Local Government	
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO	
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Financial Management) Regulations 1996:</i> 12(1)(a) Payments from municipal fund or trust fund, restrictions on making	
<b>Delegate:</b>	<b>Chief Executive Officer</b>	
<b>Function:</b>	Authority to make payments from the municipal or trust funds.	
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>1. Authority to make payments is subject to annual budget limitations.</li> <li>2. Payments by Cheque or EFT transactions must be approved by two signatories, within the following signatory requirements: <ol style="list-style-type: none"> <li>a. Any two Category A signatories.</li> <li>b. Any 1 Category A signatory and any 1 Category B signatory.</li> </ol> </li> <li>3. The Chief Executive Officer is a Category A signatory.</li> </ol>	
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees	
<b>Sub-Delegate/s:</b>	<b>1002.01</b>	<b>Chief Community Planner</b>
	<b>1003.01</b>	<b>Chief Financial Officer</b>
	<b>1218.01</b>	<b>Manager Finance</b>
	<b>1028.01</b>	<b>Financial Services Controller</b>
	<b>1004.01</b>	<b>Chief Operations Officer</b>
	<b>1259.01</b>	<b>Management Accountant</b>
	<b>1014.01</b>	<b>Manager People and Culture</b>
<b>CEO Conditions on this Sub-Delegation:</b>	<ol style="list-style-type: none"> <li>1. Category A signatories are as follows: <ol style="list-style-type: none"> <li>a. Chief Financial Officer.</li> <li>b. Chief Community Planner.</li> <li>c. Chief Operations Officer.</li> <li>d. Manager Finance.</li> </ol> </li> <li>2. Category B signatories are as follows: <ol style="list-style-type: none"> <li>a. Management Accountant.</li> <li>b. Financial Services Controller.</li> <li>c. Manager People and Culture.</li> </ol> </li> <li>3. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulations.</li> <li>4. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval.</li> </ol>	
<b>Compliance Links:</b>	<i>Local Government Act 1995</i>	

		<p><i>Local Government (Financial Management) Regulations 1996</i> - refer specifically 13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.</p> <p><i>Local Government (Audit) Regulations 1996</i></p> <p>Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards</p> <p>Department of Local Government, Sport and Cultural Industries: Accounting Manual</p>			
Record Keeping:		Exercise of authority to be recorded in CM9.			
Version	Approved, Amended, Rescinded	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	28/05/2020	CEO	-	Addition of sub-delegate
4	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review
5	Amended	18/07/2022	CEO		Addition of sub-delegate
6	Amended	16/05/2023	Council	101/2023	Annual Review
7	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

### 1.1.20 Reimbursement of expenses

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 5.98(4) Fees etc. for council members				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	Authority to approve payments of fees and allowances and the reimbursement of an expense incurred by an elected member generally or in a particular case.				
<b>Council Conditions on this Delegation:</b>	Any payment or reimbursement can only be made in accordance with Policy 021 Elected Member Fees, Expenses and Allowances.				
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees				
<b>Sub-Delegate/s:</b>	<b>1209.01</b>	<b>Manager Governance and Strategy</b>			
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
Compliance Links:	Annual determinations made by the Salaries and Allowances Tribunal				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	16/05/23	Council		Annual Review
2	Approved		CEO		Annual sub-delegate review



### 1.1.21 Defer, Grant Discounts, Waive or Write off Debts

<b>Delegator:</b>	Local Government	
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO	
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 6.12 Power to defer, grant discounts, waive or write off debts	
<b>Delegate:</b>	<b>Chief Executive Officer</b>	
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Waive or grant a concession of a debt which is owed to the Town.</li> <li>2. Write off an amount of money which is owed to the Town.</li> </ol>	
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>1. This Delegation does not apply to debts, which are prescribed as debts that are taken to be a rate or service charge however the write off of penalty interest (excluding the penalty interest on any State Government charge such as the emergency services levy) or of any instalment fee or payment plan fee is not considered a rate or service charge.</li> <li>2. A debt in relation to penalty interest or the fee for instalment charges or payment plans on a rate or service charge may be written off where it meets the requirements of Policy 308 Financial hardship.</li> <li>3. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated continued action to recover the debt will outweigh the net value of the debt if recovered by the Town.</li> <li>4. Limited to individual non rates debts valued below \$5,000 or cumulative non rates debts of a single debtor valued below \$5,000. Write off of debts greater than these values must be referred for Council decision.</li> </ol>	
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees	
<b>Sub-Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>
	<b>1027.01</b>	<b>Manager Business Services</b>
	<b>1218.01</b>	<b>Manager Finance</b>
	<b>1028.01</b>	<b>Financial Services Controller</b>
	<b>1002.01</b>	<b>Chief Community Planner</b>
	<b>1004.01</b>	<b>Chief Operations Officer</b>
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.	
<b>Compliance Links:</b>	Collection of Rates Debts – refer Delegations: 1.1.24 Agreement as to Payment of Rates and Service Charges 1.1.25 Recovery of Rates or Service Charges 1.1.26 Recovery of Rates Debts – Require Lessee to Pay Rent 1.1.27 Recovery of Rates Debts – Actions to Take Possession of the Land Policy 303 Debt collection	

		Policy 308 Financial hardship			
Record Keeping:		Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	28/6/2019	CEO	-	Sub-delegates revised
4	Amended	19/05/2020	Council	414/2020	Item 15.2 Adoption of financial hardship policy
5	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review
6	Amended	15/06/2021	Council	108/2021	Item 11.1 Annual Review of Delegations
7	Amended	16/05/2023	Council	101/2023	Annual review
8	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

### 1.1.22 Power to Invest and Manage Investments

<b>Delegator:</b>	Local Government
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> 19 Investments, control procedures for
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to invest money held in the municipal fund or reserve fund that is not, for the time being, required for any other purpose.</li> <li>2. Authority to establish and document internal control procedures to be followed in the investment and management of investments.</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>1. All investment activity must comply with the Financial Management Regulation 19C and Policy 302 Investments.</li> <li>2. Investments are limited to: <ol style="list-style-type: none"> <li>a. interest bearing term deposits in an authorised deposit-taking institution for a term not exceeding three years;</li> <li>b. interest bearing term deposits with the Western Australian Treasury Corporation for a term not exceeding three years;</li> <li>c. Bonds guaranteed by the Commonwealth Government, or a State Government or a Territory Government for a term not exceeding three years;</li> <li>d. Managed funds having a Standard and Poor Rating of; <ol style="list-style-type: none"> <li>i. A1 short term or better; and</li> <li>ii. A+ long term;</li> </ol> as recommended by the Town's independent investment advisor</li> </ol> </li> <li>3. A report detailing the interest, earnings and changes since last reporting, is to be provided as part of the Monthly Financial Reports.</li> <li>4. 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.</li> <li>5. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit Committee at least once each financial year.</li> </ol>

<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees				
<b>Sub-Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>			
	<b>1218.01</b>	<b>Manager Finance</b>			
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
Compliance Links:	<i>Local Government (Financial Management) Regulations 1996</i> – refer 19C Investment of money, restrictions on Policy 302 Investments				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	19/5/2020	Council	393/2020	Item 11.1 Annual Review
4	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review
5	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

### 1.1.23 Rate Record Amendment

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 6.39(2)(b) Rate record				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year.				
<b>Council Conditions on this Delegation:</b>	Delegates must comply with the requirements of 6.40 of the Act.				
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees				
<b>Sub-Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>			
	<b>1218.01</b>	<b>Manager Finance</b>			
	<b>1028.01</b>	<b>Financial Services Controller</b>			
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
Compliance Links:	<p><i>Local Government Act 1995</i> – 6.40 prescribes consequential actions that may be required following a decision to amend the rate record.</p> <p>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal</p>				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review
4	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

### 1.1.24 Agreement as to Payment of Rates and Service Charges

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 6.49 Agreement as to payment of rates and service charges				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	Authority to make an agreement with a person for the payment of rates or service charges.				
<b>Council Conditions on this Delegation:</b>	<p>1 Agreements must be in writing and must ensure acquittal of the rates or service charge debt within two financial years, including the year that the rates notice was issued.</p> <p>2 Applicants for agreements as to alternate payment arrangements must meet the requirements of Policy 308 Financial Hardship.</p>				
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees				
<b>Sub-Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>			
	<b>1218.01</b>	<b>Manager Finance</b>			
	<b>1028.01</b>	<b>Financial Services Controller</b>			
	<b>1034.01</b>	<b>Senior Rates Officer</b>			
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
Compliance Links:	Policy 308 Financial Hardship				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	19/05/2020	Council	414/2020	Item 15.2 Adoption of financial hardship policy
4	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review
5	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

### 1.1.25 Determine Instalment Due Dates for Rates or Service Charges

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 6.50 Rates or service charges due and payable <i>Local Government (Financial Management) Regulations 1996:</i> 66(2) Instalments, when right to pay ceases				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	Authority to determine the instalment date on which rates or service charges become due and payable to the Town.				
<b>Council Conditions on this Delegation:</b>	1 Excludes determining the due date and instalment due dates applicable to levying rates as part of the adoption of the annual budget.				
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees				
<b>Sub-Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>			
	<b>1218.01</b>	<b>Manager Finance</b>			
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
Compliance Links:	Nil.				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review
4	Amended	16/05/2023	Council	101/2023	Annual Review
5	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

### 1.1.26 Recovery of Rates and Service Charges

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 6.56 Rates or service charges recoverable in court				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction.				
<b>Council Conditions on this Delegation:</b>	Compliance with the requirements of Policy 303 Debt collection and Policy 308 Financial hardship.				
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees				
<b>Sub-Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>			
	<b>1218.01</b>	<b>Manager Finance</b>			
	<b>1028.01</b>	<b>Financial Services Controller</b>			
	<b>1034.01</b>	<b>Senior Rates Officer</b>			
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
Compliance Links:	Policy 303 Debt collection Policy 308 Financial Hardship				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	19/05/2020	Council	414/2020	Item 15.2 Adoption of financial hardship policy
4	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review
5	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review



### 1.1.27 Recovery of Rates Debts – Require Lessee to Pay Rent

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 6.60 Local government may require lessee to pay rent				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	<ol style="list-style-type: none"> <li>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 Town.</li> <li>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.</li> </ol>				
<b>Council Conditions on this Delegation:</b>	Nil.				
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees				
<b>Sub-Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>			
	<b>1218.01</b>	<b>Manager Finance</b>			
	<b>1028.01</b>	<b>Financial Services Controller</b>			
	<b>1034.01</b>	<b>Senior Rates Officer</b>			
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
<b>Compliance Links:</b>	Policy 303 Debt collection Policy 308 Financial Hardship				
<b>Record Keeping:</b>	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	19/05/2020	Council	414/2020	Item 15.2 Adoption of financial hardship policy
4	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review
5	Amended	16/05/2023	Council	101/2023	Annual review
6	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

### 1.1.28 Recovery of Rates Debts – Actions to Take Possession of Land

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 6.64(1) & (3) Actions to be taken 6.69(2) Right to pay rates, service charges and costs, and stay proceedings 6.71 Power to transfer land to Crown or local government 6.74 Power to have land revested in Crown if rates in arrears 3 years				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	<ol style="list-style-type: none"> <li>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, including: <ol style="list-style-type: none"> <li>a. lease the land, or</li> <li>b. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: <ol style="list-style-type: none"> <li>i. cause the land to be transferred to the Crown; or</li> <li>ii. cause the land to be transferred to the Town.</li> </ol> </li> </ol> </li> <li>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.</li> <li>3. 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.</li> </ol>				
<b>Council Conditions on this Delegation:</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 6.56, as 6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes.				
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees				
<b>Sub-Delegate/s:</b>	Nil.				
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
Compliance Links:	Policy 303 Debt collection Policy 308 Financial Hardship				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>

1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	19/05/2020	Council	414/2020	Item 15.2 Adoption of financial hardship policy
3	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review

### 1.1.29 Rate Record – Objections

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 6.76 Grounds of objection				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to extend the time for a person to make an objection to a rate record.</li> <li>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.</li> </ol>				
<b>Council Conditions on this Delegation:</b>	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.				
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees				
<b>Sub-Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>			
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
Compliance Links:	Policy 303 Debt collection				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.

### 1.1.30 Extension of Time for Objections Against a Decision

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 9.5 Objection may be lodged				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	Authority to extend the time for a person to make an objection to a decision.				
<b>Council Conditions on this Delegation:</b>	Nil.				
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees				
<b>Sub-Delegate/s:</b>	<b>1002.01</b>	<b>Chief Community Planner</b>			
	<b>1003.01</b>	<b>Chief Financial Officer</b>			
	<b>1004.01</b>	<b>Chief Operations Officer</b>			
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
Compliance Links:	Nil.				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	19/5/2020	Council	393/2020	Item 11.1 Annual Review
4	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review

### 1.1.31 Appointment of an Acting Chief Executive Officer

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 5.36 Local Government Employees 5.39 Contracts for CEO and senior employees				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	Appointment of an Acting Chief Executive Officer.				
<b>Council Conditions on this Delegation:</b>	Appointments must be in accordance with Policy 005 Acting Chief Executive Officer.				
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees				
<b>Sub-Delegate/s:</b>	Nil.				
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
Compliance Links:	Policy 005 Acting Chief Executive Officer				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	19/5/2020	Council	393/2020	Item 11.1 Annual Review

### 1.1.32 Minor amendments to delegations and policies

<b>Delegator</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 5.42 Delegations of some powers and duties to CEO				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	To make amendments to format, spelling, grammar, officer titles, business units, legislation and minor errors within the text of Delegations and Policies that have been endorsed by Council.				
<b>Council Conditions on this Delegation:</b>	Amendments must not alter the intent of the document.				
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate powers and duties to other employees				
<b>Sub-Delegate/s:</b>	<b>1209.01</b>	<b>Manager Governance and Strategy</b>			
<b>CEO Condition on this Sub-Delegation:</b>	Nil.				
Compliance Links:	N/A				
<b>Record Keeping:</b>	Exercise of authority to be recorded in CM9				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	15/08/2023	Council	175/2023	Adopted

## Division 1.2 – CEO to Employees

### 1.2.1 Determine if an Emergency for Emergency Powers of Entry

<b>Delegator:</b>	Chief Executive Officer			
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees			
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 3.34(2) Entry in an Emergency			
<b>Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>		
	<b>1027.01</b>	<b>Manager Business Services</b>		
	<b>1050.01</b>	<b>Coordinator Parking and Rangers</b>		
	<b>1004.01</b>	<b>Chief Operations Officer</b>		
	<b>1127.01</b>	<b>Manager Technical Services</b>		
	<b>1128.01</b>	<b>Manager Infrastructure Operations</b>		
<b>Function:</b>	Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions.			
<b>CEO Conditions on this Delegation:</b>	Nil.			
Compliance Links:	N/A			
Record Keeping:	Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/6/2019	CEO	Sub-delegates and CEO conditions added.
2	Amended	01/07/2020	CEO	Annual Sub-delegate Review
3	Amended	28/06/2021	CEO	Annual sub-delegates review.



## 1.2.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare

<b>Delegator:</b>	Chief Executive Officer			
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees			
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> 6(4)(d) Obstruction of public thoroughfare by things placed and left			
<b>Delegate/s:</b>	<b>1004.01</b>	<b>Chief Operations Officer</b>		
	<b>1127.01</b>	<b>Manager Technical Services</b>		
	<b>1114.01</b>	<b>Infrastructure Compliance Officer</b>		
	<b>1128.01</b>	<b>Manager Infrastructure Operations</b>		
<b>Function:</b>	<p>When determining to grant permission to obstruct a public footpath or thoroughfare under Delegated Authority 1.1.10:</p> <ol style="list-style-type: none"> <li>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.</li> <li>Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience.</li> <li>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.</li> </ol>			
<b>CEO Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.1.10 Obstruction of Footpaths and Thoroughfares.</li> <li>Actions under this Delegation must comply with the procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> </ol>			
<b>Compliance Links:</b>	<p>This delegated authority is effective only in alignment with Delegated Authority 1.1.10 Obstructions of Footpaths and Thoroughfares.</p> <p><i>Local Government (Uniform Local Provisions) Regulations 1996</i></p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>.</p>			
<b>Record Keeping:</b>	Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/6/2019	CEO	Sub-delegates and CEO conditions added.

### 1.2.3 Determine and Manage Conditions on Permissions for Dangerous Excavations on or on land adjoining Public Thoroughfares

<b>Delegator:</b>		Chief Executive Officer		
<b>Express Power to Delegate:</b>		<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees		
<b>Express Power or Duty Delegated:</b>		<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> 11(6)(c) and 11(7)(c) Dangerous excavation in or near public thoroughfare		
<b>Delegate/s:</b>		<b>1004.01</b>	<b>Chief Operations Officer</b>	
		<b>1127.01</b>	<b>Manager Technical Services</b>	
		<b>1114.01</b>	<b>Infrastructure Compliance Officer</b>	
<b>Function:</b>		<p>When determining to grant permission to for a dangerous excavation under Delegated Authority 1.1.11:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily.</li> </ol>		
<b>CEO Conditions on this Delegation:</b>		<ol style="list-style-type: none"> <li>Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.1.11 Public Thoroughfares – Dangerous Excavations.</li> <li>Actions under this Delegation must comply with the procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> </ol>		
Compliance Links:		<p>This delegated authority is effective only in alignment with Delegated Authority 1.1.11 Public Thoroughfares – Dangerous Excavations.</p> <p><i>Local Government (Uniform Local Provisions) Regulations 1996</i></p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i></p>		
Record Keeping:		Exercise of authority to be recorded in CM9.		
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/6/2019	CEO	Sub-delegates and CEO conditions added.

#### 1.2.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places

<b>Delegator:</b>	Chief Executive Officer			
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees			
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> 17(5)(b) and 17(6)(c) Private works on, over, or under public places			
<b>Delegate/s:</b>	<b>1004.01</b>	<b>Chief Operations Officer</b>		
	<b>1127.01</b>	<b>Manager Technical Services</b>		
	<b>1114.01</b>	<b>Infrastructure Compliance Officer</b>		
<b>Function:</b>	<ol style="list-style-type: none"> <li>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.</li> <li>Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily.</li> </ol>			
<b>CEO Conditions on this Delegation:</b>	Nil.			
Compliance Links:	This delegated authority is effective only in alignment with Delegated Authority 1.1.13 Private Works on, over or under Public Places <i>Local Government (Uniform Local Provisions) Regulations 1996</i>			
Record Keeping:	Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/6/2019	CEO	Sub-delegates and CEO conditions added.

## 1.2.5 Electoral Enrolment Eligibility Claims and Electoral Roll

<b>Delegator:</b>	Chief Executive Officer
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim 4.34 Accuracy of enrolment details to be maintained 4.35 Decision that eligibility to enrol under s.4.30 has ended 4.37 New roll for each election <i>Local Government (Elections) Regulations 1995:</i> 11(1a) Nomination of co-owners or co-occupiers 13(2) & (4) Register
<b>Delegate/s:</b>	<b>1209.01</b> <b>Manager Governance and Strategy</b>
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2.</li> <li>2. Authority to decide whether or not the claimant is eligible under 4.30(1)(a) and 4.30(1)(b) and accept or reject the claim accordingly.</li> <li>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.</li> <li>4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim.</li> <li>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 families safety at risk.</li> <li>6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate.</li> <li>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.</li> <li>8. Authority to decide that a person is no longer eligible under 4.30 to be enrolled on the Owners and Occupiers Electoral Roll and to give notice and consider submissions, before making such determination.</li> <li>9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner.</li> <li>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.</li> </ol>
<b>CEO Conditions on this Delegation:</b>	Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with 4.32(6) and 4.35(7).

Compliance Links:		Department of Local Government, Sport and Cultural Industries: <a href="#">Returning Officer Manual</a>		
Record Keeping:		Exercise of authority to be recorded in CM9.		
Version	Approved, Amended, Rescinded	Date	Authority	Key Changes/Notes
1	Approved	28/6/2019	CEO	Sub-delegates and CEO conditions added.

## 1.2.6 Destruction of Electoral Papers

<b>Delegator:</b>	Chief Executive Officer			
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees			
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Elections) Regulations 1996:</i> 82(4) Keeping election papers			
<b>Delegate/s:</b>	<b>1209.01</b>	<b>Manager Governance and Strategy</b>		
	<b>1219.01</b>	<b>Manager Technology and Digital Strategy</b>		
<b>Function:</b>	Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees.			
<b>CEO Conditions on this Delegation:</b>	Nil.			
Compliance Links:	Department of Local Government, Sport and Cultural Industries: <a href="#">Returning Officer Manual</a>			
Record Keeping:	Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/6/2019	CEO	Sub-delegates and CEO conditions added.
2	Amended	01/07/2020	CEO	Annual Sub-delegate Review
3	Amended	28/06/2021	CEO	Annual sub-delegates review.
4	Amended	26/05/2023	CEO	Annual sub-delegate review

## 1.2.7 Information to be Available to the Public

<b>Delegator:</b>	Chief Executive Officer			
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees			
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Administration) Regulations 1996:</i> 29(2) & (3) Information to be available for public inspection 29B Copies of certain information not to be provided <i>Local Government Act 1995:</i> 9.95(1)(b) & 9.95(3)(b) Limits on right to inspect local government information			
<b>Delegate/s:</b>	<b>1002.01</b>	<b>Chief Community Planner</b>		
	<b>1003.01</b>	<b>Chief Financial Officer</b>		
	<b>1004.01</b>	<b>Chief Operations Officer</b>		
	<b>1209.01</b>	<b>Manager Governance and Strategy</b>		
	<b>1219.01</b>	<b>Manager Technology and Digital Strategy</b>		
	<b>1218.01</b>	<b>Manager Finance</b>		
<b>Function:</b>	<ol style="list-style-type: none"> <li>Authority to determine the manner and form by which a person may request copies of rates record information or owners and occupiers register and electoral rolls and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes.</li> <li>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.</li> </ol>			
<b>CEO Conditions on this Delegation:</b>	1 Function 1 is only exercisable by Chief Financial Officer, Manager Finance and Manager Governance and Strategy.			
Compliance Links:	Nil.			
Record Keeping:	Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/6/2019	CEO	Sub-delegates and CEO conditions added.
2	Amended	26/05/2023	CEO	Annual sub-delegate review

### 1.2.8 Audit – CEO Review of Systems and Procedures

<b>Delegator:</b>	Chief Executive Officer			
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees			
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Audit) Regulations 1996:</i> 17 CEO to review certain systems and procedures			
<b>Delegate/s:</b>	<b>1209.01</b>	<b>Manager Governance and Strategy</b>		
<b>Function:</b>	Authority to conduct the review of the appropriateness and effectiveness of the Town's systems and procedures in relation to <ul style="list-style-type: none"> <li>a. risk management; and</li> <li>b. internal controls; and</li> <li>c. legislative compliance.</li> </ul>			
<b>CEO Conditions on this Delegation:</b>	Each matter is to be reviewed at least once in every 3 financial years, with a report on each matter to be provided to the Audit and Risk Committee that details the findings, including any identified deficiencies, and actions required.			
Compliance Links:	<i>Local Government (Audit) Regulations 1996</i>			
Record Keeping:	Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/6/2019	CEO	Sub-delegates and CEO conditions added.



## 1.2.9 Infringement Notices

<b>Delegator:</b>	Chief Executive Officer			
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees			
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 9.13(6)(b) Onus of proof in vehicle offences may be shifted 9.19 Extension of Time 9.20 Withdrawal of Notice			
<b>Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>		
	<b>1027.01</b>	<b>Manager Business Services</b>		
	<b>1050.01</b>	<b>Coordinator Parking and Rangers</b>		
	<b>1044.01</b>	<b>Supervisor Parking</b>		
	<b>1002.01</b>	<b>Chief Community Planner</b>		
	<b>1107.01</b>	<b>Manager Development Services</b>		
	<b>1118.01</b>	<b>Principal Building Surveyor</b>		
<b>1081.01</b>	<b>Coordinator Environmental Health</b>			
<b>Function:</b>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ol>			
<b>CEO Conditions on this Delegation:</b>	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.			
Compliance Links:	Nil.			
Record Keeping:	Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/6/2019	CEO	Sub-delegates and CEO conditions added.
2	Amended	01/07/2020	CEO	Annual Sub-delegate Review
3	Amended	28/06/2021	CEO	Annual sub-delegates review.
4	Amended	26/05/2023	CEO	Annual sub-delegate review

### 1.2.10 Power to preside

<b>Delegator:</b>	Chief Executive Officer				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995</i> 5.44 CEO may delegate powers and duties to other employees				
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995</i> CI 3, Schedule 2.3, Division 1 CEO to preside CI 4, Schedule 2.3, Division 1 – How mayor or president is elected				
<b>Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>			
	<b>1209.01</b>	<b>Manager Governance and Strategy</b>			
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to preside at a first meeting of a committee following an ordinary local government election, until such time the office of Presiding Member is filled.</li> <li>2. Authority to conduct the election of a presiding member of a committee</li> </ol>				
<b>CEO Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>1. Delegation only exercisable where the Chief Executive Officer is absent or on leave.</li> <li>2. Conducting of the election is to be in accordance with Schedule 2.3 of the Act.</li> </ol>				
Compliance Links:	Nil.				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

### 1.2.11 Acknowledge receipt of Primary Returns and Annual Returns

<b>Delegator:</b>	Chief Executive Officer				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995</i> 5.44 CEO may delegate powers and duties to other employees				
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995</i> 5.77 Acknowledging Receipt of Returns				
<b>Delegate/s:</b>	<b>1209.01</b>	<b>Manager Governance and Strategy</b>			
<b>Function:</b>	To provide written acknowledgement of the receipt of Primary and Annual returns.				
<b>CEO Conditions on this Delegation:</b>	Nil.				
Compliance Links:	Nil.				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

## 1.2.12 Appoint Authorised Persons

<b>Delegator:</b>	Chief Executive Officer	
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995</i> 5.44 CEO may delegate powers and duties to other employees	
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 9.10 Appointment of authorised persons Part 9, Division 2, Subdivision 4 Evidence in Legal Proceedings	
<b>Delegate/s:</b>	<b>1002.01</b>	<b>Chief Community Planner</b>
	<b>1003.01</b>	<b>Chief Financial Officer</b>
	<b>1004.01</b>	<b>Chief Operations Officer</b>
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to appoint persons or classes of persons as authorised persons for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations: <ol style="list-style-type: none"> <li>a. <i>Local Government Act 1995 (WA);</i></li> <li>b. <i>Local Government (Miscellaneous Provisions) Act 1960 (WA);</i></li> <li>c. <i>Caravan Parks and Camping Grounds Act 1995 (WA);</i></li> <li>d. <i>Cat Act 2011 (WA);</i></li> <li>e. <i>Cemeteries Act 1986 (WA);</i></li> <li>f. <i>Control of Vehicles (Off-road Areas) Act 1978 (WA);</i></li> <li>g. <i>Dog Act 1976 (WA);</i></li> <li>h. <i>Graffiti Vandalism Act 2016 (WA); and</i></li> <li>f. any other legislation prescribed for the purposed of s9.10 of the Act.</li> </ol> </li> <li>2. Authority to appoint and authorise persons to exercise the powers and duties of an authorised person under the Town's local laws made under the <i>Local Government Act 1995</i>.</li> <li>3. Authority to authorise an employee to certify copies of local laws or any other document adopted by Council as a true copy.</li> </ol>	
<b>CEO Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>1. Each appointed Authorised Person is to be recorded on the Register of Authorised Persons, issued a certificate detailing their authorisation and an identity card.</li> <li>2. Only persons who are appropriately qualified and trained may be appointed as authorised persons.</li> </ol>	
<b>Compliance Links:</b>	N/A	
<b>Record Keeping:</b>	<p>Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p> <p>Exercise of authority to be recorded in CM9.</p>	

<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

### 1.2.13 Expressions of Interest for Goods and Services – Notification of outcome

<b>Delegator:</b>	Chief Executive Officer				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers or duties to the other employees				
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Functions and General) Regulations 1996:</i> 24 People who submitted expression of interest to be notified of outcome				
<b>Delegate/s:</b>	<b>1209.01</b>	<b>Manager Governance and Strategy</b>			
	<b>1009.01</b>	<b>Manager Stakeholder Relations</b>			
	<b>1014.01</b>	<b>Manager People and Culture</b>			
	<b>1002.01</b>	<b>Chief Community Planner</b>			
	<b>1115.01</b>	<b>Manager Place Planning</b>			
	<b>1107.01</b>	<b>Manager Development Services</b>			
	<b>1077.01</b>	<b>Manager Community</b>			
	<b>1004.01</b>	<b>Chief Operations Officer</b>			
	<b>1127.01</b>	<b>Manager Technical Services</b>			
	<b>1128.01</b>	<b>Manager Infrastructure Operations</b>			
	<b>1221.01</b>	<b>Manager Property Development and Leasing</b>			
	<b>1124.01-04</b>	<b>Manager Strategic Projects</b>			
	<b>1003.01</b>	<b>Chief Financial Officer</b>			
	<b>1218.01</b>	<b>Manager Finance</b>			
	<b>1219.01</b>	<b>Manager Technology and Digital Strategy</b>			
<b>1027.01</b>	<b>Manager Business Services</b>				
<b>1252.01</b>	<b>Manager Waste, Environment and Asset Management</b>				
<b>Function:</b>	Authority to give written notice to each person who submitted an expression of interest the particulars of listed acceptable tenderers; whether any expressions of interests have been invited to tender; or any other appropriate outcome relating to the expression of interest.				
<b>CEO Conditions on this Delegation:</b>	Items in adopted budget only.				
Compliance Links:	<i>Local Government (Functions and General) Regulations 1996</i> – prescribe applicable statutory procedures.  Policy 301 Purchasing				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

## 1.2.14 Financial Management Systems and Procedures

<b>Delegator:</b>	Chief Executive Officer				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers or duties to the other employees				
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Financial Management) Regulations 1996:</i> 5 CEO's Duties as to financial management				
<b>Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>			
	<b>1218.01</b>	<b>Manager Finance</b>			
<b>Function:</b>	<p>Authority to establish systems and procedures that give effect to internal controls and risk mitigation for the:</p> <ol style="list-style-type: none"> <li>1 Collection of money owed to the Town;</li> <li>2 Safe custody and security of money collected or held by the Town;</li> <li>3 Maintenance and security of all financial records, including payroll, stock control and costing records;</li> <li>4 Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities;</li> <li>5 Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards;</li> <li>6 Making of payments in accordance with Delegated Authority 1.1.9;</li> <li>7 Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.</li> </ol>				
<b>CEO Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>1 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.</li> <li>2 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 each 3 financial years.</li> </ol>				
<b>Compliance Links:</b>	<i>Local Government Act 1995</i>  <i>Local Government (Financial Management) Regulations 1996</i>  <i>Local Government (Audit) Regulations 1996</i>  <i>Department of Local Government, Sport and Cultural Industries</i> <i>Operational Guideline No.11 – Use of Corporate Credit Cards</i>				
<b>Record Keeping:</b>	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

## Division 1.3 – Other Resolutions of Council Authorising Officers

### 1.3.1 Execution of Documents

<b>Authoriser:</b>	Local Government				
<b>Express Power to Authorise:</b>	<i>Local Government Act 1995:</i> Section 9.49A(4) authorisation to sign documents on behalf of the Town				
<b>Express Power Authorised:</b>	<i>Local Government Act 1995:</i> Section 9.49A(4) Execution of documents				
<b>Authorised Person:</b>	<b>Chief Executive Officer, Chiefs and Managers, including any persons appointed as Acting in relation to any such position.</b>				
<b>Function:</b>	Authority to sign documents on behalf of the Town.				
<b>Council Conditions on this Authorisation:</b>	Council's authorisation for the execution of documents is given on the basis that the Execution of Documents Policy is to be followed in relation to any exercise of the authorisation.				
Compliance Links:	Nil.				
Record Keeping:	Documents executed to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	19/5/2020	Council	393/2020	Item 11.1 Annual Review
3	Amended	22/11/2022	CEO	D22/07511 4	New sub-delegate added.
4	Amended	15/12/2022	Council	265/2022	Amended Council Conditions



### 1.3.2 Use of the common seal

<b>Authoriser:</b>	Local Government				
<b>Express Power to Authorise:</b>	<i>Local Government Act 1995:</i> Section 9.49A(2) authorisation to affix the common seal				
<b>Express Power Authorised:</b>	<i>Local Government Act 1995:</i> Section 9.49A(3) affixing the common seal to documents				
<b>Authorised person:</b>	<b>Mayor and Chief Executive Officer, including any person appointed as Acting in relation to either position.</b>				
<b>Function:</b>	Authority to affix the common seal of the Town of Victoria Park to duly execute documents.				
<b>Council Conditions on this Authorisation:</b>	Council's authorisation for the execution of documents is given on the basis that the Execution of Documents Policy is to be followed in relation to any exercise of the authorisation.				
Compliance Links:	Nil.				
Record Keeping:	Documents executed to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Adopted	19/5/2020	Council	393/2020	Item 11.1 Annual Review
2	Amended	15/12/2022	Council	265/2022	Amended Council Conditions

### 1.3.3 Certificates under sections 39 of the Liquor Control Act 1988

<b>Authoriser:</b>	Local Government				
<b>Express Power to Authorise:</b>	<i>Local Government Act 1995:</i> Section 9.49A(4) authorisation to sign documents on behalf of the Town				
<b>Express Power Authorised:</b>	<i>Liquor Control Act 1988:</i> Section 39 Certificate of local government as to whether premises comply with laws				
<b>Authorised Persons:</b>	<b>Chief Executive Officer</b> <b>Chief Community Planner</b> <b>Manager Development Services</b> <b>Principal Building Surveyor</b> <b>Coordinator Environmental Health</b>				
<b>Function:</b>	Authority to issue the "Certificate of local government as to whether premises comply with laws" under section 39 of the <i>Liquor Control Act 1988</i>				
<b>Council Conditions on this Authorisation:</b>	Nil.				
Compliance Links:	Nil.				
Record Keeping:	Documents executed to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Adopted	19/5/2020	Council	393/2020	Item 11.1 Annual Review
2	Amended	16/05/2023	Council	101/2023	Annual Review

### 1.3.4 Certificates under sections 40 of the Liquor Control Act 1988

<b>Authoriser:</b>	Planning Authority				
<b>Express Power to Authorise:</b>	<i>Local Government Act 1995:</i> Section 9.49A(4) authorisation to sign documents on behalf of the Town				
<b>Express Power Authorised:</b>	<i>Liquor Control Act 1988:</i> Section 40 Certificate of planning authority as to whether use of premises complies with planning laws				
<b>Authorised Person:</b>	<b>Chief Executive Officer</b> <b>Chief Community Planner</b> <b>Manager Development Services</b> <b>Urban Planning Coordinator</b>				
<b>Function:</b>	Authority to issue the "to issue the "Certificate of planning authority as to whether use of premises complies with planning laws" under section 40 of the <i>Liquor Control Act 1988</i>				
<b>Council Conditions on this Authorisation:</b>	Nil.				
Compliance Links:	Nil.				
Record Keeping:	Documents executed to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Adopted	19/05/2020	Council	393/2020	Item 11.1 Annual Review

## Part 2 – Local Laws

### Division 2.1 - Council to the CEO

#### 2.1.1 Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i>				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	All functions of the local government under the <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i>				
<b>Council Conditions on this Delegation:</b>	Nil.				
<b>Sub Delegation:</b>	See Division 2.2				
Compliance Links:	Nil.				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	19/5/2020	Council	393/2020	Item 11.1 Annual Review

## 2.1.2 Dog Local Law 2018

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Dog Local Law 2018</i>				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	All functions of the local government under the <i>Dog Local Law 2018</i>				
<b>Council Conditions on this Delegation:</b>	Nil.				
<b>Sub Delegation:</b>	See Division 2.2				
Compliance Links:	Nil.				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	19/5/2020	Council	393/2020	Item 11.1 Annual Review

### 2.1.3 Fencing Local Law 2021

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Fencing Local Law 2021</i>				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	All functions of the local government under the <i>Fencing Local Law 2021</i> .				
<b>Council Conditions on this Delegation:</b>	Nil.				
<b>Sub Delegation:</b>	See Division 2.2				
Compliance Links:	Nil.				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	15/06/2021	Council	108/2021	Item 11.1 Annual Review of Delegations

## 2.1.4 Health Local Law 2003

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Health Local Law 2003</i>				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	All functions of the local government under the <i>Health Local Law 2003</i>				
<b>Council Conditions on this Delegation:</b>	Nil.				
<b>Sub Delegation:</b>	See Division 2.2				
Compliance Links:	Nil.				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	19/5/2020	Council	393/2020	Item 11.1 Annual Review

## 2.1.5 Local Government Property Local Law 2000

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Local Government Property Local Law 2000</i>				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	All functions of the local government under the <i>Local Government Property Local Law 2000</i>				
<b>Council Conditions on this Delegation:</b>	Nil.				
<b>Sub Delegation:</b>	See Division 2.2				
Compliance Links:	Nil.				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	19/5/2020	Council	393/2020	Item 11.1 Annual Review



## 2.1.6 Vehicle Management Local Law 2021

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Vehicle Management Local Law 2021</i>				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	All functions of the local government under the <i>Vehicle Management Local Law 2021</i>				
<b>Council Conditions on this Delegation:</b>	All functions of the local government are delegated, with the exception of those requiring a resolution of Council (other than clause 10 of the local law).				
<b>Sub Delegation:</b>	See Division 2.2				
Compliance Links:	Nil.				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	15/06/2021	Council	108/2021	Item 11.1 Annual Review of Delegations
2	Amended	16/05/2023	Council	101/2023	Annual Review

## Division 2.2 – CEO to Employees

### 2.2.1 Determine activities allowed on a thoroughfare with a permit

<b>Delegator:</b>	Chief Executive Officer			
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees			
<b>Express Power or Duty Delegated:</b>	<i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i> 2.2. Activities allowed with a permit - general 6.1. Application for a permit 6.2. Decision on Application for a permit 6.3. Conditions which may be imposed on a permit 6.4. Imposing conditions under a policy 6.5 Compliance with and variation of conditions			
<b>Delegate/s:</b>	<b>1004.01</b>	<b>Chief Operations Officer</b>		
	<b>1127.01</b>	<b>Manager Technical Services</b>		
	<b>1128.01</b>	<b>Manager Infrastructure Operations</b>		
<b>Function:</b>	Determine activities allowed on a thoroughfare with a permit.			
<b>CEO Conditions on this Delegation:</b>	Nil.			
Compliance Links:	<i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i>			
Record Keeping:	Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/6/2019	CEO	Sub-delegates and CEO conditions added.
2	Amended	26/05/2023	CEO	Annual sub-delegate review

## 2.2.2 Issue a permit for the construction of a temporary vehicle crossing

<b>Delegator:</b>	Chief Executive Officer			
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees			
<b>Express Power or Duty Delegated:</b>	<i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i> 2.4. Permit required 6.1. Application for a permit 6.2. Decision on Application for a permit 6.3. Conditions which may be imposed on a permit 6.4. Imposing conditions under a policy 6.5 Compliance with and variation of conditions			
<b>Delegate/s:</b>	<b>1004.01</b>	<b>Chief Operations Officer</b>		
	<b>1127.01</b>	<b>Manager Technical Services</b>		
	<b>1114.01</b>	<b>Infrastructure Compliance Officer</b>		
<b>Function:</b>	Issue a permit for the construction of a temporary vehicle crossing.			
<b>CEO Conditions on this Delegation:</b>	Nil.			
Compliance Links:	<i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i>			
Record Keeping:	Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/6/2019	CEO	Sub-delegates and CEO conditions added.

### 2.2.3 Permissible verge treatments and notice to owner or occupier

<b>Delegator:</b>	Chief Executive Officer			
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees			
<b>Express Power or Duty Delegated:</b>	<i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i> 2.7 Permissible verge treatments 2.10 Notice to owner or occupier			
<b>Delegate/s:</b>	<b>1004.01</b>	<b>Chief Operations Officer</b>		
	<b>1127.01</b>	<b>Manager Technical Services</b>		
	<b>1128.01</b>	<b>Manager Infrastructure Operations</b>		
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Approve permissible verge treatments.</li> <li>2. Issue a notice to an owner or occupier of a lot abutting a verge to make good a breach.</li> </ol>			
<b>CEO Conditions on this Delegation:</b>	Nil.			
Compliance Links:	<i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i>			
Record Keeping:	Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/6/2019	CEO	Sub-delegates and CEO conditions added.

## 2.2.4 Issue a permit for advertising signs and portable direction signs

<b>Delegator:</b>	Chief Executive Officer			
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees			
<b>Express Power or Duty Delegated:</b>	<i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i> 3.2. Advertising signs and portable direction signs 6.1. Application for a permit 6.2. Decision on Application for a permit 6.3. Conditions which may be imposed on a permit 6.4. Imposing conditions under a policy 6.5 Compliance with and variation of conditions			
<b>Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>		
	<b>1027.01</b>	<b>Manager Business Services</b>		
	<b>1050.01</b>	<b>Coordinator Parking and Rangers</b>		
	<b>1004.01</b>	<b>Chief Operations Officer</b>		
	<b>1127.01</b>	<b>Manager Technical Services</b>		
	<b>1131.01</b>	<b>Principal Traffic and Design Coordinator</b>		
<b>Function:</b>	Issue a permit for advertising signs and portable direction signs.			
<b>CEO Conditions on this Delegation:</b>	Election signs not permitted.			
Compliance Links:	<i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i> Policy 011 – Elections Policy 202 – Directional signs			
Record Keeping:	Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/6/2019	CEO	Sub-delegates and CEO conditions added.
2	Amended	01/07/2020	CEO	Annual Sub-delegate Review
3	Amended	28/06/2021	CEO	Annual sub-delegates review.

## 2.2.5 Issue a permit for leaving an animal or vehicle in a public place or on local government property

<b>Delegator:</b>	Chief Executive Officer			
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees			
<b>Express Power or Duty Delegated:</b>	<i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i> 4.1. Leaving Animal or vehicle in public place or on local government property 6.1. Application for a permit 6.2. Decision on Application for a permit 6.3. Conditions which may be imposed on a permit 6.4. Imposing conditions under a policy 6.5 Compliance with and variation of conditions			
<b>Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>		
	<b>1027.01</b>	<b>Manager Business Services</b>		
	<b>1050.01</b>	<b>Coordinator Parking and Rangers</b>		
<b>Function:</b>	Issue a permit for leaving an animal or vehicle in a public place or on local government property.			
<b>CEO Conditions on this Delegation:</b>	Nil.			
Compliance Links:	<i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i>			
Record Keeping:	Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/6/2019	CEO	Sub-delegates and CEO conditions added.
2	Amended	01/07/2020	CEO	Annual Sub-delegate Review
3	Amended	28/06/2021	CEO	Annual sub-delegates review.

## 2.2.6 Determine Applications for a Stallholder's or Trader's Permit

<b>Delegator:</b>	Chief Executive Officer			
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees			
<b>Express Power or Duty Delegated:</b>	<i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i> 5.4 Determine applications for a Stallholder's or Trader's Permit 6.1. Application for a permit 6.2. Decision on Application for a permit 6.3. Conditions which may be imposed on a permit 6.4. Imposing conditions under a policy 6.5 Compliance with and variation of conditions			
<b>Delegate/s:</b>	<b>1002.01</b>	<b>Chief Community Planner</b>		
	<b>1077.01</b>	<b>Manager Community</b>		
	<b>1096.01</b>	<b>Coordinator Community Development</b>		
	<b>1235.01</b>	<b>Coordinator Events, Arts and Funding</b>		
	<b>1115.01</b>	<b>Manager Place Planning</b>		
	<b>1107.01</b>	<b>Manager Development Services</b>		
	<b>1081.01</b>	<b>Coordinator Environmental Health</b>		
	<b>1004.01</b>	<b>Chief Operations Officer</b>		
	<b>1127.01</b>	<b>Manager Technical Services</b>		
<b>1114.01</b>	<b>Infrastructure Compliance Officer</b>			
<b>Function:</b>	Determine applications for a Stallholder's or Trader's permit.			
<b>CEO Conditions on this Delegation:</b>	Nil.			
Compliance Links:	<i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i>			
Record Keeping:	Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/6/2019	CEO	Sub-delegates and CEO conditions added.
2	Amended	28/06/2021	CEO	Annual sub-delegates review.
3	Amended	26/05/2023	CEO	Annual sub-delegate review

## 2.2.7 Determine exemptions from the requirement to pay a fee for a Stallholder's or Traders Permit

<b>Delegator:</b>	Chief Executive Officer			
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees			
<b>Express Power or Duty Delegated:</b>	<i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i> 5.6 Exemptions from requirement to pay fee or obtain permit 6.1. Application for a permit 6.2. Decision on Application for a permit 6.3. Conditions which may be imposed on a permit 6.4. Imposing conditions under a policy 6.5 Compliance with and variation of conditions			
<b>Delegate/s:</b>	<b>1002.01</b>	<b>Chief Community Planner</b>		
	<b>1077.01</b>	<b>Manager Community</b>		
	<b>1115.01</b>	<b>Manager Place Planning</b>		
	<b>1107.01</b>	<b>Manager Development Services</b>		
<b>Function:</b>	Determine exemptions from the requirement to pay a fee for a Stallholder's or Trader's permit.			
<b>CEO Conditions on this Delegation:</b>	Nil.			
Compliance Links:	<i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i>			
Record Keeping:	Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/6/2019	CEO	Sub-delegates and CEO conditions added.



## 2.2.8 Issue a permit for street entertainers to perform in a public place

<b>Delegator:</b>	Chief Executive Officer			
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees			
<b>Express Power or Duty Delegated:</b>	<i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i> 5.9 Permit required to perform 5.10 Variation of permitted area and permitted time 5.11 Duration of permit 5.12 Cancellation of permit 6.1. Application for a permit 6.2. Decision on Application for a permit 6.3. Conditions which may be imposed on a permit 6.4. Imposing conditions under a policy 6.5 Compliance with and variation of conditions			
<b>Delegate/s:</b>	<b>1002.01</b>	<b>Chief Community Planner</b>		
	<b>1077.01</b>	<b>Manager Community</b>		
	<b>1096.01</b>	<b>Coordinator Community Development</b>		
	<b>1235.01</b>	<b>Coordinator Events, Arts and Funding</b>		
	<b>1115.01</b>	<b>Manager Place Planning</b>		
	<b>1107.01</b>	<b>Manager Development Services</b>		
	<b>1081.01</b>	<b>Coordinator Environmental Health</b>		
	<b>1004.01</b>	<b>Chief Operations Officer</b>		
	<b>1127.01</b>	<b>Manager Technical Services</b>		
	<b>1114.01</b>	<b>Infrastructure Compliance Officer</b>		
<b>Function:</b>	Issue a permit for street entertainers to perform in a public place.			
<b>CEO Conditions on this Delegation:</b>	Nil.			
Compliance Links:	<i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i>			
Record Keeping:	Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/6/2019	CEO	Sub-delegates and CEO conditions added.
2	Amended	28/06/2021	CEO	Annual sub-delegates review.
3	Amended	26/05/2023	CEO	Annual sub-delegate review

## 2.2.9 Issue a permit for outdoor eating facilities in a public place

<b>Delegator:</b>	Chief Executive Officer			
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees			
<b>Express Power or Duty Delegated:</b>	<i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i> 5.15 Permit required to conduct Facility 5.16 Matters to be considered in determining application 5.17 Obligations of permit holder 5.18 Removal of Facility unlawfully conducted 5.19 Use of Facility by public 5.20 Temporary removal of Facility may be requested 6.1. Application for a permit 6.2. Decision on Application for a permit 6.3. Conditions which may be imposed on a permit 6.4. Imposing conditions under a policy 6.5 Compliance with and variation of conditions			
<b>Delegate/s:</b>	<b>1002.01</b>	<b>Chief Community Planner</b>		
	<b>1107.01</b>	<b>Manager Development Services</b>		
	<b>1081.01</b>	<b>Coordinator Environmental Health</b>		
<b>Function:</b>	Issue a permit for outdoor eating facilities in a public place.			
<b>CEO Conditions on this Delegation:</b>	Nil.			
Compliance Links:	<i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i>			
Record Keeping:	Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/6/2019	CEO	Sub-delegates and CEO conditions added.
2	Amended	26/05/2023	CEO	Annual sub-delegate review

**2.2.10 Give a notice to an owner or occupier to redirect or repair a sprinkler or to remove a hazardous plant**

<b>Delegator:</b>		Chief Executive Officer		
<b>Express Power to Delegate:</b>		<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees		
<b>Express Power or Duty Delegated:</b>		<i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i> 8.1. Notice to redirect or repair sprinkler 8.2. Hazardous plants		
<b>Delegate/s:</b>		<b>1004.01</b>	<b>Chief Operations Officer</b>	
		<b>1127.01</b>	<b>Manager Technical Services</b>	
		<b>1114.01</b>	<b>Infrastructure Compliance Officer</b>	
		<b>1128.01</b>	<b>Manager Infrastructure Operations</b>	
<b>Function:</b>		<ol style="list-style-type: none"> <li>1. Give notice to an owner or occupier to redirect or repair a sprinkler.</li> <li>2. Give notice to an owner or occupier to remove a hazardous plant.</li> </ol>		
<b>CEO Conditions on this Delegation:</b>		Nil.		
Compliance Links:		<i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i>		
Record Keeping:		Exercise of authority to be recorded in CM9.		
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/6/2019	CEO	Sub-delegates and CEO conditions added.

**2.2.11 Give a notice to an owner or occupier to repair damage to a thoroughfare or to remove a thing unlawfully placed on a thoroughfare**

<b>Delegator:</b>	Chief Executive Officer			
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees			
<b>Express Power or Duty Delegated:</b>	<i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i> 8.3. Notice to repair damage to thoroughfare 8.4. Notice to remove thing unlawfully placed on thoroughfare			
<b>Delegate/s:</b>	<b>1004.01</b>	<b>Chief Operations Officer</b>		
	<b>1127.01</b>	<b>Manager Technical Services</b>		
	<b>1114.01</b>	<b>Infrastructure Compliance Officer</b>		
	<b>1128.01</b>	<b>Manager Infrastructure Operations</b>		
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Give notice to an owner or occupier to repair damage to a thoroughfare.</li> <li>2. Give notice to an owner or occupier to remove a thing unlawfully placed on a thoroughfare.</li> </ol>			
<b>CEO Conditions on this Delegation:</b>	Nil.			
Compliance Links:	<i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i>			
Record Keeping:	Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/6/2019	CEO	Sub-delegates and CEO conditions added.

**2.2.12 Give a Notice that premises does not comply with requirements of 3.1 of Dog Local Law 2018**

<b>Delegator:</b>	Chief Executive Officer			
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees			
<b>Express Power or Duty Delegated:</b>	<i>Dog Local Law 2018</i> 3.1 Dogs to be confined 3.2 Notice to Occupier			
<b>Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>		
	<b>1027.01</b>	<b>Manager Business Services</b>		
	<b>1050.01</b>	<b>Coordinator Parking and Rangers</b>		
<b>Function:</b>	Authority to issue notice to an occupier of a premises that their premises does not comply with 3.1(1) of the <i>Dog Local Law 2018</i> and set out the measures required to address the non-compliance.			
<b>CEO Conditions on this Delegation:</b>	Exercise of delegation must be consistent with Council Resolution 71/2019.			
Compliance Links:	<i>Dog Act 1976</i> <i>Dog Local Law 2018</i>			
Record Keeping:	Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/6/2019	CEO	Sub-delegates and CEO conditions added.
2	Amended	01/07/2020	CEO	Annual Sub-delegate Review
3	Amended	28/06/2021	CEO	Annual sub-delegates review.

## 2.2.13 Determine applications under the Fencing Local Law 2021

<b>Delegator:</b>	Chief Executive Officer			
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees			
<b>Express Power or Duty Delegated:</b>	<i>Fencing Local Law 2021</i> 22 Decision on application for approval 26 Variation or cancellation of approval			
<b>Delegate/s:</b>	<b>1002.01</b>	<b>Chief Community Planner</b>		
	<b>1107.01</b>	<b>Manager Development Services</b>		
	<b>1118.01</b>	<b>Principal Building Surveyor</b>		
	<b>1119.01</b>	<b>Senior Building Surveyor</b>		
	<b>1120.01</b>	<b>Building Surveyor</b>		
<b>Function:</b>	<ol style="list-style-type: none"> <li>Grant approval for an application and impose conditions (where appropriate) in accordance with Clause 22(1)(a) of the <i>Fencing Local Law 2021</i>.</li> <li>Refuse to grant approval for an application in accordance with Clause 22(1)(b) of the <i>Fencing Local Law 2021</i>.</li> <li>Vary the conditions of approval after the approval has been issued, by written notice to the owner, in accordance with Clause 26(1) of the <i>Fencing Local Law 2021</i>.</li> <li>Cancel an approval, by written notice to the owner, in accordance with Clause 26(2) of the <i>Fencing Local Law 2021</i>.</li> </ol>			
<b>CEO Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>If the local government grants an application for approval, it is to issue to the applicant an approval in the form determined by the CEO.</li> <li>If the local government refuses to grant an application for approval, it must give written notice of that refusal. and reasons for the refusal to the applicant.</li> </ol>			
<b>Compliance Links:</b>	<i>Dividing Fences Act 1961</i> <i>Fencing Local Law 2021</i>			
<b>Record Keeping:</b>	Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/06/2021	CEO	Annual sub-delegates review.

## 2.2.14 Activities needing a permit

<b>Delegator:</b>	Chief Executive Officer			
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees			
<b>Express Power or Duty Delegated:</b>	<i>Local Government Property Local Law 2000</i> 3.13 Activities needing a permit.			
<b>Delegate/s:</b>	<b>1002.01</b>	<b>Chief Community Planner</b>		
	<b>1107.01</b>	<b>Manager Development Services</b>		
	<b>1081.01</b>	<b>Coordinator Environmental Health</b>		
	<b>1004.01</b>	<b>Chief Operations Officer</b>		
	<b>1127.01</b>	<b>Manager Technical Services</b>		
	<b>1128.01</b>	<b>Manager Infrastructure Operations</b>		
<b>Function:</b>	Issue a permit for any of the activities on local government property listed in 3.13 of the <i>Local Government Property Local Law 2000</i> .			
<b>CEO Conditions on this Delegation:</b>	Nil.			
Compliance Links:	<i>Local Government Property Local Law 2000</i>			
Record Keeping:	Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/6/2019	CEO	Sub-delegates and CEO conditions added.
2	Amended	26/05/2023	CEO	Annual sub-delegate review

## 2.2.15 Permit required to camp outside a facility

<b>Delegator:</b>	Chief Executive Officer			
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees			
<b>Express Power or Duty Delegated:</b>	<i>Local Government Property Local Law 2000</i> 3.14 Permit required to camp outside a facility			
<b>Delegate/s:</b>	<b>1002.01</b>	<b>Chief Community Planner</b>		
	<b>1107.01</b>	<b>Manager Development Services</b>		
	<b>1081.01</b>	<b>Coordinator Environmental Health</b>		
	<b>1004.01</b>	<b>Chief Operations Officer</b>		
	<b>1127.01</b>	<b>Manager Technical Services</b>		
	<b>1128.01</b>	<b>Manager Infrastructure Operations</b>		
<b>Function:</b>	Issue a permit to camp outside a facility.			
<b>CEO Conditions on this Delegation:</b>	Nil.			
Compliance Links:	<i>Local Government Property Local Law 2000</i> <i>Caravan Parks and Camping Grounds Act 1995</i>			
Record Keeping:	Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/6/2019	CEO	Sub-delegates and CEO conditions added.
2	Amended	26/05/2023	CEO	Annual sub-delegate review



## 2.2.16 Permit required for possession and consumption of liquor

<b>Delegator:</b>	Chief Executive Officer			
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees			
<b>Express Power or Duty Delegated:</b>	<i>Local Government Property Local Law 2000</i> 3.13 Permit required for possession and consumption of liquor			
<b>Delegate/s:</b>	<b>1002.01</b>	<b>Chief Community Planner</b>		
	<b>1107.01</b>	<b>Manager Development Services</b>		
	<b>1081.01</b>	<b>Coordinator Environmental Health</b>		
<b>Function:</b>	Issue a permit for the possession and consumption of liquor on local government property.			
<b>CEO Conditions on this Delegation:</b>	Nil.			
Compliance Links:	<i>Local Government Property Local Law 2000</i> <i>Liquor Control Act 1988</i>			
Record Keeping:	Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/6/2019	CEO	Sub-delegates and CEO conditions added.
2	Amended	26/05/2023	CEO	Annual sub-delegate review

## 2.2.17 Determine applications under the Vehicle Management Local Law 2021

<b>Delegator:</b>	Chief Executive Officer			
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees			
<b>Express Power or Duty Delegated:</b>	<i>Vehicle Management Local Law 2021</i> 76 Parking Permits 77 Conditions of Exemption for Permit Holders 79 Revocation of a permit 80 Replacement of permit			
<b>Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>		
	<b>1027.01</b>	<b>Manager Business Services</b>		
	<b>1050.01</b>	<b>Coordinator Parking and Rangers</b>		
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Grant approval for an application and impose conditions (where appropriate) in accordance with Clause 76(3) of the <i>Vehicle Management Local Law 2021</i>.</li> <li>2. Refuse to grant approval for an application in accordance with Clause 76(3)(c) of the <i>Vehicle Management Local Law 2021</i>.</li> <li>3. Revoke a permit, following the required notice period, in accordance with Clause 79 of the <i>Vehicle Management Local Law 2021</i>.</li> <li>4. Replace a permit, in accordance with Clause 80(1) of the <i>Vehicle Management Local Law 2021</i>.</li> </ol>			
<b>CEO Conditions on this Delegation:</b>	Nil.			
Compliance Links:	<i>Vehicle Management Local Law 2021</i>			
Record Keeping:	Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/06/2021	CEO	Annual sub-delegates review.

## Part 3 – Building Act 2011

### 3.1.1 Building Permits

<b>Delegator:</b>	Permit Authority (Local Government)	
<b>Express Power to Delegate:</b>	<i>Building Act 2011:</i> 127 Delegation: special permit authorities and local government	
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> 18 Further Information 20 Grant of building permit 22 Further grounds for not granting an application 27 Impose Conditions on Permit <i>Building Regulations 2012:</i> 23 Application to extend time during which permit has effect. 24 Extension of time during which permit has effect. 26 Approval of new responsible person	
<b>Delegate:</b>	<b>Chief Executive Officer</b>	
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required to determine a building permit application.</li> <li>2. Authority to grant or refuse to grant a building permit.</li> <li>3. Authority to impose, vary or revoke conditions on a building permit.</li> <li>4. Authority to determine an application to extend time during which a building permit has effect: <ol style="list-style-type: none"> <li>a. subject to being satisfied that work for which the building permit was granted has not been completed; or</li> <li>b. the extension is necessary to allow rectification of defects of works for which the permit was granted.</li> </ol> </li> <li>5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit.</li> <li>6. Authority to impose any condition on the building permit extension that could have been imposed.</li> </ol>	
<b>Council Conditions on this Delegation:</b>	Nil.	
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)	
<b>Sub-Delegate/s:</b>	<b>1002.01</b>	<b>Chief Community Planner</b>
	<b>1107.01</b>	<b>Manager Development Services</b>
	<b>1118.01</b>	<b>Principal Building Surveyor</b>
	<b>1119.01</b>	<b>Senior Building Surveyor</b>
	<b>1120.01</b>	<b>Building Surveyor</b>

<b>CEO Conditions on this Sub-Delegation:</b>	The Building Surveyor may only exercise this delegation in relation to applications for Class 10A and Class 10B structures as those classes are defined in Building Code of Australia.				
Compliance Links:	<p><i>Building Act 2011</i></p> <p>119 Building and demolition permits – application for review by SAT  23 Time for deciding application for building or demolition permit  17 Uncertified application to be considered by building surveyor</p> <p><i>Building Regulations 2012</i></p> <p>25 Review of decision to refuse to extend time during which permit has effect (32(3)) – reviewable by SAT</p> <p><i>Building Services (Registration Act) 2011 – Section 7</i></p> <p><i>Home Building Contracts Act 1991 –</i></p> <p>Part 3A, Division 2  Part 7, Division 2</p> <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage Act 2018</i></p>				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	19/5/2020	Council	393/2020	Item 11.1 Annual Review

### 3.1.2 Demolition Permits

<b>Delegator:</b>	Permit Authority (Local Government)	
<b>Express Power to Delegate:</b>	<i>Building Act 2011:</i> 127 Delegation: special permit authorities and local government	
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> 18 Further Information 21 Grant of demolition permit 22 Further grounds for not granting an application 27 Impose Conditions on Permit <i>Building Regulations 2012:</i> 23 Application to extend time during which permit has effect. 24 Extension of time during which permit has effect. 26 Approval of new responsible person	
<b>Delegate:</b>	<b>Chief Executive Officer</b>	
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application.</li> <li>2. Authority to grant or refuse to grant a demolition permit on the basis that all section 21(1) of the <i>Building Act 2011</i> requirements have been satisfied.</li> <li>3. Authority to impose, vary or revoke conditions on a demolition permit.</li> <li>4. Authority to determine an application to extend time during which a demolition permit has effect:               <ol style="list-style-type: none"> <li>a. subject to being satisfied that work for which the demolition permit was granted has not been completed; or</li> <li>b. the extension is necessary to allow rectification of defects of works for which the permit was granted.</li> </ol> </li> <li>5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit.</li> <li>6. Authority to impose any condition on the demolition permit extension that could have been imposed under section 27 of the <i>Building Act 2011</i>.</li> </ol>	
<b>Council Conditions on this Delegation:</b>	Nil.	
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)	
<b>Sub-Delegate/s:</b>	<b>1002.01</b>	<b>Chief Community Planner</b>
	<b>1107.01</b>	<b>Manager Development Services</b>
	<b>1118.01</b>	<b>Principal Building Surveyor</b>
	<b>1119.01</b>	<b>Senior Building Surveyor</b>
<b>CEO Conditions on this Sub-Delegation:</b>	N/A	
Compliance Links:	<i>Building Act 2011</i>	

		119 Building and demolition permits – application for review by SAT 23 Time for deciding application for building or demolition permit <i>Building Services (Complaint Resolution and Administration) Act 2011</i> Part 7, Division 2 <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>			
Record Keeping:		Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	19/5/2020	Council	393/2020	Item 11.1 Annual Review

### 3.1.3 Occupancy Permits and Building Approval Certificates

<b>Delegator:</b>	Permit Authority (Local Government)	
<b>Express Power to Delegate:</b>	<i>Building Act 2011:</i> 127 Delegation: special permit authorities and local government	
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> 55 Further information 58 Grant of occupancy permit, building approval certificate 62 Conditions imposed by permit authority 65 Extension of period of duration <i>Building Regulations 2012:</i> 40 Extension of period of duration of time limited occupancy permit or building approval certificate	
<b>Delegate:</b>	<b>Chief Executive Officer</b>	
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required in order to determine an application.</li> <li>2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate.</li> <li>3. Authority to impose, add, vary or revoke conditions on an occupancy permit.</li> <li>4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect.</li> </ol>	
<b>Council Conditions on this Delegation:</b>	Nil.	
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)	
<b>Sub-Delegate/s:</b>	<b>1002.01</b>	<b>Chief Community Planner</b>
	<b>1107.01</b>	<b>Manager Development Services</b>
	<b>1118.01</b>	<b>Principal Building Surveyor</b>
	<b>1119.01</b>	<b>Senior Building Surveyor</b>
<b>CEO Conditions on this Sub-Delegation:</b>	N/A	
Compliance Links:	<i>Building Act 2011</i> 59 time for granting occupancy permit or building approval certificate 60 Notice of decision not to grant occupancy permit or grant building approval certificate 121 Occupancy permits and building approval certificates – application for review by SAT <i>Building Services (Complaint Resolution and Administration) Act 2011</i> Part 7, Division 2 <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>	

Record Keeping:		Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	19/5/2020	Council	393/2020	Item 11.1 Annual Review



### 3.1.4 Designate employees as authorised persons, approved officers and authorised officers

<b>Delegator:</b>	Permit Authority (Local Government)				
<b>Express Power to Delegate:</b>	<i>Building Act 2011:</i> 127 Delegation: special permit authorities and local government				
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> 96 Authorised persons 99 Limitation on powers of authorised person <i>Building Regulations 2012</i> 70 Approved officers and authorised officers				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to designate an employee as an authorised person.</li> <li>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.</li> <li>3. Authority to appoint approved officers and authorised officers for the purposes of the <i>Building Act 2011</i> and <i>Building Regulations 2012</i>.</li> </ol>				
<b>Council Conditions on this Delegation:</b>	Decisions under this delegated authority should be in accordance with 5 of the <i>Building Regulations 2012</i> .				
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)				
<b>Sub-Delegate/s:</b>	Nil.				
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
Compliance Links:	<i>Building Act 2011:</i> 97 requires each person designated as an authorised person must have an identity card. <i>Building Regulations 2012</i> 5A Authorised persons 70 Approved officers and authorised officers				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	19/5/2020	Council	393/2020	Item 11.1 Annual Review

### 3.1.5 Building Orders

<b>Delegator:</b>	Permit Authority (Local Government)	
<b>Express Power to Delegate:</b>	<i>Building Act 2011:</i> 127 Delegation: special permit authorities and local government	
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> 110 A permit authority may make a building order 111 Notice of proposed building order other than building order (emergency) 117 A permit authority may revoke a building order or notify that it remains in effect 118 Permit authority may give effect to building order if non-compliance 133 A permit authority may commence a prosecution for an offence against this Act	
<b>Delegate:</b>	<b>Chief Executive Officer</b>	
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> <li>a. Building work</li> <li>b. Demolition work</li> <li>c. An existing building or incidental structure.</li> </ol> </li> <li>2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions.</li> <li>3. Authority to revoke a building order.</li> <li>4. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> <li>a. take any action specified in the order ; or</li> <li>b. commence or complete any work specified in the order; or</li> <li>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.</li> </ol> </li> <li>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.</li> <li>6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the Building Act 2011.</li> </ol>	
<b>Council Conditions on this Delegation:</b>	Decisions under this delegated authority should be in accordance with 5 of the <i>Building Regulations 2012</i> .	
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)	
<b>Sub-Delegate/s:</b>	<b>1002.01</b>	<b>Chief Community Planner</b>
	<b>1107.01</b>	<b>Manager Development Services</b>

	<b>1118.01</b>	<b>Principal Building Surveyor</b>			
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
Compliance Links:	<i>Building Act 2011:</i> 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 - 122 Building orders – application for review by SAT				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.

### 3.1.6 Inspection and Copies of Building Records

<b>Delegator:</b>	Permit Authority (Local Government)				
<b>Express Power to Delegate:</b>	<i>Building Act 2011:</i> 127 Delegation: special permit authorities and local government				
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> 131 Inspection, copies of building records				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	Authority to determine an application from an interested person to inspect and copy a building record.				
<b>Council Conditions on this Delegation:</b>	Nil.				
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)				
<b>Sub-Delegate/s:</b>	<b>1002.01</b>	<b>Chief Community Planner</b>			
	<b>1107.01</b>	<b>Manager Development Services</b>			
	<b>1118.01</b>	<b>Principal Building Surveyor</b>			
<b>CEO Conditions on this Sub-Delegation:</b>	Sub-delegates must ensure that the persons seeking access to any record have a legitimate reason to access such a record and set out such reasons on a statutory declaration.				
Compliance Links:	<i>Building Act 2011</i> - 146 Confidentiality				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.

### 3.1.7 Referrals and Issuing Certificates

<b>Delegator:</b>	Permit Authority (Local Government)				
<b>Express Power to Delegate:</b>	<i>Building Act 2011:</i> 127 Delegation: special permit authorities and local government				
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> 145 Local Government Functions				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to refer uncertified applications under 17(1) to a building surveyor who is not employed by the local government.</li> <li>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 Town's District.</li> </ol>				
<b>Council Conditions on this Delegation:</b>	Nil.				
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)				
<b>Sub-Delegate/s:</b>	<b>1002.01</b>	<b>Chief Community Planner</b>			
	<b>1107.01</b>	<b>Manager Development Services</b>			
	<b>1118.01</b>	<b>Principal Building Surveyor</b>			
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
Compliance Links:	<i>Building Act 2011</i>				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.

### 3.1.8 Private Pool Barrier – Alternative and Performance Solutions

<b>Delegator:</b>	Permit Authority (Local Government)				
<b>Express Power to Delegate:</b>	<i>Building Act 2011:</i> 127 Delegation: special permit authorities and local government				
<b>Express Power or Duty Delegated:</b>	<i>Building Regulations 2012:</i> 51 Approvals by permit authority				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement.</li> <li>4. Authority to reject those alternative requirements in functions 1 to 3 above where the relevant criteria are considered to have not been satisfied.</li> </ol>				
<b>Council Conditions on this Delegation:</b>	Nil.				
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)				
<b>Sub-Delegate/s:</b>	<b>1002.01</b>	<b>Chief Community Planner</b>			
	<b>1107.01</b>	<b>Manager Development Services</b>			
	<b>1118.01</b>	<b>Principal Building Surveyor</b>			
	<b>1119.01</b>	<b>Senior Building Surveyor</b>			
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
Compliance Links:	<i>Building Act 2011</i>				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	16/7/2019	Council	134/2019	Item 11.2

### 3.1.9 Smoke Alarms – Alternative Solutions

<b>Delegator:</b>	Permit Authority (Local Government)				
<b>Express Power to Delegate:</b>	<i>Building Act 2011:</i> 127 Delegation: special permit authorities and local government				
<b>Express Power or Duty Delegated:</b>	<i>Building Regulations 2012:</i> 55 Terms Used (alternative building solution approval) 61 Local Government approval of battery powered smoke alarms				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning.</li> <li>2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval.</li> <li>3. Authority to reject alternative building solutions which do not meet the performance requirement of the Building Code relating to fire detection and early warning.</li> </ol>				
<b>Council Conditions on this Delegation:</b>	Nil.				
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)				
<b>Sub-Delegate/s:</b>	<b>1002.01</b>	<b>Chief Community Planner</b>			
	<b>1107.01</b>	<b>Manager Development Services</b>			
	<b>1118.01</b>	<b>Principal Building Surveyor</b>			
	<b>1119.01</b>	<b>Senior Building Surveyor</b>			
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.				
Compliance Links:	<i>Building Act 2011</i>				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	16/7/2019	Council	134/2019	Item 11.2

## Part 4 - Bush Fires Act 1954

### Division 4.1 – Council to CEO

#### 4.1.1 Functions of a Local Government

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Bush Fires Act 1954:</i> 48 Delegation by local governments				
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954</i> Functions of a local government. <i>Bush Fire Regulations 1954</i>				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	Authority to perform all of the functions of the local government under the <i>Bush Fires Act 1954</i> and <i>Bush Fire Regulations 1954</i> .				
<b>Council Conditions on this Delegation:</b>	Excludes powers and duties that: 1 are prescribed in the Act with a requirement for a resolution of Council; 2 are prescribed by the Act for performance by appointed officers.				
<b>Express Power to Sub-Delegate:</b>	Sub-delegation is prohibited by section 48(3).				
Compliance Links:	<i>Bush Fires Act 1954</i> <i>Bush Fire Regulations 1954</i>				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	16/05/2023	Council	101/2023	Annual Review



## Part 5 – Cat Act 2011

### Division 5.1 – Council to CEO

#### 5.1.1 Functions of a Local Government

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Cat Act 2011:</i> 44 Delegation by local government				
<b>Express Power or Duty Delegated:</b>	<i>Cat Act 2011</i> <i>Cat Regulations 2012</i> <i>Cat (Uniform Local Provisions) Regulations 2013</i>				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	All the powers and duties of the local government under the <i>Cat Act 2011</i> , <i>Cat Regulations 2012</i> and <i>Cat (Uniform Local Provisions) Regulations 2013</i> .				
<b>Council Conditions on this Delegation:</b>	Excludes powers and duties that:  1 are prescribed in the Act with a requirement for a resolution of Council;  2 are prescribed by the Act for performance by appointed officers.				
<b>Express Power to Sub-Delegate:</b>	<i>Cat Act 2011:</i> 45 Delegation by CEO of local government				
<b>Sub-Delegate/s:</b>	Nil				
<b>CEO Conditions on this Sub-Delegation:</b>	N/A				
Compliance Links:	N/A				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	16/05/2023	Council	101/2023	Annual Review

## Division 5.2 – CEO to Employees

### 5.2.1 Cat Registrations

<b>Delegator:</b>	Chief Executive Officer	
<b>Express Power to Delegate:</b>	<i>Cat Act 2011:</i> 45 Delegation by CEO of local government	
<b>Express Power or Duty Delegated:</b>	<i>Cat Act 2011:</i> 9 Registration 10 Cancellation of registration 11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, clause 1(4) Fees Payable	
<b>Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>
	<b>1027.01</b>	<b>Manager Business Services</b>
	<b>1050.01</b>	<b>Coordinator Parking and Rangers</b>
	<b>1044.01</b>	<b>Supervisor Parking and Rangers</b>
	<b>1248.01-02</b>	<b>Senior Officer Parking and Rangers</b>
	<b>1009.01</b>	<b>Manager Stakeholder Relations</b>
	<b>1021.01</b>	<b>Customer Engagement Coordinator</b>
	<b>1023.01</b>	<b>Team Leader Customer Relations</b>
	<b>1024.01-08 &amp; 1244.01</b>	<b>Customer Relations Officer</b>
	<b>1245.01</b>	<b>Customer Service Support Officer</b>
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration.</li> <li>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.</li> <li>3. Authority to cancel a cat registration.</li> <li>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.</li> <li>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 Town's District.</li> </ol>	
<b>CEO Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>1. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i>.</li> <li>2. Function 5. is only sub-delegated to the Chief Financial Officer, Manager Corporate Services and Coordinator Parking and Rangers.</li> </ol>	
<b>Compliance Links:</b>	<i>Cat Regulations 2012</i>  11 Application for registration prescribes the Form of applications for registration. 12 Period of registration	

		13 Changes in registration 14 Registration certificate 15 Registration tags  Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the <i>Cat Act 2011</i> .			
Record Keeping:		Exercise of authority to be recorded in CM9.			
Version	Approved, Amended, Rescinded	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review
4	Amended	28/06/2021	CEO	D21/52148	Annual sub-delegates review.
5	Amended	28/07/2021	CEO	D21/62996	New sub-delegates added.
5	Amended	12/11/2021	CEO	D21/89662	New sub-delegate added
6	Amended	03/02/2022	CEO	D22/6422	New sub-delegate added
7	Amended	16/02/2022	CEO	D22/09092	New sub-delegate added
8	Amended	16/05/2023	Council	101/2023	Annual review

## 5.2.2 Cat Control Notice

<b>Delegator:</b>	Chief Executive Officer				
<b>Express Power to Delegate:</b>	<i>Cat Act 2011:</i> 45 Delegation by CEO of local government				
<b>Express Power or Duty Delegated:</b>	<i>Cat Act 2011:</i> 26 Cat control notice may be given to cat owner				
<b>Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>			
	<b>1027.01</b>	<b>Manager Business Services</b>			
	<b>1050.01</b>	<b>Coordinator Parking and Rangers</b>			
	<b>1044.01</b>	<b>Supervisor Parking and Rangers</b>			
	<b>1248.01-02</b>	<b>Senior Officer Parking and Rangers</b>			
	<b>1049.01 &amp; 1053.01-05</b>	<b>Ranger</b>			
<b>Function:</b>	Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Town's District.				
<b>CEO Conditions on this Delegation:</b>	N/A				
Compliance Links:	<i>Cat Regulations 2012</i> 20 Cat control notice, prescribes the Form of the notice				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review
4	Amended	28/06/2021	CEO	D21/52148	Annual sub-delegates review.
5	Amended	12/11/2021	CEO	D21/89662	New sub-delegate added
6	Amended	03/02/2022	CEO	D22/6422	New sub-delegate added
7	Amended	16/05/2023	Council	101/2023	Annual Review

### 5.2.3 Applications to Keep Additional Cats

<b>Delegator:</b>	Chief Executive Officer				
<b>Express Power to Delegate:</b>	<i>Cat Act 2011:</i> 45 Delegation by CEO of local government				
<b>Express Power or Duty Delegated:</b>	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> 8 Application to keep additional number of cats 9 Grant of approval to keep additional number of cats				
<b>Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>			
	<b>1027.01</b>	<b>Manager Business Services</b>			
	<b>1050.01</b>	<b>Coordinator Parking and Rangers</b>			
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to require any document or additional information required to determine an application.</li> <li>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.</li> <li>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.</li> </ol>				
<b>CEO Conditions on this Delegation:</b>	Notices of decisions must include advice as to Review rights in accordance with 11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> .				
Compliance Links:	<i>Cat (Uniform Local Provisions) Regulations 2013</i> <i>Health Local Law 2003</i>				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review
4	Amended	28/06/2021	CEO	D21/52148	Annual sub-delegates review.
5	Amended	16/05/2023	Council	101/2023	Annual review

## 5.2.4 Infringement Notices – Extension and Withdrawals

<b>Delegator:</b>	Chief Executive Officer			
<b>Express Power to Delegate:</b>	<i>Cat Act 2011:</i> 45 Delegation by CEO of local government			
<b>Express Power or Duty Delegated:</b>	<i>Cat Act 2011:</i> 64 Extension of time 65 Withdrawal of notice			
<b>Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>		
	<b>1027.01</b>	<b>Manager Business Services</b>		
	<b>1050.01</b>	<b>Coordinator Parking and Rangers</b>		
<b>Function:</b>	<ol style="list-style-type: none"> <li>Authority to extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed.</li> <li>Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice.</li> </ol>			
<b>CEO Conditions on this Delegation:</b>	An infringement notice cannot be withdrawn by the same delegate that issued the corresponding infringement notice.			
Compliance Links:	<i>Cat Regulations 2012:</i> 28 Withdrawal of infringement notice			
Record Keeping:	Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	28/6/2019	CEO	Sub-delegates and CEO conditions added.
2	Amended	01/07/2020	CEO	Annual Sub-delegate Review
3	Amended	28/06/2021	CEO	Annual sub-delegates review.
4	Amended	26/05/2023	CEO	Annual sub-delegates review

## Part 6 – Dog Act 1976

### Division 6.1 – Council to CEO

#### 6.1.1 Functions of a Local Government

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Dog Act 1976:</i> 10AA(1) Delegation of local government powers and duties 10AA(3) Further delegate local government powers and duties				
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> All powers and duties of a local government				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	Authority to exercise the powers or discharge the duties of the local government under the <i>Dog Act 1976</i> , including the authority to delegate the powers and duties of a local government to other persons.				
<b>Council Conditions on this Delegation:</b>	The authority does not extend to matters requiring the absolute majority of Council.				
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> 10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)				
<b>Sub-Delegate/s:</b>	Nil				
<b>CEO Conditions on this Sub-Delegation:</b>	N/A				
Compliance Links:	<i>Dog Act 1976</i>				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	16/05/2023	Council	101/2023	Annual review.

## Division 6.2 – CEO to Employees

### 6.2.1 Payments for Sterilisation

<b>Delegator:</b>	Chief Executive Officer			
<b>Express Power to Delegate:</b>	<i>Dog Act 1976:</i> 10AA(3) Further delegate local government powers and duties			
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> 10A Payment to veterinarians towards cost of sterilisation			
<b>Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>		
	<b>1027.01</b>	<b>Manager Business Services</b>		
<b>Function:</b>	Authority to make payments to veterinarians towards the cost of sterilisation of a dog owned by an eligible person.			
<b>CEO Conditions on this Delegation:</b>	Conditions with sections 10A(2) and (3) of the <i>Dog Act 1976</i> must be complied with.			
Compliance Links:	<i>Dog Act 1976:</i> 10A Payment to veterinarians towards cost of sterilisation			
Record Keeping:	Exercise of authority to be recorded in CM9.			
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Key Changes/Notes</b>
1	Approved	26/05/2023	CEO	Annual sub-delegate review



## 6.2.2 Refuse or Cancel Registration

<b>Delegator:</b>	Chief Executive Officer	
<b>Express Power to Delegate:</b>	<i>Dog Act 1976:</i> 10AA(3) Further delegate local government powers and duties	
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> 15 Registration periods and fees 16 Registration procedure 17A If no application for registration made 17 Refusal or cancellation of registration	
<b>Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>
	<b>1027.01</b>	<b>Manager Business Services</b>
	<b>1050.01</b>	<b>Coordinator Parking and Rangers</b>
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to determine to refuse a dog registration and refund the fee, if any.</li> <li>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: <ol style="list-style-type: none"> <li>a. 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 <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or</li> <li>b. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or</li> <li>c. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept</li> <li>d. the dog is required to be microchipped but is not microchipped; or</li> <li>e. the dog is a dangerous dog.</li> </ol> </li> <li>3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Town's District.</li> </ol>	
<b>CEO Conditions on this Delegation:</b>	N/A	
Compliance Links:	<i>Dog Act 1976</i> 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 – 16A, 17(4) and (6)  <i>Dog Local Law 2018</i>	
Record Keeping:	Exercise of authority to be recorded in CM9.	

<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review
4	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

### 6.2.3 Seize Dog

<b>Delegator:</b>	Chief Executive Officer				
<b>Express Power to Delegate:</b>	<i>Dog Act 1976:</i> 10AA(3) Further delegate local government powers and duties				
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> 15 Registration periods and fees 16 Registration procedure 17A If no application for registration made 17 Refusal or cancellation of registration				
<b>Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>			
	<b>1027.01</b>	<b>Manager Business Services</b>			
	<b>1050.01</b>	<b>Coordinator Parking and Rangers</b>			
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found in contravention of section 31, 32 or 33A and had not been claimed.</li> </ol>				
<b>CEO Conditions on this Delegation:</b>	N/A				
Compliance Links:	<i>Dog Act 1976</i> 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 – 16A, 17(4) and (6)  <i>Dog Local Law 2018</i>				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review
4	Amended	28/06/2021	CEO	D21/52148	Annual sub-delegates review.
5	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

## 6.2.4 Recovery of Monies Due Under this Act

<b>Delegator:</b>	Chief Executive Officer				
<b>Express Power to Delegate:</b>	<i>Dog Act 1976:</i> 10AA(3) Further delegate local government powers and duties				
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> 29 Power to seize dogs				
<b>Function:</b>	Authority to recover monies, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable.				
<b>Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>			
	<b>1027.01</b>	<b>Manager Business Services</b>			
	<b>1050.01</b>	<b>Coordinator Parking and Rangers</b>			
<b>CEO Conditions on this - Delegation:</b>	N/A				
Compliance Links:	<p><i>Dog Act 1976</i></p> <p>Includes recovery of expenses relevant to:</p> <p>30A(3) Operator of dog management facility may have dog microchipped at owner's expense</p> <p>33M Local government expenses to be recoverable.</p> <p>47 Veterinary service expenses recoverable from local government</p> <p><i>Dog Regulations 2013</i></p> <p>31 Local government expenses as to dangerous dogs (declared)</p> <p><i>Dog Local Law 2018</i></p>				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review
4	Amended	28/06/2021	CEO	D21/52148	Annual sub-delegates review.
5	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

## 6.2.5 Dispose of or Sell Dogs Liable to be Destroyed

<b>Delegator:</b>	Chief Executive Officer				
<b>Express Power to Delegate:</b>	<i>Dog Act 1976:</i> 10AA(3) Further delegate local government powers and duties				
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> 29 Power to seize dogs				
<b>Function:</b>	Authority to dispose of or sell a dog which is liable to be destroyed.				
<b>Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>			
	<b>1027.01</b>	<b>Manager Business Services</b>			
	<b>1050.01</b>	<b>Coordinator Parking and Rangers</b>			
<b>CEO Conditions on this Delegation:</b>	Proceeds from the sale of dogs are to be directed into the Municipal Fund.				
Compliance Links:	<i>Dog Act 1976</i> <i>Dog Local Law 2018</i>				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review
4	Amended	28/06/2021	CEO	D21/52148	Annual sub-delegates review.
5	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

## 6.2.6 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke

<b>Delegator:</b>	Chief Executive Officer				
<b>Express Power to Delegate:</b>	<i>Dog Act 1976:</i> 10AA(3) Further delegate local government powers and duties				
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> 33F Owners to be notified of making of declaration 33G Seizure and destruction 33H Local government may revoke declaration or proposal to destroy				
<b>Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>			
	<b>1027.01</b>	<b>Manager Business Services</b>			
	<b>1050.01</b>	<b>Coordinator Parking and Rangers</b>			
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog.</li> <li>2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog.</li> <li>3. Authority to revoke a declaration of a dangerous dog or revoke 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.</li> <li>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.</li> </ol>				
<b>CEO Conditions on this Delegation:</b>	Delegation not to be exercised by Officer who declared a dog to be a dangerous dog.				
<b>Compliance Links:</b>	<i>Dog Act 1976</i> <i>Dog Local Law 2018</i>  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.				
<b>Record Keeping:</b>	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review
4	Amended	28/06/2021	CEO	D21/52148	Annual sub-delegates review.
5	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

## 6.2.7 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice

<b>Delegator:</b>	Chief Executive Officer				
<b>Express Power to Delegate:</b>	<i>Dog Act 1976:</i> 10AA(3) Further delegate local government powers and duties				
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> 33H Local government may revoke declaration or proposal to destroy				
<b>Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>			
	<b>1027.01</b>	<b>Manager Business Services</b>			
	<b>1050.01</b>	<b>Coordinator Parking and Rangers</b>			
<b>Function:</b>	Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke:  a. a notice declaring a dog to be dangerous; or  b. a notice proposing to cause a dog to be destroyed.				
<b>CEO Conditions on this Delegation:</b>	Delegation not to be exercised by Officer who declared a dog to be a dangerous dog.				
Compliance Links:	<i>Dog Act 1976</i> <i>Dog Local Law 2018</i>  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review
4	Amended	28/06/2021	CEO	D21/52148	Annual sub-delegates review.
5	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

## 6.2.8 Determine Recoverable Expenses for Dangerous Dog Declaration

<b>Delegator:</b>	Chief Executive Officer				
<b>Express Power to Delegate:</b>	<i>Dog Act 1976:</i> 10AA(3) Further delegate local government powers and duties				
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> 33M(1)(a) Local Government expenses to be recoverable				
<b>Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>			
	<b>1027.01</b>	<b>Manager Business Services</b>			
	<b>1050.01</b>	<b>Coordinator Parking and Rangers</b>			
<b>Function:</b>	Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under section 15, up to any maximum amount prescribed, having regard to the expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous.				
<b>CEO Conditions on this Delegation:</b>	N/A				
Compliance Links:	<i>Dog Act 1976</i> <i>Dog Local Law 2018</i>  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	01/07/2020	CEO	-	Annual Sub-delegate Review
4	Amended	28/06/2021	CEO	D21/52148	Annual sub-delegates review.
5	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review



## 6.2.9 Grant an Exemption to Keep More Than 2 Dogs

<b>Delegator:</b>	Chief Executive Officer				
<b>Express Power to Delegate:</b>	<i>Dog Act 1976:</i> 10AA(3) Further delegate local government powers and duties				
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> 26(3) Limitations as to numbers				
<b>Sub-Delegate/s:</b>	<b>1003.01</b>	<b>Chief Financial Officer</b>			
	<b>1027.01</b>	<b>Manager Business Services</b>			
	<b>1050.01</b>	<b>Coordinator Parking and Rangers</b>			
<b>Function:</b>	Authority to grant an exemption to the limitation of the number of dogs to be kept at a premise, as set out in clause 3.3 of the <i>Dog Local Law 2018</i> , and apply conditions to the exemption.				
<b>CEO Conditions on this Delegation:</b>	Exemptions: a. may be made subject to conditions, including a condition that it applies only to the dogs specified in the exemption; and b. cannot authorise the keeping in or at those premises of: i. more than 4 dogs that have reached 3 months of age; or ii. a dog under that age unless it is a pup of a dog whose keeping is authorised by the exemption; and c. may be revoked or varied at any time.				
Compliance Links:	<i>Dog Act 1976</i> <i>Dog Local Law 2018</i>  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	15/06/2021	Council	108/2021	Item 11.1 Annual Review of Delegations
2	Amended	28/06/2021	CEO	D21/52148	Annual sub-delegates review.
3	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

## Part 7 - Food Act 2008

Note: There is no power of sub-delegation under the Food Act 2008, all delegations are made directly by Council to employees.

### Division 1 – Council to Employees

#### 7.1.1 Determine Compensation

<b>Delegator:</b>	Enforcement Agency (Local Government)				
<b>Express Power to Delegate:</b>	<i>Food Act 2008:</i> 118 Functions of enforcement agencies and delegation				
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> 56 Compensation to be paid in certain circumstances 70 Compensation				
<b>Delegate:</b>	<b>Chief Executive Officer</b> <b>Chief Community Planner</b>				
<b>Function:</b>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>				
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>1. In accordance with 118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.</li> <li>2. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$1,000. Compensation requests above this value are to be reported to Council.</li> </ol>				
<b>Sub-Delegation:</b>	Nil – Food Regulations 2009 do not provide for sub-delegation.				
Compliance Links:	<i>Food Act 2008</i>  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.

## 7.1.2 Prohibition Orders

<b>Delegator:</b>	Enforcement Agency (Local Government)				
<b>Express Power to Delegate:</b>	<i>Food Act 2008:</i> 118 Functions of enforcement agencies and delegation				
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> 65 Prohibition orders 66 Certificate of clearance to be given in certain circumstances 67 Request for re-inspection				
<b>Delegate:</b>	<b>Chief Executive Officer</b> <b>Chief Community Planner</b> <b>Manager Development Services</b> <b>Coordinator Environmental Health</b>				
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to serve a prohibition order on the proprietor of a food business in accordance with 65 of the <i>Food Act 2008</i>.</li> <li>2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices.</li> <li>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.</li> </ol>				
<b>Council Conditions on this Delegation:</b>	In accordance with 118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.				
<b>Sub-Delegation:</b>	Nil – Food Regulations 2009 do not provide for sub-delegation.				
Compliance Links:	<i>Food Act 2008</i>  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	16/05/2023	Council	101/2023	Annual review

### 7.1.3 Food Business Registrations

<b>Delegator:</b>	Enforcement Agency (Local Government)				
<b>Express Power to Delegate:</b>	<i>Food Act 2008:</i> 118 Functions of enforcement agencies and delegation				
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> 110 Registration of food business 112 Variation of conditions or cancellation of registration of food businesses				
<b>Delegate:</b>	<b>Chief Executive Officer</b> <b>Chief Community Planner</b> <b>Manager Development Services</b> <b>Coordinator Environmental Health</b>				
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration.</li> <li>2. Authority to vary the conditions or cancel the registration of a food business.</li> </ol>				
<b>Council Conditions on this Delegation:</b>	<p>In accordance with 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:</p> <ul style="list-style-type: none"> <li>• Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA</li> <li>• Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1</li> <li>• WA Priority Classification System</li> <li>• Verification of Food Safety Program Guideline</li> </ul>				
<b>Sub-Delegation:</b>	Nil – Food Regulations 2009 do not provide for sub-delegation.				
Compliance Links:	<i>Food Act 2008</i>  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	16/05/2023	Council	101/2023	Annual review

#### 7.1.4 Appoint Authorised Officers and Designated Officers

<b>Delegator:</b>	Enforcement Agency (Local Government)				
<b>Express Power to Delegate:</b>	<i>Food Act 2008:</i> 118 Functions of enforcement agencies and delegation				
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> 122 Appointment of authorised officers 126 Infringement Officers				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i>.</li> <li>2. Authority to appoint an Authorised Officer appointed under 122(2) of this Act or the 24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i>.</li> <li>3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by 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 126(6) and determining withdrawal of an infringement notice 126(7).</li> </ol>				
<b>Council Conditions on this Delegation:</b>	<p>In accordance with 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:</p> <ul style="list-style-type: none"> <li>• Appointment of Authorised Officers as Meat Inspectors</li> <li>• Appointment of Authorised Officers</li> <li>• Appointment of Authorised Officers – Designated Officers only</li> <li>• Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer</li> </ul>				
<b>Sub-Delegation:</b>	Nil – Food Regulations 2009 do not provide for sub-delegation.				
Compliance Links:	<p><i>Food Act 2008</i> 122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers</p> <p>123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed</p>				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.

## 7.1.5 Debt Recovery and Prosecutions

<b>Delegator:</b>	Enforcement Agency (Local Government)				
<b>Express Power to Delegate:</b>	<i>Food Act 2008:</i> 118 Functions of enforcement agencies and delegation				
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> 54 Cost of destruction or disposal of forfeited item 125 Institution of proceedings				
<b>Delegate:</b>	<b>Chief Executive Officer</b> <b>Chief Community Planner</b> <b>Manager Development Services</b> <b>Coordinator Environmental Health</b>				
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs and the costs of any subsequent proceedings in a court of competent jurisdiction.</li> <li>2. Authority to institute proceedings for an offence under the <i>Food Act 2008</i>.</li> </ol>				
<b>Council Conditions on this Delegation:</b>	In accordance with 118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.				
<b>Sub-Delegation:</b>	Nil – Food Regulations 2009 do not provide for sub-delegation.				
Compliance Links:	<i>Food Act 2008</i>				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	16/05/2023	Council	101/2023	Annual review

### 7.1.6 Food Businesses List – Public Access

<b>Delegator:</b>	Enforcement Agency (Local Government)				
<b>Express Power to Delegate:</b>	<i>Food Act 2008:</i> 118 Functions of enforcement agencies and delegation				
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> 51 Enforcement agency may make list of food				
<b>Delegate:</b>	<b>Chief Executive Officer</b> <b>Chief Community Planner</b>				
<b>Function:</b>	Authority to decide to make a list of food businesses maintained under section 115 publicly available.				
<b>Council Conditions on this Delegation:</b>	In accordance with 118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.				
<b>Sub-Delegation:</b>	Nil – Food Regulations 2009 do not provide for sub-delegation.				
Compliance Links:	<i>Food Act 2008</i>				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.

## Part 8 – Graffiti Vandalism Act 2016

### Division 1 – Council to CEO

#### 8.1.1 Functions of the Local Government

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Graffiti Vandalism Act 2016:</i> 16 Delegation by local government				
<b>Express Power or Duty Delegated:</b>	<i>Graffiti Vandalism Act 2016:</i>				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	Authority to exercise the powers or discharge the duties of the local government under the <i>Graffiti Vandalism Act 2016</i> .				
<b>Council Conditions on this Delegation:</b>	Excludes powers and duties that: 1 are prescribed in the Act with a requirement for a resolution of Council; 2 are prescribed by the Act for performance by appointed officers.				
<b>Sub-Delegate/s:</b>	Nil.				
<b>CEO Conditions on this Sub-Delegation:</b>	N/A				
Compliance Links:	N/A				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	16/05/2023	Council	101/2023	Annual review



## Division 2 – CEO to Employees

### 8.2.1 Give Notices Requiring Obliteration of Graffiti

<b>Delegator:</b>	Chief Executive Officer				
<b>Express Power to Delegate:</b>	<i>Graffiti Vandalism Act 2016:</i> 17 Delegation by CEO of local government				
<b>Express Power or Duty Delegated:</b>	<i>Graffiti Vandalism Act 2016:</i> 18 Notice requiring removal of graffiti 19 Additional powers when notice is given				
<b>Delegate/s:</b>	<b>1004.01</b>	<b>Chief Operations Officer</b>			
	<b>1128.01</b>	<b>Manager Infrastructure Operations</b>			
<b>Function:</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice.</li> </ol>				
<b>CEO Conditions on this Delegation:</b>	Nil				
Compliance Links:	<i>Graffiti Vandalism Act 2016</i>  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

## 8.2.2 Notices – Deal with Objections and Give Effect to Notices

<b>Delegator:</b>	Chief Executive Officer				
<b>Express Power to Delegate:</b>	<i>Graffiti Vandalism Act 2016:</i> 17 Delegation by CEO of local government				
<b>Express Power or Duty Delegated:</b>	<i>Graffiti Vandalism Act 2016:</i> 22 Objection may be lodged 24 Suspension of effect of notice				
<b>Delegate/s:</b>	<b>1004.01</b>	<b>Chief Operations Officer</b>			
	<b>1128.01</b>	<b>Manager Infrastructure Operations</b>			
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to deal with an objection to a notice.</li> <li>2. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> <li>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; and</li> <li>b. to give notice to the affected person, before taking the necessary actions.</li> </ol> </li> </ol>				
<b>CEO Conditions on this Delegation:</b>	Nil.				
Compliance Links:	<i>Graffiti Vandalism Act 2016</i>  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

### 8.2.3 Obliterate Graffiti on Private Property

<b>Delegator:</b>	Chief Executive Officer				
<b>Express Power to Delegate:</b>	<i>Graffiti Vandalism Act 2016:</i> 17 Delegation by CEO of local government				
<b>Express Power or Duty Delegated:</b>	<i>Graffiti Vandalism Act 2016:</i> 25 Local government graffiti powers on land not local government property				
<b>Delegate/s:</b>	<b>1004.01</b>	<b>Chief Operations Officer</b>			
	<b>1127.01</b>	<b>Manager Technical Services</b>			
	<b>1128.01</b>	<b>Manager Infrastructure Operations</b>			
<b>Function:</b>	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.				
<b>CEO Conditions on this Delegation:</b>	Nil				
Compliance Links:	<i>Graffiti Vandalism Act 2016</i>				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

## 8.2.4 Powers of Entry

<b>Delegator:</b>	Chief Executive Officer				
<b>Express Power to Delegate:</b>	<i>Graffiti Vandalism Act 2016:</i> 17 Delegation by CEO of local government				
<b>Express Power or Duty Delegated:</b>	<i>Graffiti Vandalism Act 2016:</i> 28 Notice of entry 29 Entry under warrant				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Delegate/s:</b>	<b>1004.01</b>	<b>Chief Operations Officer</b>			
	<b>1127.01</b>	<b>Manager Technical Services</b>			
	<b>1128.01</b>	<b>Manager Infrastructure Operations</b>			
<b>Function:</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act.</li> </ol>				
<b>CEO Conditions on this Delegation:</b>	Nil.				
Compliance Links:	<i>Graffiti Vandalism Act 2016</i>				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	26/05/2023	CEO	D23/30454 D23/30566	Annual sub-delegate review

## Part 9 – Public Health Act 2016

Note: There is no power of sub-delegation under the Public Health Act 2016, all delegations are made directly by Council to employees.

### Division 1 – Council to Employees

#### 9.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regulations)

<b>Delegator:</b>	Local Government				
<b>Express Power to Delegate:</b>	<i>Health (Asbestos) Regulations 1992:</i> 15D Infringement Notices				
<b>Express Power or Duty Delegated:</b>	<i>Health (Asbestos) Regulations 1992:</i> 15D Infringement Notices				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> .				
<b>Council Conditions on this Delegation:</b>	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 notice.				
<b>Sub Delegation:</b>	Nil. <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.				
Compliance Links:	<i>Criminal Procedure Act 2004 – Part 2</i>				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.

## 9.1.2 Enforcement Agency Reports to Chief Health Officer

<b>Delegator:</b>	Enforcement Agency (Local Government)				
<b>Express Power to Delegate:</b>	<i>Public Health Act 2016:</i> 21 Enforcement agency may delegate				
<b>Express Power or Duty Delegated:</b>	<i>Public Health Act 2016</i> 22 Reports by and about enforcement agencies				
<b>Delegate:</b>	<b>Chief Executive Officer</b> <b>Chief Community Planner</b> <b>Manager Development Services</b> <b>Coordinator Environmental Health</b>				
<b>Function:</b>	<ol style="list-style-type: none"> <li>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 Town.</li> <li>2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act.</li> </ol>				
<b>Council Conditions on this Delegation:</b>	Nil.				
<b>Sub Delegation:</b>	Nil. Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated.				
Compliance Links:	<i>Public Health Act 2016</i> 20 Conditions on performance of functions by enforcement agencies.				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	16/05/2023	Council	101/2023	Annual review

### 9.1.3 Designate Authorised Officers

<b>Delegator:</b>	Enforcement Agency (Local Government)
<b>Express Power to Delegate:</b>	<i>Public Health Act 2016:</i> 21 Enforcement agency may delegate
<b>Express Power or Duty Delegated:</b>	<i>Public Health Act 2016</i> 24 Designation of authorised officers
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b>	<p>Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <ol style="list-style-type: none"> <li>a. The <i>Public Health Act 2016</i> or other specified Act;</li> <li>b. Specified provisions of the <i>Public Health Act 2016</i> or other specified Act;</li> <li>c. Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act.</li> </ol> <p>Including:</p> <ol style="list-style-type: none"> <li>d. an environmental health officer or environmental health officers as a class; OR</li> <li>e. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR</li> <li>f. a mixture of the two.</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Subject to each person so appointed being; <ul style="list-style-type: none"> <li>• Appropriately qualified and experienced; and</li> <li>• Issued with a certificate, badge or identity card identifying the authorised officer</li> </ul> </li> <li>b. A Register (list) of authorised officers is to be maintained in accordance with section 27.</li> </ol>
<b>Sub Delegation:</b>	Nil. Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated.
<b>Compliance Links:</b>	<i>Public Health Act 2016</i> 20 Conditions on performance of functions by enforcement agencies. 25 Certain authorised officers required to have qualifications and experience. 26 Further provisions relating to designations 27 Lists of authorised officers to be maintained 28 When designation as authorised officer ceases 29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers 30 Certificates of authority 31 Issuing and production of certificate of authority for purposes of other written laws

		<p>32 Certificate of authority to be returned.  136 Authorised officer to produce evidence of authority</p> <p><i>Criminal Investigation Act 2006, Parts 6 and 13 – refer s.245 of the Public Health Act 2016</i></p> <p><i>The Criminal Code, Chapter XXVI – refer s.252 of the Public Health Act 2016</i></p>			
Record Keeping:		Exercise of authority to be recorded in CM9.			
Version	Approved, Amended, Rescinded	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	21/5/2019	Council	87/2019	Adopted.



#### 9.1.4 Determine Compensation for Seized Items

<b>Delegator:</b>	Enforcement Agency (Local Government)				
<b>Express Power to Delegate:</b>	<i>Public Health Act 2016:</i> 21 Enforcement agency may delegate				
<b>Express Power or Duty Delegated:</b>	<i>Public Health Act 2016</i> 264 Compensation				
<b>Delegate:</b>	<b>Chief Executive Officer</b> <b>Chief Community Planner</b>				
<b>Function:</b>	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.				
<b>Council Conditions on this Delegation:</b>	Compensation is limited to a maximum value of \$1,000, with any proposal for compensation above this value to be referred for Council's determination.				
<b>Sub Delegation:</b>	Nil. Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated.				
Compliance Links:	<i>Public Health Act 2016</i> 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:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.

### 9.1.5 Commence Proceedings

<b>Delegator:</b>	Enforcement Agency (Local Government)				
<b>Express Power to Delegate:</b>	<i>Public Health Act 2016:</i> 21 Enforcement agency may delegate				
<b>Express Power or Duty Delegated:</b>	<i>Public Health Act 2016</i> 280 Commencing Proceedings				
<b>Delegate:</b>	<b>Chief Executive Officer</b> <b>Chief Community Planner</b> <b>Manager Development Services</b> <b>Coordinator Environmental Health</b>				
<b>Function:</b>	Authority to commence proceedings for an offence under the <i>Public Health Act 2016</i>				
<b>Council Conditions on this Delegation:</b>	Nil.				
<b>Sub Delegation:</b>	Nil. Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated.				
Compliance Links:	<i>Public Health Act 2016</i> 20 Conditions on performance of functions by enforcement agencies.				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
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2	Amended	16/05/2023	Council	101/2023	Annual review

## Part 10 – Planning and Development Act 2005 and Associated Functions

### Division 1 - Council to CEO - Planning and Development Act 2005

#### 10.1.1 Illegal Development

<b>Delegator:</b>	Responsible Authority (Local Government)				
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> 5.42 Delegation of some powers or duties to the CEO				
<b>Express Power or Duty Delegated:</b>	<i>Planning and Development Act 2005:</i> 214 Illegal development, responsible authority's powers as to				
<b>Delegate:</b>	<b>Chief Executive Officer</b>				
<b>Function:</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> <li>a. to remove, pull down, take up, or alter the development; and</li> <li>b. to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.</li> </ol> </li> <li>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.</li> </ol>				
<b>Council Conditions on this Delegation:</b>	Nil.				
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> 5.44 CEO may delegate some powers and duties to other employees				
<b>Sub-Delegate/s:</b>	<b>1002.01</b>	<b>Chief Community Planner</b>			
	<b>1107.01</b>	<b>Manager Development Services</b>			
<b>CEO Conditions on this Sub-Delegation:</b>	Nil				
Compliance Links:	<i>Planning and Development Act 2005</i>				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.

2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
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## Division 2 – Council to CEO – Town Planning Scheme No.1

### 10.2.1 Determination of Applications for Development Approval

<b>Delegator:</b>	Local Government
<b>Express Power to Delegate:</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015: Schedule 2, Clause 82 Delegations by local government</i>
<b>Express Power or Duty Delegated:</b>	<p><i>Planning and Development (Local Planning Schemes) Regulations 2015: Schedule 2:</i></p> <p>61. Development for which development approval is not required          62. Form of application          63. Accompanying material          64. Advertising applications          65. Subsequent approval of development          66. Consultation with other authorities          67. Matters to be considered by local government          68. Determination of applications          69. Application not to be refused if development contribution plan not in place          70. Form and date of determination          71. Commencement of development under development approval          72. Temporary development approval          73. Scope of development approval          74. Approval subject to later approval of details          75. Time for deciding application for development approval          76. Review of decisions          77. Amending or cancelling development approval</p> <p><i>Town Planning Scheme No. 1</i></p>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b>	<p>1. Authority to determine applications for development approval, including the exercise of discretion under Town Planning Scheme No. 1, the Residential Design Codes, Local Planning Policies and other planning instruments, with the exception of the following:</p> <p>a. Applications requiring the exercise of a discretion under Clause 29 of TPS 1 by "Absolute Majority";</p> <p>b. Applications for a non-residential development that are not supported by Council Officers, but excluding minor additions/alterations (see condition 2.d. below);</p> <p>c. Applications for modification to a development approval previously considered by Council where the modifications increase the extent of non-compliance approved by Council, or result in a non-compliance issue that cannot be dealt with under delegated authority;</p>

	<ul style="list-style-type: none"> <li>d. Applications for a change of use to an Unlisted Use or building works to an Unlisted Use;</li> <li>e. Applications for a change of use from a non- conforming use to another non-conforming use, or building works to a building with a non-conforming use, but excluding minor additions/alterations (see condition 2.d. below);</li> <li>f. Applications for development approval (where required) which propose demolition of an existing building that is: <ul style="list-style-type: none"> <li>i. listed in the State Register of Heritage Places; or</li> <li>ii. listed in the Town's Local Heritage Survey ;</li> </ul> </li> <li>g. Applications which propose either a parking shortfall (in the case of a new development) or a net increase in an existing parking shortfall where the shortfall is not supported by Council Officers.</li> <li>h. Applications where the Town is not the determining authority.</li> </ul> <ol style="list-style-type: none"> <li>2. Make recommendations to the Western Australian Planning Commission in relation to applications for subdivision and/or amalgamation and process applications for subdivision clearance.</li> <li>3. Authority to refer and/or make recommendations to the Western Australian Planning Commission, Department of Planning, Lands and Heritage (DPLH), Department of Biodiversity, Conservation and Attractions (DBCA), Heritage Council WA and other government departments and instrumentalities in relation to applications for land use or development., except those considered by the delegate or sub-delegate to be major or requiring Council consideration.</li> <li>4. Perform all functions associated with applications for review to the State Administrative Tribunal including preparing responses and representing Council except as outlined in Local Planning Policy 28.</li> <li>5. Acknowledge existing use for purpose of application for development approval where current approval documentation is not available.</li> <li>6. Approve or refuse Form 15A and Form 15C applications for built strata subdivisions, acting on behalf of the Western Australian Planning Commission.</li> <li>7. Make recommendations to the Metropolitan Inner South Joint Development Assessment Panel in relation to DAP applications,</li> </ol>
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	<p>following community consultation (where required under Council Policy and consideration (if required) by the Design Review Panel.</p> <p>8. Authority to approve a temporary work or temporary use in accordance with Clauses 61(1)(f) and 61(2)(d) respectively of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p>
<p><b>Council Conditions on this Delegation:</b></p>	<p>1. This delegation is not to be exercised:</p> <ul style="list-style-type: none"> <li>a. where three (3) or more Elected Members have submitted a written request to the CEO for the application to be referred to Council for determination ("call-in"); or</li> <li>b. for applications which in the opinion of the Chief Community Planner or Manager Development Services are major or should be considered by Council, or may have the potential to impact upon the community;</li> </ul> <p>2. Subject to condition 1, this delegation may be exercised in relation to:</p> <ul style="list-style-type: none"> <li>a. The approval or refusal of an application for new residential dwellings, or works associated with or incidental to residential dwellings; or</li> <li>b. Applications where one or more objections are received and the delegated Officer has determined that the objections: <ul style="list-style-type: none"> <li>i. cannot be upheld as the development or the specific variations that were the subject of consultation satisfy relevant objectives or design principles; or</li> <li>ii. are not planning considerations; or</li> <li>iii. do not relate to the matters that were the subject of consultation; or</li> <li>iv. have or can be addressed through amended plans or conditions;</li> </ul> </li> <li>c. The approval or refusal of applications for signs, or the refusal of 'X' (prohibited) uses; or</li> <li>d. The approval or refusal of applications for minor additions/alterations to the development types listed in clauses b and e; or</li> <li>e. Applications for an amendment to a development approval which seek to extend the period of time within which the development is to substantially commence; or</li> </ul>

	<p>f. Amendments to DAP applications where the applicant has requested the application to be determined by the Town provided that the exceptions listed above do not apply; or</p> <p>g. Parking shortfalls, subject to function 1. g. In exercising this discretion, Council Officers are to have regard to the following matters in determining the acceptability of the parking provided:</p> <ul style="list-style-type: none"> <li>i. The extent of the shortfall;</li> <li>ii. Where provided, a parking needs/demand assessment prepared by the applicant, providing specific details of the nature of the use, hours of operation, number of staff, likely patronage etc;</li> <li>iii. Whether the development delivers a good urban design outcome or public benefit eg. Improved street activation; retention of mature on-site trees; retention of a building of heritage importance;</li> <li>iv. Whether the development is within 400m of a high frequency bus route or train station;</li> <li>v. Whether the development is within 400m of a public car park;</li> <li>vi. Written justification from the applicant in support of the proposed car parking provision;</li> <li>vii. Demonstrated availability of on-street parking;</li> <li>viii. The provision of end-of-trip facilities;</li> <li>ix. The reciprocal use of car bays between uses on the same site where the demand for parking will not coincide;</li> <li>x. Any other matters considered relevant.</li> </ul> <p>h. Applications where under Local Planning Policy 23 'Parking' the on-site car parking provision is at Council's discretion as there is no prescribed parking requirement for the development proposed. In considering the adequacy of the parking provision, Council Officers are to have regard to the same criteria listed in condition g.</p>
<b>Express Power to Sub-Delegate:</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015: Schedule 2, Clause 83 Local government CEO may delegate powers</i>
<b>Sub-Delegate/s:</b>	<b>1002.01</b> <b>Chief Community Planner</b>
	<b>1107.01</b> <b>Manager Development Services</b>
	<b>1109.01</b> <b>Coordinator Urban Planning</b>



	<b>1110.01-03</b>	<b>Senior Planning Officer</b>			
	<b>1111.01-05</b>	<b>Planning Officer</b>			
<b>CEO Conditions on this Sub-Delegation:</b>	That the sub-delegation to Planning Officers:				
	<ul style="list-style-type: none"> <li>a. only relates to the approval of development applications for patios, front fences and outbuildings to residential dwellings (where no objections have been received to any required community consultation); and</li> <li>b. does not authorise Officers to approve applications that they have assessed.</li> </ul>				
Compliance Links:	<i>Planning and Development Act 2005</i>				
Record Keeping:	Exercise of authority to be recorded in CM9.				
<b>Version</b>	<b>Approved, Amended, Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Resolution Number</b>	<b>Key Changes/Notes</b>
1	Approved	21/5/2019	Council	87/2019	Adopted.
2	Amended	28/6/2019	CEO	-	Sub-delegates and CEO conditions added.
3	Amended	16/7/2019	Council	134/2019	Item 11.2
4	Amended	19/5/2020	Council	393/2020	Item 11.1 Annual Review
5	Amended	28/07/2021	CEO	D21/62996	New sub-delegate added
6	Amended	13/9/2021	CEO	D21/72514	New sub-delegate added

## Part 11 – Statutory Authorisations and Delegations to Local Government from State Government Entities

### Division 1 – Environmental Protection Act 1986

#### 11.1.1 Noise Control – Environmental Protection Notices

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No. 47. 19-Mar-2004  
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**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 9<sup>th</sup> day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

## 11.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events

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No. 232. 20-Dec-2013  
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**EV402**

### **ENVIRONMENTAL PROTECTION ACT 1986**

Delegation No. 112

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--
  - (i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment; Heritage.

### 11.1.3 Noise Management Plans

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No. 71. 16-May-2014  
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**EV405**

#### **ENVIRONMENTAL PROTECTION ACT 1986**

Delegation No. 119

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.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

## Division 2 – Planning and Development Act 2005

### 11.2.1 Instrument of Authorisation – Sign Development Applications for Crown Land as Owner

DoL FILE 1738/2002v8; 858/2001v9

#### *PLANNING AND DEVELOPMENT ACT 2005*

#### INSTRUMENT OF AUTHORISATION

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, 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.

Dated the 2<sup>nd</sup> day of June 2016



**HON DONALD TERRENCE REDMAN MLA**  
**MINISTER FOR LANDS**

## SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

Column 1	Column 2	Column 3
<p>The power to sign as owner in respect of Crown land that is:</p> <ul style="list-style-type: none"> <li>• a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or</li> <li>• the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road.</li> </ul> <p>in respect of development applications being made under or referred to in:</p> <p>(i) section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional Interim development order (as that term is defined in that Act);</p> <p>(ii) section 103(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);</p> <p>(iii) section 115 of the <i>Planning and Development Act 2005</i> in respect of development within a planning control area (as that term is defined in that Act);</p> <p>(iv) section 122A of the <i>Planning and Development Act 2005</i> in respect of which approval is required under an improvement scheme (as that term is defined in that Act);</p> <p>(v) section 162 of the <i>Planning and Development Act 2005</i> in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);</p> <p>(vi) section 163 of the <i>Planning and Development Act 2005</i> in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the <i>Heritage of Western Australia Act 1990</i>, or of which such a place forms part;</p> <p>(vii) section 171A of the <i>Planning and Development Act 2005</i> in respect of a prescribed development application (as that term is defined in that section of that Act).</p>	<p>City of Albany City of Armadale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassendean City of Bayswater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brooking Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Canning Shire of Capel Shire of Carnamah Shire of Carravon Shire of Chapman Valley Shire of Chitterling Shire of Christmas Island Town of Claremont City of Cockburn Shire of Cocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Coorow Shire of Corrigin Town of Cottesloe Shire of Cranbrook Shire of Cuballing Shire of Cue Shire of Cunderdin Shire of Dalwallinu Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Donnybrook-Balingup Shire of Dowerin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Exmouth City of Fremantle City of Greater Geraldton</p> <p>Shire of Gingin Shire of Gnowangerup Shire of Goomalling City of Gosnells Shire of Halla Creek Shire of Harvey Shire of Irwin Shire of Jerramungup City of Joondalup Shire of Kalamunda City of Kalgoorlie-Boulder Shire of Katanning Shire of Kellerberrin Shire of Kent Shire of Kojonup Shire of Kondinin Shire of Koorda Shire of Kulin City of Kwinana Shire of Lake Grace Shire of Laverton Shire of Leonora City of Mandurah Shire of Manjimup Shire of Meekatharra City of Melville Shire of Menzies Shire of Merredin Shire of Mingenew Shire of Moora Shire of Morawa Town of Mosman Park Shire of Mount Magnet Shire of Mt Marshall Shire of Mukinbudin Shire of Mundingari Shire of Murchison Shire of Murray</p>	<p>In accordance with and subject to approved Government Land policies.</p> <p>Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the <i>Planning and Development Act 2005</i> (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>

Shire of Nannup  
Shire of Narembeen  
Shire of Narrogin  
Town of Narrogin  
City of Nedlands  
Shire of Ngaanyatjaraku  
Shire of Northam  
Shire of Northampton  
Shire of Nungarin  
Shire of Peppermint Grove  
Shire of Perenjori  
City of Perth  
Shire of Pingelly  
Shire of Plantagenet  
Town of Port Hedland  
Shire of Quairading  
Shire of Ravensthorpe  
City of Rockingham  
Shire of Roebourne  
Shire of Sandstone  
Shire of Serpentine Jarrahdale  
Shire of Shark Bay  
City of South Perth  
City of Stirling  
City of Subiaco  
City of Swan

Shire of Tammin  
Shire of Three Springs  
Shire of Toodyay  
Shire of Trayning  
Shire of Upper Gascoyne  
Town of Victoria Park  
Shire of Victoria Plains  
Town of Vincent  
Shire of Wagin  
Shire of Wandering  
City of Wanneroo  
Shire of Waroona  
Shire of West Arthur  
Shire of Westonia  
Shire of Wickiepin  
Shire of Williams  
Shire of Wiluna  
Shire of Wongan-Ballidu  
Shire of Woodanilling  
Shire of Wyalkatchem  
Shire of Wyndham-East Kimberley  
Shire of Yalgoo  
Shire of Yilgarn  
Shire of York



HON DONALD TERENCE REDMAN MLA  
MINISTER FOR LANDS

2<sup>nd</sup> day of June 2016

## 11.2.2 Development Control Powers – Metropolitan Region Scheme

2738

GOVERNMENT GAZETTE, WA

30 May 2017

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PL403

**PLANNING AND DEVELOPMENT ACT 2005**

INSTRUMENT OF DELEGATION

Del 2017/02 Powers of Local Governments and Department of Transport

Metropolitan Region Scheme

Delegation of certain powers and functions of the Western Australian Planning Commission relating to the Metropolitan Region Scheme

**Preamble**

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function to an officer of a public authority or to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.



In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred upon the WAPC by the Act or any other written law as the case requires.

**Resolution under section 16 of the Act (delegation)**

On 24 May 2017, 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 functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme, of applications for approval to commence and carry out development specified in clauses 1 and 2 of Section A, within their respective districts, subject to the conditions set out in clauses 1 to 4 of Section B;
- B. To delegate to the Managing Director, Policy, Planning and Investment—Transport, of the Department of Transport, and the person or persons from time to time holding or acting in that office, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme (MRS), of applications for approval to commence and carry out development specified in clause 3, Section A, subject to the conditions set out in clause 5 of Section B.
- C. To revoke its delegation of powers and functions to local governments as detailed in the notice entitled "DEL 2011/02 Powers of local governments (MRS)" published in the *Government Gazette* on 10 June 2014, to give effect to this delegation.

KERRINE BLENKINSOP, Secretary,  
Western Australian Planning Commission.

**PLANNING AND DEVELOPMENT ACT 2005**  
INSTRUMENT OF DELEGATION

**SECTION A—Types of Development**

**1. Development on zoned land**

Applications for development on land zoned under the MRS except—

- (a) where the land is subject to a resolution under Clause 32 of the MRS; or
- (b) where the land is subject to the declaration of a planning control area under Section 112 of the *Planning and Development Act 2005*; or
- (c) where that land is partly within the development control area described in section 10 of the *Swan and Canning Rivers Management Act 2006* or is outside the development control area but abuts waters within the development control area; or
- (d) where the local government is of the opinion that the application should be determined by the WAPC on the grounds that the proposal is of State or regional importance or is in the public interest, or
- (e) in respect of public works undertaken by public authorities.

**2. Development on regional road reservations**

Applications for developments on or abutting land that is reserved in the MRS for the purpose of a regional road, but excluding any application relating to large format digital signage.

**3. Large Format Digital Signage applications**

Applications from any public authority for development in relation to large format digital signage, on land reserved under the MRS for the purpose of a Primary Regional Road.

**SECTION B—Conditions**

**1. Referral requirements for development on land within or abutting a regional road reservation**

The following applications for development on land that abuts or is fully or partly reserved as regional road reservation (classified as Category 1, 2 and 3) shall be referred to Main Roads WA (MRWA) or the Department of Planning (DoP), as applicable, for transport planning related comments and recommendations before being determined by the local government subject to the process explained in clause 4, Section B.

Type of regional road reservation in the MRS	Classification on plans SP 693 (PRR) and SP 694 (ORR)	Referral Agency
Primary Regional Road (PRR)	Category 1, 2 and 3	Main Roads WA
Other Regional Road (ORR)	Category 1, 2 and 3	Department of Planning

The regional road network (PRR and ORR) changes periodically with amendments to the MRS. This clause relates to all regional road reservations in the MRS as amended from time to time. Regional roads subject to this notice and the relevant agency that is responsible for their planning are shown on accompanying editions of plans SP 693 (PRR, MRWA) and SP 694 (ORR, WAPC).

The road categories shown on plans SP 693 (PRR) and SP 694 (ORR) classify the regional roads based on—

- (a) the permissible vehicular access arrangements to the subject land via the regional road frontage
  - Category 1 road means that frontage access is not allowed (control of access);
  - Category 2 road means that frontage access may be allowed subject to approval; and
- (b) the legibility and statutory powers of current road land requirements defined for the purpose of regional road reservation in the MRS
  - Category 3 road means that the subject regional road reservation is not accurately defined or is subject to review by the agency that is responsible for planning of the regional road.

“Category 1 road” applies where regional roads—

- (a) are constructed or planned to a fully controlled and grade separated freeway standard; or
- (b) are constructed or planned to an access controlled arterial standard, (i.e. functioning as Primary Distributor or Integrator Arterial (District Distributor) road with widely spaced signalised intersections or roundabouts, and a few, if any, direct access points to individual sites or local streets.

“Category 2 road” applies where regional roads—

- (a) are constructed or planned to a partially access controlled arterial standard, (i.e. a primary or district distributor road with direct connections to local streets and driveways to larger sites, but with some restriction of direct frontage access to individual properties); or
- (b) have direct frontage access to abutting properties due to the historic development of the road and properties.

“Category 3 road” applies where regional road reservation is not accurately defined or is under review.

For enquiries and assistance regarding—

- (a) PRR Category 1, 2 and 3—call Main Roads WA on 138 138.
- (b) ORR Category 1, 2 and 3—call Department of Planning on (08) 6551 9000.

Tables 1, 2 and 3 below outline the category of the regional road reservation and the criteria for referring development applications to agencies for comment in accordance with this instrument of delegation.

**Table 1—Referral process of development applications with respect to Category 1 (PRR or ORR reservations in the MRS)**

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. Where a development application has one or more of the following characteristics— <ul style="list-style-type: none"> <li>(a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or</li> <li>(b) Development with potential for a significant increase in traffic using any access, either directly or indirectly, onto the road reservation; or</li> <li>(c) Development, which involves direct vehicle access to and/or from the regional road reservation.</li> </ul>	1. Where the local government first decides to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.

**Table 2—Referral process of development applications with respect to Category 2 (PRR or ORR reservations in the MRS)**

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. Where a development application has one or more of the following characteristics— <ul style="list-style-type: none"> <li>(a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or</li> <li>(b) Development with potential for a significant increase in traffic on the regional road using any access, either directly or indirectly, onto the road reservation; or</li> </ul>	1. Where the local government first decides to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
(c) Development, which involves the retention of more than one existing access; or additional, relocated or new access between the subject land and the road reservation; or (d) Development, which proposes retention of an existing access between the subject land and the road reservation, where alternative access is or could be made available from side or rear streets or from rights of way at rear; or (e) Development on a lot affected by the regional road reservation where— <ul style="list-style-type: none"> <li>• all or part of the proposed development is within the regional road reservation; and</li> <li>• has a construction value greater than \$20 000; or</li> </ul> (f) Development on a lot affected by the regional road reservation where— <ul style="list-style-type: none"> <li>• none of the proposed development is within the regional road reservation; and</li> <li>• has a construction value greater than \$150 000</li> </ul>	

**Table 3—Referral process of development applications with respect to Category 3 (PRR or ORR reservations in the MRS)**

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. All development applications, other than those where local government first decides to refuse it.	1. Where the local government first decides to refuse the application under the MRS

**Notes—**

- (1) Copies of plans SP 693 (PRR) and SP 694 (ORR) are available from the WAPC's website: "Resolutions and instruments of delegation—WAPC Powers of local governments (MRS)". (<http://www.planning.wa.gov.au/1212.asp>)
- (2) In determining applications under this delegation, local governments shall have due regard to relevant WAPC and MRWA policy and guidelines, including but not limited to the Commission's D C Policy—5.1 *Regional Roads (Vehicular Access)*, the Transport Impact Assessment Guidelines, and MRWA *Driveways Policy*, which set out the principles and requirements to be applied when considering proposals for vehicle access to or from developments abutting certain categories of regional roads.  
(<http://www.planning.wa.gov.au/publications/812.asp>; and <https://www.mainroads.wa.gov.au/BuildingRoads/StandardsTechnical/RoadandTrafficEngineering/GuidetoRoadDesign/Pages/Driveways.aspx>)
- (3) Local governments shall ensure that sufficient transport information accompanies the development application to assist the referral agency in assessing the transport implications of the proposal. This information should be provided in accordance with the WAPC's *Transport Impact Assessment Guidelines*. <http://www.planning.wa.gov.au/publications/1197.asp>
- (4) With regard to proposals for new noise-sensitive developments, the local government shall have due regard to the provisions of Commission's *State Planning Policy—5.4 Road and Rail Transport Noise and Freight Considerations in Land Use Planning*. (<http://www.planning.wa.gov.au/publications/1182.asp>)
- (5) With regard to development application for the display of advertisements on land reserved under the MRS local government should have regard to the Commission's DC Policy 5.4 *Advertising on Reserved Land*. (<http://www.planning.wa.gov.au/publications/825.asp>)

**2. Referral requirements for development on land abutting the Swan River Trust Development Control Area**

Applications for development on land that is outside the development control area but abutting land that is in the development control area, or which in the opinion of the local government are likely to affect waters in the development control area, shall be referred to the Swan River Trust for comment and recommendation before being determined by the local government.

### 3. Referral requirements for development on land abutting other reservations

Applications for development on land abutting land reserved in the MRS for purposes other than regional roads or Parks and Recreation (where the reservation corresponds with the Swan River Trust development control area and is covered by Clause 2, Section B of this notice) shall be referred to the public authority responsible for that reserved land for comment and recommendation before being determined by the local government.

In the case of land reserved for the purpose of Parks and Recreation, which is not vested or owned by another public authority, the applications shall be referred to the Department of Planning before being determined by the local government.

### 4. For the purpose of this Instrument of Delegation (excluding applications under clause 3, Section A)—

- (a) Where an application is referred by the local government to a public authority for comment and recommendation, the public authority shall provide comment and a recommendation, if any, within 30 days of receipt of the application. If no comment or recommendation is received within that 30 day period the local government may determine the application on the available information.
- (b) Where the recommendation provided by the public authority specified in the delegation notice is not acceptable to the local government the application, together with the recommendations provided by all public authorities consulted and the reasons why the recommendation is not acceptable to the local government, shall be referred immediately to the WAPC for determination.
- (c) The powers delegated to a member or officer of a local government may only be exercised by a member or officer who has been delegated power from the local government to consider and determine applications for approval to commence and carry out development within the local government district under the local government's local planning scheme.

### 5. Referral Requirements for applications from a public authority for large format digital signage development on land within a Primary Regional Road reservation

Where applications for large format digital signage development relate to land that is reserved as Primary Regional Roads (PRR) reservation in the MRS, the following shall apply—

- (a) DoT shall refer the application to the relevant local government and Main Roads WA for comment and recommendation;
- (b) the local government and Main Roads WA shall provide their comments and recommendations, if any, to the delegate within 30 days of receipt of the application;
- (c) Once the 30 day period has elapsed, the delegate may determine the application, even in the absence of comments and recommendations; and
- (d) the delegate is not bound to follow any recommendation received.

### Interpretation

In this Instrument of Delegation, unless the context otherwise requires—

- A reference to a 'position' or 'classification' contemplates and includes a reference to its successor in title.
- "access" means both entry and exit from either a road or abutting development by a vehicle.
- "Commission" or "WAPC" means the "Western Australian Planning Commission".
- "development" has the same meaning given to it in and for the purposes of the *Planning and Development Act 2005* or "development means the development or use of any land, including—
  - (a) any demolition, erection, construction, alteration of or addition to any building or structure on the land;
  - (b) the carrying out on the land of any excavation or other works;
  - (c) in the case of a place to which a Conservation Order made under section 59 of the *Heritage of Western Australia Act 1990* applies, any act or thing that—
    - (i) is likely to change the character of that place or the external appearance of any building; or
    - (ii) would constitute an irreversible alteration of the fabric of any building".
- "DoT" means the Department of Transport
- "Large format digital signage" means an electronic billboard whether freestanding or attached to another structure with a display area of greater than 13m<sup>2</sup> "local government" means a local government within the area covered by the MRS.
- "local road" means a public road other than a private road or a road subject of reservation under Part II of the MRS.
- "not acceptable" means that the local government wishes to determine the application, as a delegate of the WAPC, in a manner that is inconsistent with the recommendation received from the public agency to which the local government was required to consult under this Notice of Delegation.
- Main Roads WA means Main Roads Western Australia
- "Public authority" means any of the following—
  - (a) a Minister of the Crown in right of the State;

- (b) a department of the Public Service, State trading concern, State instrumentality or State public utility;
- (c) any other person or body, whether corporate or not, who or which, under the authority of a written law, administers or carries on for the benefit of the State, a social service or public utility;
- "regional road" means any road designated under the region Scheme as follows—
  - (a) land coloured red in the Scheme Map—Primary Regional Roads; and
  - (b) land coloured dark blue in the Scheme Map—Other Regional Roads.
- "reserved land" means land reserved under Part II of the MRS.
- "road reservation" means land reserved for the purposes of a regional road in the MRS.
- "significant increase in traffic" means generating more than 100 vehicle trips in the peak hour and would therefore require a transport assessment to accompany the development application. Refer to the Commission's *Transport Impact Assessment Guidelines*

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## PLANNING

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PL101

*CORRECTION***PLANNING AND DEVELOPMENT ACT 2005****INSTRUMENT OF DELEGATION**

Del 2017/02 Powers of Local Governments and Department of Transport

Metropolitan Region Scheme

Certain typographical errors were recorded in the Instrument of Delegation, made under the *Planning and Development Act 2005*, and published on 30 May 2017 from page 2738 to 2743 of the *Government Gazette*.

The errors are corrected as follows—

1. On page 2739, the text of Resolution C is deleted and replaced with the following words—  
 "TO REVOKE its delegation of powers and functions to local governments and the Department of Transport as detailed in the notice entitled "DEL 2015/02 Powers of local governments and Department of Transport (MRS)" published in the *Government Gazette* on 18 December 2015, to give effect to this delegation."
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**PLANNING**


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PL402

**PLANNING AND DEVELOPMENT ACT 2005****AMENDMENT TO INSTRUMENT OF DELEGATION—POWERS OF LOCAL GOVERNMENT AND DOT**

Notice of amendment to the Instrument of Delegation, Instrument of Delegation 2017/02—Powers of Local Governments and Department of Transport, Metropolitan Region Scheme, as gazetted on 30 May 2017

**Preamble**

Under section 16 of the *Planning and Development Act 2005* (the Act), the Western Australian Planning Commission (WAPC) may, by resolution published in the *Government Gazette*, delegate any function to a member, committee or officer of the WAPC or to a public authority or to a member or officer of a public authority.

In accordance with section 16 (4) of the Act, a reference in this instrument to a function or power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred on the WAPC by the Act or any other written law as the case requires.

**Resolution under section 16 of the Act (delegation)**

On 12 December 2018, pursuant to section 16 of the Act, the WAPC resolved—

- A To amend the Instrument of Delegation 2017/02—Powers of Local Governments and Department of Transport, Metropolitan Region Scheme as gazetted on 30 May 2017, as set out in Schedule 1 below.

SAM FAGAN, Secretary,  
Western Australian Planning Commission.

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**Schedule 1**
**1. Instrument of delegation amended**

The amendments within this Schedule are to the Schedules set out in the Instrument of Delegation 2017/02—Powers of Local Governments and Department of Transport, Metropolitan Region Scheme, as gazetted on 30 May 2017 and as amended.

**2. Amendment to Section A**

1. The word "but excluding any application relating to large format digital signage" are deleted from clause 2.
2. Clause 3 is deleted.

**3. Amendments to Section B**

1. The words in brackets "(excluding applications under clause 3, Section A)" are deleted from the title to clause 4.
  2. Clause 5 is deleted.
  3. In the interpretation section the terms "Large format digital signage" and "Public Authority" and their respective definitions, are deleted.
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### 11.2.3 WA Planning Commission – Section 15 of the Strata Titles Act 1985

PL402

#### PLANNING AND DEVELOPMENT ACT 2005

##### INSTRUMENT OF DELEGATION

##### Del 2020/01 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the issuing of certificates of approval under section 15 of the *Strata Titles Act 1985*.

#### Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

#### Resolution under section 16 of the Act (delegation)

On 19 March 2020, 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, within their respective districts, subject to the conditions set out in clause 2 of Schedule 1;

- B. To declare that this instrument recording its resolution is to take effect upon the proclamation of the *Strata Titles Amendment Act 2018*.

SAM FAGAN, Secretary,  
Western Australian Planning Commission.

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#### Schedule 1

##### 1. Applications made under section 15 of the *Strata Titles Act 1985*

Power to determine applications for the issuing of a certificate of approval 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) 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. Reporting requirements

A local government that exercises the power referred to in clause 1 is to provide WAPC with data on all applications determined under this Instrument of Delegation at the conclusion of each financial year in the format prescribed by the WAPC.



## Division 3 – Main Roads Act 1930

### 10.3.1 Traffic Management – Events on Roads

A list of local governments authorised for Traffic Management for Events can be found on the Main Roads WA website [here](#)

**WESTERN AUSTRALIA**  
**ROAD TRAFFIC CODE 2000**  
**REGULATION 297(2)**  
**INSTRUMENT OF AUTHORISATION**

RELATING TO  
TRAFFIC MANAGEMENT FOR EVENTS

Pursuant to Regulation 297(2) of the *Road Traffic Code 2000* the Commissioner of Main Roads ("the Commissioner") hereby authorises (Insert name of 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, 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](http://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.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

The powers in this Instrument of Authorisation do not change or replace:

- 1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and
- 2) any powers and responsibilities of a local government provided in regulation 9 of the *Road Traffic (Events on Roads) Regulations 1991*.

Dated:

**THE COMMON SEAL OF THE** )  
**COMMISSIONER OF MAIN ROADS** )  
 )  
**WAS AFFIXED BY** )  
 )  
 )  
**COMMISSIONER OF MAIN ROADS** )  
 )  
**FOR THE TIME BEING IN THE** )  
**PRESENCE OF:** )

\_\_\_\_\_  
*Signature of Witness*

\_\_\_\_\_  
*Name of Witness (please print)*

**ACKNOWLEDGMENT BY AUTHORISED BODY**

.....(*Insert name of Local Government*)..... agrees to unconditionally observe, perform and be bound by the above conditions.

**THE COMMON SEAL of** )  
 )  
 )  
 )  
\_\_\_\_\_  
*[Insert name of Local Government]* )  
 )  
Was hereunto affixed pursuant to a )  
resolution of the Council in the )  
presence of: )  
 )

\_\_\_\_\_  
*Signature of Chief Executive Officer*

\_\_\_\_\_  
*Signature of Witness*

\_\_\_\_\_  
*Name of Witness (please print)*

### 11.3.2 Traffic Management – Road Works

A list of Local Governments authorised for the purposes of Road Traffic Code 2000 r.297(2) are available on Main Roads WA website here

**WESTERN AUSTRALIA  
ROAD TRAFFIC CODE 2000  
REGULATION 297(2)  
INSTRUMENT OF AUTHORISATION**

Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads (“the Commissioner”) hereby authorises ..... (“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, 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](http://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.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 297(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner’s delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non-regulatory signage.

Dated:

THE COMMON SEAL OF THE )  
COMMISSIONER OF MAIN ROADS )  
WAS AFFIXED BY )  
)  
)  
COMMISSIONER OF MAIN ROADS )  
FOR THE TIME BEING IN THE PRESENCE OF: )

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name of Witness

**ACKNOWLEDGMENT BY AUTHORISED BODY**

..... agrees to observe, perform and be bound by the above conditions.

THE COMMON SEAL OF THE )  
)  
..... )  
WAS AFFIXED PURSUANT TO A RESOLUTION )  
OF THE COUNCIL IN THE PRESENCE OF )

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Witness

## Division 4 – Road Traffic (Vehicles) Act 2012

### 11.4.1 Approval for Certain Local Government Vehicles to be Special Use Vehicles



Government of Western Australia  
Department of Transport  
Driver and Vehicle Services

#### ROAD TRAFFIC (VEHICLES) ACT 2012

*Road Traffic (Vehicles) Regulations 2014*

RTVR-2017-202046

#### APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES

Pursuant to the *Road Traffic (Vehicles) Regulations 2014* (the *Regulations*), I, Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby 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 1976*); 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*, subject to the following conditions:

#### 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: