



City of Joondalup  
REGISTER OF DELEGATION OF AUTHORITY

CJ079-06/21



## REVIEW

<b>Reviewed by</b>	<b>Date approved</b>	<b>References</b>
Council	28 Jun 2011	CJ107-06/11
Council	26 Jun 2012	CJ108-06/12
Chief Executive Officer	30 May 2013	INT13/9868
Council	25 Jun 2013	CJ094-06/13
Council	24 Jun 2014	CJ091-06/14
Chief Executive Officer	30 Jun 2014	INT14/15493
Council	21 Oct 2014	CJ180-10/14
Chief Executive Officer	13 May 2015	INT15/11342
Council	23 Jun 2015	CJ095-06/15
Chief Executive Officer	1 Jun 2016	INT16/19021
Council	28 Jun 2016	CJ091-06/16
Chief Executive Officer	29 May 2017	INT17/24978
Council	27 Jun 2017	CJ091-06/17
Chief Executive Officer	4 Jun 2018	INT18/21364
Council	26 Jun 2018	CJ101-06/18
Council	21 Aug 2018	CJ133-08/18
Chief Executive Officer	7 May 2019	INT19/21782
Council	25 Jun 2019	CJ078-06/19
Chief Executive Officer	21 May 2020	INT20/19165
Council	23 Jun 2020	CJ079-06/20
Chief Executive Officer	10 May 2021	INT21/20088
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Chief Executive Officer	10 May 2022	INT22/18447

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## INTRODUCTION

### Register of Delegation of Authority

The Delegations of Authority contained within are made to Committees pursuant to Section 5.16 and to the Chief Executive Officer pursuant to Section 5.42 of the *Local Government Act 1995* (the Act) and, where listed, some of these functions are delegated by the Chief Executive Officer to City of Joondalup employees pursuant to Section 5.44 of the Act. All delegations made by the Council must be by an **absolute majority** decision.

Section 5.43 of the Act provides that the following are decisions that cannot be delegated to the Chief Executive Officer:

- Any power or duty that requires a decision of an absolute majority of the Council.
- Accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph.
- Appointing an auditor.
- Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph.
  - Any of the local government's powers under sections 5.98, 5.98A, 5.99 and 5.100 of the Act.
  - Borrowing money on behalf of the local government.
  - Hearing or determining an objection of a kind referred to in Section 9.5.
  - The power under Section 9.49A (4) to authorise a person to sign documents on behalf of the local government.
  - Any power or duty that requires the approval of the Minister or Governor.
  - Such other duties or powers that may be prescribed by the Act.

The Act allows for the Chief Executive Officer to delegate any of their powers to another employee, this must be done in writing. The Act allows for the Chief Executive Officer to place conditions on any delegations if required.

A register of delegations, being this manual, relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. The written record is to contain:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

In addition to delegations made in accordance with the *Local Government Act 1995*, a number of delegations are also made to the Chief Executive Officer, or directly to other officers in some instances, in accordance with the provisions of other legislation.

The aim of the delegated authority register is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the City's commitment to a strong customer service focus.

Each instrument of delegation describes the function being delegated and the relevant statutory reference which is the source of power for the exercise of the function. Also included is a reference to related documents such as policies of the Council which may provide guidance in the exercise of the delegation.

This delegated authority register will be reviewed in accordance with the Act on an annual basis.

## DELEGATIONS

## PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995

<b>Delegation</b>	<b>1.1 ACKNOWLEDGE RECEIPT OF PRIMARY AND ANNUAL RETURNS</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Chief Executive Officer (00001)
<b>Function</b>	To provide written acknowledgement of the receipt of Primary and Annual Returns in accordance with section 5.77 of the <i>Local Government Act 1995</i> .
<b>Delegates</b>	Director Governance and Strategy (00648)
<b>Conditions</b>	Nil.
<b>Statutory framework</b>	5.77 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	25 June 2013
<b>Adoption references</b>	CJ094-06/13
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
8 Apr 2013	New delegation	Insertion of new delegation to Chief Executive Officer and sub-delegation to Director Governance and Strategy (00648)	INT13/7349; CJ094-06/13

<b>Delegation</b>	<b>1.2 ACTIVITIES ON PRIVATE LAND</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<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 and the local government does not have the consent to do it.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Limited to those activities as listed in Schedule 3.2 of the <i>Local Government Act 1995</i> .
<b>Statutory framework</b>	Section 3.27 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	24 June 2014
<b>Adoption references</b>	CJ091-06/14
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
24 Jun 2014	New delegation	Insertion of delegation providing the Chief Executive Officer authority to do anything prescribed in Schedule 3.2 of the Local Government Act 1995, even though the land on which it is done is not local government property and the local government does not have the consent to do it.	CJ091-06/14



<b>Delegation</b>	<b>1.3 ADMINISTER THE CITY'S LOCAL LAWS</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to administer the City's local laws and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the City under the City's local laws.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil
<b>Statutory framework</b>	Sections 3.18 and 5.42 of the <i>Local Government Act 1995</i> <i>Animals Local Law 1999</i> <i>Health Local Law 1999</i> <i>Local Government and Public Property Local Law 2014</i> <i>Parking Local Law 2013</i> <i>Pest Plant Local Law 2012</i> <i>Waste Local Law 2017</i>
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	19 October 2010
<b>Adoption references</b>	CJ175-10/10
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
19 Oct 2010	New delegation	New delegation in relation to authority to administer the City's Local Laws.	CJ175-10/10
20 Nov 2012	Amended delegation	Pest Plant Local Law 2012 added to the list of local laws.	CJ232-11/12
30 May 2013	Amended delegation	Replacing "Agriculture and Related Resources Protection Act 1976" with "Pest Plant Local Law 2012" within the reference list.	INT13/9868
28 Jun 2016	Amended delegation	Removal of Trading in Public Places Local Law 1999 and update to Local Government and Public Property Local Law 1999 to 2014.	CJ091-06/16

<b>Delegation</b>	<b>1.4 AGREEMENT FOR PAYMENT OF RATES AND SERVICE CHARGES</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Subdelegates</b>	Coordinator Rating Services (00079) Director Corporate Services (00063) Manager Financial Services (00075)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Section 6.49 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable <a href="#">Payments of Rates and Charges Policy</a> . <a href="#">Rates Hardship Policy</a> .
<b>Date adopted</b>	25 June 2019
<b>Adoption references</b>	CJ078-06/19
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
25 Jun 2019	New delegation	Insertion of delegation for Chief Executive Officer to have authority to accept payment of a rate or service charge.	CJ078-06/19
26 Jun 2019	Amended delegation	The inclusion of sub delegations to position numbers 00063, 00075, 00079.	INT19/29912
21 May 2020	Amended delegation	Change to position title from Team Leader Rating Services (00079) to Coordinator Rating Services (00079).	INT20/19165

<b>Delegation</b>	<b>1.5 AMENDMENT TO THE RATE RECORD</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to amend the rate record for the five years preceding the current financial year.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Subdelegates</b>	Coordinator Rating Services (00079) Director Corporate Services (00063) Manager Financial Services (00075)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Section 6.39(2)(a) of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	25 June 2019
<b>Adoption references</b>	CJ078-06/19
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
25 Jun 2019	New delegation	Insertion of delegation providing the Chief Executive Officer authority to amend the rate record for five years prior to current financial year.	CJ078-06/19
26 Jun 2019	Amended delegation	The inclusion of sub delegations for position numbers 00063, 00075, 00079.	INT19/29912
21 May 2020	Amended delegation	Change in position title from Team Leader Rating Services (00079) to Coordinator Rating Services (00079).	INT20/19165

<b>Delegation</b>	<b>1.6 APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER</b>
<b>Category</b>	PART 1—DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to make appointments to the position of Acting Chief Executive Officer.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	<p>Authority subject to:</p> <ol style="list-style-type: none"> <li>1. the City employee holding the substantive position of 'Director' and is designated a 'Senior Employee' as per Section 5.37 of the <i>Local Government Act 1995</i>;</li> <li>-</li> <li>2. appointments being for no longer than 35 days, with all other appointments to the position of Acting Chief Executive Officer referred to the Council for determination;</li> <li>-</li> <li>3. the Chief Executive Officer advising Elected Members when a senior employee is to be designated Acting Chief Executive Officer, when circumstances require, during the following three month period.</li> </ol>
<b>Statutory framework</b>	Section 5.39(1a)(a) of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	11 October 2005
<b>Adoption references</b>	CJ220-10/05
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
11 Oct 2005	New delegation	Insertion of delegation for Chief Executive Officer to have authority to make appointments to position of Acting Chief Executive Officer.	CJ220-10/05
28 Jun 2011	Amended delegation	Correction of typographical error.	CJ107-06/11
24 Jun 2014	Amended delegation	Layout re-structured—Conditional wording re-located to 'Conditions' section of the template.	CJ091-06/14

<b>Delegation</b>	<b>1.67 APPOINTMENT OF AUTHORISED PERSONS</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Chief Executive Officer (00001)
<b>Function</b>	<p>Authority:</p> <p>1. To appoint and authorise persons to exercise the powers and duties of an authorised person as set out in the <i>Local Government Act 1995</i> and listed hereunder::</p> <p>1.1 Section 3.25 – Notices requiring certain things to be done by owner or occupier of land;  1.2 Section 3.26 – Additional powers when notices are given;  1.3 Section 3.27 – Particular things local government can do on land that is not local government property;  1.4 Section 3.31 – Power to enter property;  1.5 Sections 3.39 to 3.48 – Power to remove, impound and disposal;  1.6 Section 9.10 – Power to appoint authorised persons to perform particular functions;  1.7 Section 9.11 – Persons committing breach of Act to give name, address and date of birth;  1.8 Section 9.13 – Onus of proof in vehicle offences;  1.9 Section 9.16 – Issue infringement notices;  1.10 Section 9.17 – Receive payment of modified penalties;  1.11 Section 9.24 – Commencing prosecutions.</p> <p>2. To appoint and authorise persons to exercise the powers and duties of an authorised person under the City's local laws.</p>
<b>Delegates</b>	Manager Leisure and Cultural Services (00159)
<b>Conditions</b>	<ol style="list-style-type: none"> <li>Authority extended to appoint members of a Surf Life Saving Club as authorised persons for the purposes of clause 5.3 of the <i>City of Joondalup Local Government and Public Property Local Law 2014</i> (patrol, close beaches).</li> <li><a href="#">A register of Authorised Persons is to be maintained as a local government record.</a></li> </ol>
<b>Statutory framework</b>	Sections 3.24 and 9.10 of the <i>Local Government Act 1995</i> . Section 9.10 of the <i>Local Government Legislation Amendment Act 2019</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	28 June 2011
<b>Adoption references</b>	CJ107-06/11
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
28 Jun 2011	New delegation	Insertion of delegation for Chief Executive Officer to have authority to appoint authorised persons in accordance with the Local Government Act 1995.	CJ107-06/11

20 Mar 2012	Amended delegation	Insertion of delegation as result of the new Building Act 2011.	CJ027-03/12
20 Nov 2012	Amended delegation	Pest Plant Local Law 2012 added to the list of local laws.	CJ232-11/12
20 Nov 2012	Amended delegation	Delegations provided for Chief Executive Officer to appoint authorised persons to enforce the provisions of the City of Joondalup Pest Plant Local Law 2012.	RGS00813
30 May 2013	Amended delegation	Replacing "Agriculture and Related Resources Protection Act 1976" with "Pest Plant Local Law 2012" within the reference list.	INT13/9868
25 Jun 2013	Amended delegation	Inclusion of the Chief Executive Officer being appointed as an authorised person to undertake all the powers and duties of the local government under the Cat Act 2011.	CJ102-06/13
24 Jun 2014	Amended delegation	Changes to Part 1 in relation to; title amendment; delegation re-worded; deletion of part 1.2; inclusion of new parts 1.4 and 1.8. In addition a new Part 2, and Part 2 renumbered as Part 3.	CJ091-06/14
21 Oct 2014	Amended delegation	Removal of Part 3 of delegation relating to appointing and authorising employees to exercise power under individual legislation apart from the Local Government Act 1995.	CJ180-10/14
4 Jan 2018	Amended delegation	The inclusion of a sub-delegation condition - authority be extended to appoint members of a surf lifesaving club as authorised persons for the purposes of clause 5.3 of the Local Government and Public Property Local Law 2014 (patrol, close beaches).	INT18/485
25 Jun 2019	Amended delegation	Inclusions of Parts 1.2 and 1.3 relating to section 3.26 and 3.27 of the Act where a local government can appoint persons to perform particular functions.	CJ078-06/19
7 Nov 2020	Amended delegation	Amendment reflects the introduction of the Local Government Legislation Amendment Act 2019 section 9.10 of the Act was change to remove the local government appointing authorised persons under the Act (as well as others) and replaced the delegator as the Chief Executive Officer.	EMI21/4952

<b>Delegation</b>	<b>1.78 CHOICE OF ACCEPTABLE TENDERS FROM AN EXPRESSION OF INTEREST</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to choose acceptable tenderers from expressions of interest received, from those persons who are considered to be capable of satisfactorily supplying the goods or services.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Regulation 23(3) of the <i>Local Government (Functions and General) Regulations 1996</i> .
<b>Policy</b>	Not applicable <a href="#">Purchasing Policy</a> .
<b>Date adopted</b>	18 August 1998
<b>Adoption references</b>	CJ60-08/98
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
18 Aug 1998	New delegation	Insertion of delegation for Chief Executive Officer to have authority to choose acceptable tenders from an Expression of Interest.	CJ60-08/98
24 Jun 2014	Amended delegation	Re-wording of the Power or Duty delegated and inclusion of the regulation 23 (3).	CJ091-06/14

<b>Delegation</b>	<b>1.89 CHOICE OF TENDER</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to decide which tender to accept. Authority to decline to accept any tender.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Authority to accept tenders valued up to \$500,000.
<b>Statutory framework</b>	Section 3.57 and 5.43 of the <i>Local Government Act 1995</i> . Regulation 18 of the <i>Local Government (Functions and General) Regulations 1996</i> .
<b>Policy</b>	<del>Not applicable</del> <a href="#">Purchasing Policy</a> .
<b>Date adopted</b>	21 November 2006
<b>Adoption references</b>	CJ208-11/06
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to assess valid tenders before deciding to accept successful tenderer.	CJ208-11/06
28 Jun 2011	Amended delegation	The inclusion of a condition relating to "Authority to decline to accept any tender".	CJ107-06/11
26 Jun 2012	Amended delegation	A change to the Conditions, to increase the tender value limit that can be accepted by the CEO from \$250,000 to \$300,000.	CJ108-06/12
24 Jun 2014	Amended delegation	Wording of delegation amended and layout re-structured, including the removal of the condition "Authority to decline to accept any tender".	CJ091-06/14
23 Jun 2015	Amended delegation	A change to the Conditions, to increase the tender value limit that can be accepted by the CEO from \$300,000 to \$350,000.	CJ095-06/15



25 Jun 2019	Amended delegation	A change to the Conditions, to increase the tender value limit that can be accepted by the CEO from \$350,000 to \$500,000.	CJ078-06/19
15 Jun 2021	Amended delegation	A change to the Conditions, for authority to accept tenders valued up to \$500,000 changed from (valued at less than \$500,000).	CJ079-06/21

<b>Delegation</b>	<b>1.910 CLOSING CERTAIN THOROUGHFARE TO VEHICLES</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to close any thoroughfare that the City manages, wholly or partially, to the passage of vehicles.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Subdelegates</b>	Director Infrastructure Services (00184) Manager Infrastructure Management Services (00186)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Sections 3.50 and 3.50A of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	21 November 2006
<b>Adoption references</b>	CJ208-11/06
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have authority to close any thoroughfare that it manages for the passage of vehicles wholly or partially for a period not exceeding four weeks.	CJ208-11/06
7 Sep 2007	Amended delegation	Change to position title	CJ186-09/07
22 Jun 2010	Amended delegation	Consolidation of two delegations into one.	CJ095-06/10
24 Jun 2014	Amended delegation	Wording of delegation function amended to read - Authority to close any thoroughfare that the City manages, wholly or partially, to the passage of vehicles.	CJ091-06/14

<b>Delegation</b>	<b>1.101 COMPLAINTS - MODEL CODE OF CONDUCT</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1 deal with a complaint;</li> <li>2 dismiss a complaint; and</li> <li>3 establish procedures for dealing with complaints;</li> </ol> <p>under clauses 12, 13 and 15(2) of Schedule 1 of the <i>Local Government (Model Code of Conduct) Regulations 2021</i>.</p>
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Authority includes the relevant powers and duties within the same clauses specified in the <i>Code of Conduct for the Council Members, Committee Members and Candidates</i> adopted by Council in accordance with section 5.104(1) of the <i>Local Government Act 1995</i> .
<b>Subdelegates</b>	Director Governance and Strategy (00648)
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>1. Authority includes the relevant powers and duties within the same clauses specified in the <i>Code of Conduct for the Council Members, Committee Members and Candidates</i> adopted by Council in accordance with section 5.104(1) of the <i>Local Government Act 1995</i>.</li> <li>2. Authority only extends to complaints lodged by the Chief Executive Officer.</li> </ol>
<b>Statutory framework</b>	Sections 5.42 and 5.104(1) of the <i>Local Government Act 1995</i> .
<b>Policy</b>	<i>Complaints Investigation Policy</i> .
<b>Date adopted</b>	18 May 2021
<b>Adoption references</b>	CJ071-05/21

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
18 May 2021	New delegation	Insertion of new delegation to the Chief Executive Officer with the authority to; deal with a complaint; dismiss a complaint; and establish procedures for dealing with complaints under the model Code of Conduct.	CJ071-05/21
28 Jun 2021	Amended delegation	Sub-delegation afforded to Director Governance and Strategy (00648), authority only extends to complaints lodged by the Chief Executive Officer.	INT21/27953

<b>Delegation</b>	<b>1.112 DISPOSING OF PROPERTY</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to dispose of property –  (1) at public auction; (2) by public tender; (3) by private treaty.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Authority limited to property valued at less than \$900,000.  "Property" includes the whole or any part of the interest of a local government in property, but does not include money.  "Dispose" includes to sell, lease or otherwise dispose of, whether absolutely or not.  Following the disposal of City land, the detail of the disposal is to be reported to a relevant Committee of the Council for its information.
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Section 3.58 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	21 November 2006
<b>Adoption references</b>	CJ208-11/06
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have authority to dispose of property to the highest bidder at public auction.	CJ208-11/06
7 Sep 2007	Amended delegation	Clause (3) amended to read: "A local government may dispose of property by private treaty in accordance with Section 3.58 of the Local Government Act 1995."	CJ186-09/07

16 Jun 2009	Amended delegation	Provision relating to exempt dispositions to be added.	CJ127-06/09
22 Jun 2010	Amended delegation	Consolidation of four delegations into one - titled Disposing of Property.	CJ095-06/10
26 Jun 2012	Amended delegation	Change in Conditions - Authority limit to property valued from \$500,000 increased to \$600,000.	CJ108-06/12
24 Jun 2014	Amended delegation	Changes to delegation wording and structure, to include meaning of "Property" under conditions.	CJ091-06/14
25 Jun 2019	Amended delegation	Change in Conditions - Authority limited to property valued less than \$900,000, was previously \$600,000. Inclusion of the meaning of "Dispose".  Additional condition - "following the disposal of City land, the detail of the disposal is to be reported to a relevant Committee of the Council for its information".	CJ078-06/19
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.11 to 1.12 Disposing of Property	CJ079-06/21

<b><u>Delegation</u></b>	<b><u>1.12 - ACQUISITION OF INTEREST IN LAND BY LEASE OR OTHER SHORT TERM INSTRUMENT</u></b>
<b><u>Category</u></b>	<u>PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995</u>
<b><u>Delegator</u></b>	<u>Council</u>
<b><u>Function</u></b>	<ol style="list-style-type: none"> <li>1. <u>Authority to acquire an interest in land (includes buildings), by lease or other short term instrument ONLY, where the total value of the consideration and anything done by the City is less than the threshold amount for a major land transaction [s.3.59(1), r.8A(1)].</u></li> <li>2. <u>Authority to acquire an interest in land by lease or other short term instrument ONLY through an exempt land transaction [s.3.59(1), r8(1)]:</u> <ol style="list-style-type: none"> <li>a) <u>Without intending to produce a profit to the Local Government; and</u></li> <li>b) <u>Without intending that another person will be sold, or given joint or exclusive use of, all or any of the land involved in the transaction.</u></li> </ol> </li> </ol>
<b><u>Delegates</u></b>	<u>Chief Executive Officer (00001)</u>
<b><u>Conditions</u></b>	<ol style="list-style-type: none"> <li>a) <u>Delegation excludes authority to purchase in fee simple land or buildings and is therefore limited to leases, rental or other short term acquisition instruments that do not commit the Local Government for a period greater than five years.</u></li> <li>b) <u>In accordance with s.5.43, this delegation is limited to acquisitions that have a total consideration value of \$500,000 or less.</u></li> <li>c) <u>Documents that give effect to an acquisition under this delegation, must be executed by a person duly authorised under s. 9.49A.</u></li> </ol>
<b><u>Subdelegates</u></b>	<u>Nil.</u>
<b><u>Subdelegate conditions</u></b>	<u>Nil.</u>
<b><u>Statutory framework</u></b>	<u>Local Government Act 1995 [s.3.59, s. 9.49A, s.6.2].</u> <u>Local Government (Functions and General) Regulations 1995 [r.8A, r. 8].</u> <u>Residential Tenancy Act 1987.</u> <u>Commercial Tenancy (Retail Shops) Agreements Act 1985.</u>
<b><u>Policy</u></b>	<u>Not applicable.</u>
<b><u>Date adopted</u></b>	<u>TBC</u>
<b><u>Adoption references</u></b>	<u>TBC</u>
<b><u>Last reviewed</u></b>	<u>TBC</u>

<b>Delegation</b>	<b>1.13 ENTRY IN AN EMERGENCY</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to lawfully enter any land, premises or thing immediately and without notice and perform any functions as is considered appropriate to deal with an emergency.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	<p>An emergency exists where the City or the Chief Executive Officer is of the opinion that the circumstances are such that compliance with the requirements for obtaining entry other than under section 3.34 of the <i>Local Government Act 1995</i> would be impractical or unreasonable because of, or because of the imminent risk of:</p> <p>(a) injury or illness to any person  (b) a natural or other disaster or emergency  or  (c) such other occurrence as is prescribed under the <i>Local Government (Functions and General) Regulations 1996</i> for the purposes of section 3.34 of the <i>Local Government Act 1995</i>.</p>
<b>Statutory framework</b>	Section 3.34(1) of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	25 June 2019
<b>Adoption references</b>	CJ078-06/19
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
25 Jun 2019	New delegation	Inclusion of delegation for Chief Executive Officer to have authority to lawfully enter property in an Emergency.	CJ078-06/19
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.12 to 1.13 - Entry in an Emergency.	CJ079-06/21

<b>Delegation</b>	<b>1.14 ESTABLISHING PANELS OF PRE-QUALIFIED SUPPLIERS</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	<p>Authority to decide which applications to accept for inclusion on a panel of pre-qualified suppliers.</p> <p>Authority to decline to accept any application for inclusion on a panel of pre-qualified suppliers.</p> <p>Authority to enter into a contract or contracts, for the supply of goods or services with a pre-qualified supplier.</p>
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Authority extends to the supply of goods/services valued up to \$500,000.
<b>Statutory framework</b>	<p><i>Local Government Act 1995.</i></p> <p>Regulations 24AB, 24AH and 24AJ of the <i>Local Government (Functions and General) Regulations 1996.</i></p>
<b>Policy</b>	<i>Purchasing Policy.</i>
<b>Date adopted</b>	28 June 2016
<b>Adoption references</b>	CJ091-06/16
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
28 Jun 2016	New delegation	Inclusion of delegation for Chief Executive Officer to have authority to establish panels of pre-qualified suppliers.	CJ091-06/16
15 Jun 2021	Amended delegation	Change in conditions where the authority extends to the supply of goods/service value from 'less than \$350,000', changed to 'up to \$500,000'.	CJ079-06/21
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.13 to 1.14 - Establishing Panels of Pre-qualified Suppliers.	CJ079-06/21



<b>Delegation</b>	<b>1.15 EXTENSION OF EXISTING CONTRACTS</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to approve any contract extensions on tenders approved by the Council.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Authority subject to: <ol style="list-style-type: none"> <li>1. the extension being within the original terms and conditions approved by the Council;</li> <li>2. satisfactory performance of the contractor(s);</li> <li>3. the Chief Executive Officer reporting to the Audit and Risk Committee on a six monthly basis on the exercise of this delegation.</li> </ol>
<b>Subdelegates</b>	Director Corporate Services (00063)
<b>Subdelegate conditions</b>	Only in the event when the Chief Executive Officer declares a conflict of interest in extending a contract.
<b>Statutory framework</b>	Section 3.57 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	1 November 2005
<b>Adoption references</b>	CJ231-11/05
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
1 Nov 2005	New delegation	Inclusion of delegation for Chief Executive Officer to have authority to extend existing contracts.	CJ231-11/05
21 May 2020	Amended delegation	Sub-delegation afforded to Director Corporate Services (00063), only in the event when the Chief Executive Officer declares a conflict of interest in extending a contract.	INT20/19165
23 Jun 2020	Amended delegation	Change to the Conditions - Part 3 to amend the Committee title from Audit Committee to Audit and Risk Committee.	CJ079-06/20
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.14 to 1.15 - Extension of Existing Contracts.	CJ079-06/21

<b>Delegation</b>	<b>1.16 INFRINGEMENTS - EXTENSION OF TIME TO PAY AND WITHDRAWAL OF NOTICES</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Chief Executive Officer (00001)
<b>Function</b>	Authority to extend the period within which a modified penalty may be paid or withdraw an infringement notice.
<b>Delegates</b>	Coordinator Field Services (00607) Director Planning and Community Development (00105) Manager Rangers Parking and Community Safety (00912)
<b>Conditions</b>	Nil.
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Sections 9.19 and 9.20 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	18 April 2018
<b>Adoption references</b>	INT18/15225

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
18 Apr 2018	New delegation	Insertion of delegation to designated employees to provide the authority to extend the period within a modified penalty may be paid or withdraw an infringement notice.	INT18/15225
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.15 to 1.16 - Extension of Time to Pay and Withdrawal of Notices.	CJ079-06/21
10 May 2022	Amended delegation	Removal of delegate authority from Parking Project Officer (00853).	INT22/18447
10 May 2022	Amended delegation	Removal of delegate authority from Director Corporate Services (00063) and replace with Director Planning and Community Development (00105), as Rangers, Parking and Community Development BU is transferring to Planning and Community Development Directorate.	INT22/18447

<b>Delegation</b>	<b>1.17 OBJECTION TO THE RATE RECORD</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to: <ul style="list-style-type: none"> <li>• consider any objection to the rate record and either disallow it or allow it, wholly or in part;</li> <li>• extend the time for making an objection to the rate record for such period as is deemed fit.</li> </ul>
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Subdelegates</b>	Coordinator Rating Services (00079) Director Corporate Services (00063) Manager Financial Services (00075)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Section 6.76 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	21 November 2006
<b>Adoption references</b>	CJ208-11/06
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have authority to consider any objection to the rate record and may either disallow or allow wholly or in part.	CJ208-11/06
22 Jun 2010	Amended delegation	Inclusion of "Delegated by Council" and Nil Conditions.	CJ095-06/10
24 Jun 2014	Amended delegation	Function delegated - removal of the words local government and replaced by the word Authority.	CJ091-06/14

25 Jun 2019	Amended delegation	Change to Function delegated to include " extend the time for making an objection to the rate record for such period as is deemed fit".	CJ078-06/19
26 Jun 2019	Amended delegation	Inclusion of sub-delegations relating to position numbers (00063), (00075), (00079).	INT19/29912
23 Jun 2020	Amended delegation	Sub-delegation - Change in title from Team Leader Rating Services to Coordinator Rating Services.	INT20/19165
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.16 to 1.17 - Objection to the Rate Record.	CJ079-06/21

<b>Delegation</b>	<b>1.18 OPENING OF FENCES</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to open a fence on private land.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Limited to those activities that expressly states such authority under Schedule 3.2 of the <i>Local Government Act 1995</i> .
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Section 3.36 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	24 June 2014
<b>Adoption references</b>	CJ091-06/14
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
24 Jun 2014	New delegation	Insertion of delegation for Chief Executive Officer to have the authority to open a fence on private property.	CJ091-06/14
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.17 to 1.18 - Opening of Fences.	CJ079-06/21

<b>Delegation</b>	<b>1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to incur liabilities and make payments from the municipal fund.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	<p>(1) Authority subject to funds being provided in the Annual Budget.</p> <p>(2) Authority to Chief Executive Officer is unlimited.</p> <p>(3) Incurring liabilities and making payments to be undertaken in accordance with the City's procedures and systems for incurring liabilities and making payments.</p> <p>(4) Authority which may be Delegated by the Chief Executive Officer to employees is subject to the maximum individual amount limits on payments defined by categories A, B, C, D, E and F as follows:</p> <p>(i) Category A – unlimited individual amounts subject to annual budget limitations.</p> <p>(ii) Category B – limited to \$2 million. (\$2.2 million including GST).</p> <p>(iii) Category C – limited to \$250,000. (\$275,000 including GST).</p> <p>(iv) Category D – limited to \$100,000. (\$110,000 including GST).</p> <p>(v) Category E – limited to \$25,000. (\$27,500 including GST).</p> <p>(vi) Category F – limited to \$5,000. (\$5,500 including GST).</p>
<b>Subdelegates</b>	Administration Officer - Economic Development (01525) Administration Officer Leisure and Cultural Services (00160) Analytics Lead (01200) Branch Librarian - Duncraig (00521) Branch Librarian - Joondalup (00519) Branch Librarian - Whitford (00520) Branch Librarian - Woodvale (00522) Business Support and Finance Officer (01548) Collection Management Team Leader (00528) Contracts and Finance Officer (00906) Coordinator Building Approvals (00113) Coordinator Building Capital Works (00195) Coordinator Building Maintenance (00228) Coordinator Business Systems (00095) Coordinator Civil Design and Construction (01119) Coordinator Community and Youth Development (00175) Coordinator Compliance and Regulatory Performance (01094) Coordinator Contract Administration and Purchasing Services (00068) Coordinator Cultural Services (00166) Coordinator Engineering Operations (00227) Coordinator Field Services (00607)

Coordinator Fleet Management (00069)  
 Coordinator Infrastructure Asset Management (00205)  
 Coordinator Leisure Centres (00612)  
 Coordinator Leisure Planning (00849)  
 Coordinator Library Resources and Development (00517)  
 Coordinator Network Services (00770)  
 Coordinator Organisational Development (00789)  
 Coordinator Park Operations (00806)  
 Coordinator Projects and Conservation (01120)  
 Coordinator Property Management (00497)  
 Coordinator Rating Services (00079)  
 Coordinator Recreation Services (00611)  
 Coordinator Transport Engineering (00203)  
 Coordinator Urban Design and Policy (00111)  
 Coordinator Waste Services (00762)  
 Customer Experience Lead (01545)  
 Director Corporate Services (00063)  
 Director Governance and Strategy (00648)  
 Director Infrastructure Services (00184)  
 Director Planning and Community Development (00105)  
 Electrical Project Engineer (01244)  
 Electrical Project Engineer (01390)  
 Environment Development Coordinator (00783)  
 Executive Assistant to the Chief Executive Officer (00002)  
 Executive Assistant to the Mayor (00003)  
 Inventory Controller (00945)  
 Library Service Coordinator (00516)  
 Library Systems and Administration Officer (00514)  
 Local History and Reference Team Leader (00526)  
 Manager Asset Management (00065)  
 Manager Audit and Risk Services (01193)  
 Manager City Projects (00859)  
 Manager Communications and Stakeholder Relations (01162)  
 Manager Community Development and Library Services (00390)  
 Manager Economic Development and Advocacy (00502)  
 Manager Financial Services (00075)  
 Manager Governance (00010)  
 Manager Human Resource (00054)  
 Manager Information Technology (00094)  
 Manager Infrastructure Management Services (00186)  
 Manager Leisure and Cultural Services (00159)  
 Manager Operation Services (00220)  
 Manager Planning Services (00108)  
 Manager Rangers Parking and Community Safety (00912)  
 Manager Regulatory Services (01093)  
 Manager Strategic and Organisational Development (00503)  
 Parking Project Officer (00853)  
 Principal Environmental Health Officer (00114)  
 Principal Events Officer (00168)  
 Principal Legal Officer (00640)  
 Road Network Engineer (01405)  
 Senior Civil Projects Officer (00208)  
 Senior Development Engineer (00490)  
 Senior Financial Accountant (00078)  
 Senior Landscape Architect / Team Leader Landscaping and Conservation (00211)  
 Senior Management Accountant (00083)  
 Senior Project Engineer (00210)  
 Senior Projects Officer (00005)  
 Senior Projects Officer (00937)

	<p>Senior Projects Officer (01154)  Senior Projects Officer Casual (01563)  Senior Team Leader Customer Care (00027)  Service Desk Team Leader (00101)  Strategic Planning and Engagement Coordinator (00843)  Systems Administrator (01436)  Systems Support Officer (00800)  Team Leader Aquatic and Facility Operations (01435)  Team Leader Community Development (01224)  Team Leader Community Venues (00173)  Team Leader Field Officers (00212)  Team Leader Field Officers (00219)  Team Leader Health and Fitness (01433)  Team Leader Leisure and Aquatic Programs (01434)  Team Leader Marketing and Customer Experience (01432)  Team Leader Natural Areas (00506)  Team Leader Projects (00224)  Team Leader Sport and Recreation (00172)  Team Leader Youth Services (00182)  Waste Design and Contract Officer (00197)</p>
<p><b>Subdelegate conditions</b></p>	<p><b>Category A</b></p> <ul style="list-style-type: none"> <li>• Director Corporate Services (00063).</li> </ul> <p><b>Category B</b></p> <ul style="list-style-type: none"> <li>• Manager City Projects (00859).</li> <li>• Director Infrastructure Services (00184).</li> <li>• Director Planning and Community Development (00105).</li> <li>• Director Governance and Strategy (00648).</li> </ul> <p><b>Category C</b></p> <ul style="list-style-type: none"> <li>• Manager Financial Services (00075).</li> <li>• Manager Information Technology (00094).</li> <li>• Manager Infrastructure Management Services (00186).</li> <li>• Manager Operation Services (00220).</li> <li>• Manager Asset Management (00065).</li> <li>• Manager Rangers Parking and Community Safety (00912).</li> <li>• Manager Leisure and Cultural Services (00159).</li> <li>• Manager Community Development and Library Services (00390).</li> <li>• Coordinator Engineering Operations (00227).</li> <li>• Coordinator Park Operations (00806).</li> <li>• Coordinator Projects and Conservation (01120).</li> <li>• Coordinator Civil Design and Construction (01119).</li> <li>• Coordinator Waste Services (00762).</li> <li>• Senior Projects Officer (00937).</li> </ul> <p><b>Category D</b></p> <ul style="list-style-type: none"> <li>• Manager Audit and Risk Services (01193).</li> <li>• Coordinator Building Capital Works (00195).</li> <li>• Coordinator Building Maintenance (00228).</li> <li>• Senior Landscape Architect / Team Leader Landscaping and Conservation (00211).</li> <li>• Team Leader Projects (00224).</li> <li>• Coordinator Fleet Management (00069).</li> <li>• Senior Development Engineer (00490).</li> </ul>



- Senior Projects Officer Casual (01563).
- Electrical Project Engineer (01244).
- Electrical Project Engineer (01390).
- Business Support and Finance Officer (01548).

### **Category E**

- Manager Strategic and Organisational Development (00503).
- Manager Governance (00010).
- Manager Human Resources (00054).
- Manager Planning Services (00108).
- Manager Regulatory Services (01093).
- Coordinator Business Systems (00095).
- Coordinator Network Services (00770).
- Library Service Coordinator (00516).
- Coordinator Library Resources and Development (00517).
- Team Leader Natural Areas (00506).
- Coordinator Field Services (00607).
- Coordinator Transport Engineering (00203).
- Coordinator Infrastructure Asset Management (00205).
- Waste Design and Contract Officer (00197).
- Coordinator Community and Youth Development (00175).
- Coordinator Leisure Centres (00612).
- Coordinator Recreation Services (00611).
- Coordinator Cultural Services (00166).
- Coordinator Urban Design and Policy (00111).
- Principal Environmental Health Officer (00114).
- Principal Events Officer (00168).
- Principal Legal Officer (00640).
- Parking Project Officer (00853).
- Systems Support Officer (00800).
- Coordinator Property Management (00497).
- Analytics Lead (01200).
- Manager Communications and Stakeholder Relations (01162).
- Senior Projects Officer (00005).
- Senior Projects Officer (01154).
- Senior Civil Projects Officer (00208).
- Senior Project Engineer (00210).
- Coordinator Leisure Planning (00849).
- Network Asset Engineer Roads (01405).
- Inventory Controller (00945).
- Manager Economic Development and Advocacy (00502).
- Customer Experience Lead (01545).
- Contracts and Finance Officer (00906).

### **Category F**

- Executive Assistant to the Mayor (00003).
- Executive Assistant to the CEO (00002).
- Senior Financial Accountant (00078).
- Senior Management Accountant (00083).
- Coordinator Rating Services (00079).
- Coordinator Contract Administration and Purchasing Services (00068).
- Service Desk Team Leader (00101).
- Administration Officer Leisure and Cultural Services (00160).
- Coordinator Building Approvals (00113).
- Branch Librarian – Joondalup (00519).
- Branch Librarian – Whitford (00520).
- Branch Librarian – Woodvale (00522).

	<ul style="list-style-type: none"> <li>• Branch Librarian – Duncraig (00521).</li> <li>• Local History and Reference Team Leader (00526).</li> <li>• Team Leader Field Officers (00212, 00219).</li> <li>• Collection Management Team Leader (00528).</li> <li>• Team Leader Youth Services (00182).</li> <li>• Team Leader Community Development (01224).</li> <li>• Team Leader Marketing and Customer Experience (01432).</li> <li>• Team Leader Leisure and Aquatic Programs (01434).</li> <li>• Team Leader Aquatic and Facility Operations (01435).</li> <li>• Systems Administrator (01436).</li> <li>• Team Leader Health and Fitness (01433).</li> <li>• Coordinator Organisational Development (00789).</li> <li>• Strategic Policy Development Coordinator (00843).</li> <li>• Environment Development Coordinator (00783).</li> <li>• Team Leader – Community Venues (00173).</li> <li>• Team Leader Sport and Recreation (00172).</li> <li>• Administration Officer – Economic Development (01525)</li> <li>• Coordinator Compliance and Regulatory Performance (01094).</li> <li>• Library Systems and Administration Officer (00514).</li> <li>• Senior Team Leader Customer Care (00027).</li> </ul>
<b>Statutory framework</b>	Regulations 5, 11 and 12 of the <i>Local Government (Financial Management) Regulations 1996</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	21 November 2006
<b>Adoption references</b>	CJ208-11/06

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have authority to make payments from the Municipal and Trust Fund.	CJ208-11/06
7 Sep 2007	Amended delegation	Sub- Delegations - Changes to designated Officer titles.	CJ186-09/07
16 Jun 2009	Amended delegation	Sub- Delegations - Changes to designated Officer titles.	CJ127-06/09
22 Jun 2010	Amended delegation	Changes to structure and inclusion of CEO Conditions outlying authority to CEO and sub-delegation approval limits, categorised by A, B, C, D and E. Changes in categories and titles. Change in Legislation reference from 6.10 to 6.5 Local Government Act 1995.	CJ095-06/10
28 Jun 2011	Amended delegation	Sub- Delegations - Changes to designated Officer titles.	CJ107-06/11

14 Jun 2012	Amended delegation	Add to Category C (up to \$250,000) the position of Coordinator Natural Areas and Capital Works Projects.	INT12/13286
26 Jun 2012	Amended delegation	Sub-delegations - Changes to designated officer titles, inclusion of officer positions as designated employees.	CJ108-06/12
31 Aug 2012	Amended delegation	Add to Category E (up to \$5,000) the position of Collection Management Team Leader.	INT12/20354
19 Oct 2012	Amended delegation	Add to Category D (up to \$25,000) the position of Internal Auditor.	INT12/24858
22 Nov 2012	Amended delegation	Add position 'Acting Manager Marketing and Communications' to Category D - limited to \$25,000 , following organisational restructure.	EMI12/6002; INT12/29775
30 May 2013	Amended delegation	Amending the title of "Senior Librarian – Duncraig/Sorrento" to "Senior Librarian Duncraig". Amending various position titles within the Infrastructure Services Directorate. Inclusion of "Design Engineer / Coordinator (01119)" to Category C. Inclusion of "Executive Project Officer (00937)" to Category D.	INT13/9868
16 Aug 2013	Amended delegation	Inclusion of "Manager Executive and Risk" (1193) to Category C.	INT13/16228
24 Jun 2014	Amended delegation	Change to title to read "Payments from Municipal Fund and Trust Fund - Incurring Liabilities and Making Payments". Change to wording for function delegated and changes to CEO Conditions to include part 1 - 4.	CJ091-06/14
12 Feb 2015	Amended delegation	Change of position title from Senior Librarian to Branch Librarian for Joondalup (00519), Whitford (00520) Duncraig (00521) and Woodvale (00522).	INT15/5981
17 Mar 2015	Amended delegation	Inclusion of the following positions to Category D: <ul style="list-style-type: none"> <li>• Coordinator Civil Projects (00208)</li> <li>• Coordinator Civil Projects (00210)</li> <li>• Coordinator Electrical Projects (01244).</li> </ul>	INT14/18637
13 May 2015	Amended delegation	Changes to positions; remove Internal Auditor (00008), add Business Performance Analyst (01200), add to Category E - Team Leader Youth Services (00182) and Team Leader Community Development (01224), amend various titles and amend position number 00792 to read 00762.	INT15/11342
23 Jun 2015	Amended delegation	Changes to the delegation title and function delegated, removing the words "and Trust Fund".	CJ095-06/15

24 Jul 2015	Amended delegation	Changes of various position payment limits and titles in Leisure and Cultural Services relating to position (00612, 00172, 00173, 00617, 00637, 00638, 00639).	INT15/25509
2 Feb 2016	Amended delegation	Changes to positions; removal of Executive Officer (00006) and amend - Executive Liaison Officer (00007) to Executive Officer (00007) with changes in category from a Category D to a Category C.	EMI16/1160; INT16/3378
28 Jun 2016	Amended delegation	Change in position title for position (00607) and removal of Executive Officer (00006),	CJ091-06/16
6 Dec 2016	Amended delegation	Change in Position title for (00762) to Coordinator Waste Services and change in Category from D to C approval limit of \$250,000.	INT17/40500
2 May 2017	Amended delegation	Change to title of position from Executive Project Officer (00937) to Senior Projects Officer (00937).	Nil
2 May 2017	Amended delegation	Changes to titles of various positions within Infrastructure Management Services relating to positions 00490, 01119, 00208, 00210, 01244.	EMI17/4516
4 Dec 2017	Amended delegation	Inclusion of a new designated employee position - Team Leader Health and Fitness (01433), Category E - limited to \$5,000.	INT17/59664
13 Feb 2018	Amended delegation	Inclusion of a new designated position - Verge Coordinator (01468) with Category E - limited to \$5,000.	INT18/5995
10 Sep 2018	Amended delegation	Add Project Engineer (01405) to approval category D (\$25,000).	Nil
25 Jan 2019	Amended delegation	Amendment category of Senior Projects Officer (00937) from \$25,000 to \$250,000; and add Senior Projects Officer (0005) to Category D (\$25,000).	EMI19/685; EMI19/686
9 May 2019	Amended delegation	Change title of Business Performance Analyst (1200) to Special Projects Officer, Analytics (1200).	INT19/22398
25 Jun 2019	Amended delegation	Changes to Delegation Conditions to include a new Category D - limited to \$100,000 and Category E changed to be limited to \$25,000 and Category F limited to \$5,000.	CJ078-06/19
22 Jul 2019	Amended delegation	Changes to positions and category limits after the inclusion of new category D - limited to \$100,000. Positions to be included in Category D - (00195, 00228, 00211, 00224, 00490, 01244), the inclusion of two new delegations position Stores and Material Controller (00945) and Electrical Project Engineer (01390).	INT19/34634

29 Nov 2019	Amended delegation	Change in Category for Economic Development Lead (00502) from Category F to E, with a limit of \$25,000.	INT19/57256
10 Dec 2019	Amended delegation	Addition of new position title with delegated authority; Administration Officer - Economic Development (01525) - Category F - \$5,000 approval limit.	INT19/59496
21 May 2020	Amended delegation	Change of Category for position Manager Audit and Risk (01193) from Category C to D. Removal of position (00007) from Category C. Various changes to titles.	INT20/19165
23 Jun 2020	Amended delegation	Inclusion of Condition limits including GST component for Category B to F.	CJ079-06/20
24 Aug 2020	Amended delegation	Inclusion of a new designated employee position in Category E - Customer Experience Lead (01545) with a limit to \$25,000	INT20/35245
2 Sep 2020	Amended delegation	The inclusion of a new delegated authority position - Customer Experience Lead (01545) - Category E - \$25,000 approval limit.	INT20/35245
18 Sep 2020	Amended delegation	The inclusion of reinstated position (00007) Special Projects Officer, Category F - limited to \$5,000.	INT20/38115
21 Dec 2020	Amended delegation	Change title of Manager Human Resources (00054) to Manager Human Resource Services (00054).	INT20/54123
21 Dec 2020	Amended delegation	Change title of Senior Civil Projects Officer (00210) to Senior Project Engineer (00210).	INT20/54123
21 Dec 2020	Amended delegation	Change title of Coordinator Organisational Development (00789) to Coordinator Organisational Development and Improvement (00789).	INT20/54123
21 Dec 2020	Amended delegation	Change title of Coordinator Natural Areas and Capital Works Projects (01120) to Coordinator Projects and Conservation (01120).	INT20/54123
21 Dec 2020	Amended delegation	Delegated authority has been removed for the position Special Project Officer (00007), as the position is no longer required.	EMI21/776
25 Mar 2021	Amended delegation	The inclusion of a new delegated authority position - Senior Projects Officer Casual (01563) - Category D - \$100,000 (excl gst) approval limit and removal of Senior Projects Officer (00937).	EMI21/3218
1 Apr 2021	Amended delegation	Sub-Delegations - Change of position title from Administration Coordinator (00187) to Team Leader Customer Relations (00187).	EMI21/3277

10 May 2021	Amended delegation	Change in title for Senior Sport and Recreation Officer (00172) to Team Leader Sport and Recreation (00172).	INT21/20088
10 May 2021	Amended delegation	Add to Category F – limited to \$5,000 (\$5,500 including GST) the position of Library Systems and Administration Officer (00514).	INT21/20088
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.18 to 1.19 - Payments from Municipal Fund - Incurring Liabilities and Making Payments.	CJ079-06/21
30 Jun 2021	Amended delegation	Change in title from Stores and Material Controller (00945) to Inventory Controller (00945).	EMI21/6316
13 Jul 2021	Amended delegation	Change in position title from Senior Ranger (000212,00219) to Team Leader Field Officers (00212,00219) and Coordinator Parking Services (00853) to Parking Project Officer (00853)	EMI21/9081
24 Aug 2021	Amended delegation	Reinstatement of Senior Projects Officer (00937) with Category E - up to \$100,000 approval limits.	INT21/38645
21 Sep 2021	Amended delegation	New positions afforded delegation by CEO, Business Support and Finance Officer (01548) and Contracts and Finance Officer (00906).	INT21/42024 and INT21/42025
21 Oct 2021	Amended delegation	Delegation removed for Team Leader Customer Relations (00187), title of the position changed to Team Leader Customer Care (00187).	EMI21/10335
26 Oct 2021	New delegation	New position Senior Team Leader Customer Care (00027).	CJ208-11/06, INT21/51101
11 Nov 2021	Amended delegation	Title change for Position No. 01405 from Project Engineer to Network Asset Engineer Roads.	INT21/48800
1 Mar 2022	Amended delegation	Change in title from Economic Development and Advocacy Lead (00502) to Manager Economic Development and Advocacy (00502).	INT22/8064
9 May 2022	Amended delegation	New Sub-delegated authority provided to Senior Project Officer (01154).	INT22/20695
10 May 2022	Amended delegation	Sub-delegate change in title from Coordinator Community Development (00175) to Coordinator Community and Youth Development (00175).	INT22/18447
10 May 2022	Amended delegation	Sub-delegate change in title from Team Leader Marketing and Customer Service (01432) to Team Leader Marketing and Customer Experience (01432).	INT22/18447

10 May 2022	Amended delegation	Sub-delegate position title correction should be Coordinator Contract Administration and Purchasing Services (00068).	INT22/18447
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<b>Delegation</b>	<b>1.20 AUTHORISING PAYMENT FROM THE TRUST FUND</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to make payments from the Trust Fund.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Making payments to be undertaken in accordance with the City's procedures and systems for making payments from the trust fund.
<b>Subdelegates</b>	Director Corporate Services (00063) Director Governance and Strategy (00648) Director Infrastructure Services (00184) Director Planning and Community Development (00105) Manager Asset Management (00065) Manager Financial Services (00075) Manager Governance (00010) Manager Infrastructure Management Services (00186) Manager Leisure and Cultural Services (00159) Manager Operation Services (00220) Manager Regulatory Services (01093)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Regulations 5, 11 and 12 of the <i>Local Government (Financial Management) Regulations 1996</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	23 June 2015
<b>Adoption references</b>	CJ095-06/15
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
23 Jun 2015	New delegation	New delegation arising from separation of authorising payments from municipal fund. Delegations limited to Directors and Managers with trust fund responsibilities. Provides tighter financial management controls.	CJ095-06/15



24 Jul 2015	Amended delegation	Inclusion of: <ul style="list-style-type: none"> <li>• Coordinator Leisure Centre (00612) – up to a maximum of \$25,000</li> <li>• Coordinator Recreation Services (00611) – up to a maximum of \$25,000</li> <li>• Recreation Development Officer (00172, 00173) – up to a maximum of \$5,000</li> <li>• Senior Leisure Officer (00617, 00637, 00638, 00639) – up to a maximum of \$5,000.</li> </ul>	INT15/25509
4 Aug 2015	Amended delegation	Inclusion of Administration Coordinator - position number 00187 (Infrastructure Services) to authorise payments from the trust fund.	INT15/25855
9 Nov 2017	Amended delegation	Amended various titles and position numbers with delegations resulting from Craigie Leisure Centre restructure. Position numbers 00617, 00637, 00638 and 00639 changed to 01435, 01434, 01433 and 01432 respectively.	EMI17/9582
10 May 2021	Amended delegation	Remove sub-delegations for positions (00612, 00611, 01436, 01435, 00173, 00187, 01433, 01434, 01432), only leaving positions held by Directors and Managers with delegated authority relating to payments from the Trust Fund.	INT21/20088
10 May 2021	Amended delegation	Remove sub-delegation conditions as they relate to positions that have been deleted from this delegation (00612, 00611, 01436, 01435, 00173, 00187, 01433, 01434, 01432) and change conditions to nil.	INT21/20088
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.19 to 1.20 - Authorising Payment From the Trust Fund.	CJ079-06/21

<b>Delegation</b>	<b>1.21 PAYMENTS FROM MUNICIPAL FUND AND TRUST FUND - SIGNATORIES TO BANK ACCOUNTS</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to make payments from the Municipal Fund or the Trust Fund.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	<p>Authority is subject to payments being made strictly in accordance with the signatory requirements set out in the following:</p> <p><u>Cheque Payments (only)</u></p> <ul style="list-style-type: none"> <li>• Payments <del>under</del> <u>up to</u> \$10,000 - Any <u>one Category A or Category B</u> signatory (for cheques <del>only</del>).</li> <li>• Payments of \$10,00<u>1</u>0 and over to payments <del>under</del> <u>up to</u> \$250,000 - Any two <u>Category A or Category B</u> signatories.</li> <li>• Payments of \$250,00<u>1</u>0 and over - Any One of Category A and 1 of <u>Category B</u> signatories; or any Two Category A signatories.</li> </ul> <p><u>Electronic Funds Transfer (EFT) Payments (only)</u></p> <ul style="list-style-type: none"> <li>• <u>Payments up to \$10,000 – Any two Category A or Category B Signatories; or Any one of Category A or Category B signatories and Any one of Category C signatories.</u></li> <li>• <u>Payments of \$10,001 and over to payments up to \$250,000 – Any two Category A or Category B signatories.</u></li> <li>• <u>Payments of \$250,001 and over – Any one Category A and one of Category B signatories; or any two Category A signatories.</u></li> </ul> <p><b>Category A Signatories</b></p> <p>Chief Executive Officer (00001).  Director Planning and Community Development (00105).  Director Corporate Services (00063).  Director Infrastructure Services (00184).  Director Governance and Strategy (00648).  Manager Financial Services (00075).</p> <p><b>Category B Signatories</b></p> <p>Senior Management Accountant (00083).  Senior Financial Accountant (00078).</p> <p><b>Category C Signatories</b>  <u>Financial Accountant (TBC)</u>  <u>Management Accountant (TBC)</u></p>

<b>Subdelegates</b>	Director Corporate Services (00063) Director Governance and Strategy (00648) Director Infrastructure Services (00184) Director Planning and Community Development (00105) Manager Financial Services (00075) Senior Financial Accountant (00078) Senior Management Accountant (00083)  <a href="#">Financial Accountant (TBC)</a> <a href="#">Management Accountant (TBC)</a>
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Sections 6.7 and 6.9 of the <i>Local Government Act 1995</i> .  Regulation 5, 11 and 12 of the <i>Local Government (Financial Management) Regulations 1996</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	21 November 2006
<b>Adoption references</b>	CJ208-11/06
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2006	New delegation	Delegation initially incorporated as part of "Payments from the Municipal Fund and Trust Fund" delegation.	CJ208-11/06
7 Sep 2007	Amended delegation	Under the 'Category B Signatories' the position title "Manager Strategic Development" has been added against 'Category A Signatories, Director Infrastructure Services'	CJ186-09/07
22 Jun 2010	Amended delegation	The deletion of positions Manager Human Resources, Manager Strategic and Sustainable Development from Category B signatories. Payment under \$10,000 to read "Any one signatory". Payments of \$10,000 to \$250,000 to read "Any two signatories".	CJ095-06/10
26 Jun 2012	Amended delegation	Change in title from "Director Planning and Development" to Director Planning and Community Development".	CJ108-06/12
24 Jun 2014	Amended delegation	Change to wording of function delegated "Authority to make payments from the Municipal Fund or the Trust Fund".	COJ091-06/14

23 Jun 2020	Amended delegation	Change to delegation conditions for payments under \$10,000 to include the words " any one signatory (for cheques only), provided for clarification.	CJ079-06/20
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.20 to 1.21 - Payments from Municipal Fund and Trust Fund - Signatories to Bank Accounts.	CJ079-06/21

<b>Delegation</b>	<b>1.22 POWER TO INVEST</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to invest funds held in the municipal fund or the trust fund of the local government that is not, for the time being, required by the local government for any other purpose, in accordance with Part III of the <i>Trustees Act 1962</i> .
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Authority is unlimited.
<b>Subdelegates</b>	Director Corporate Services (00063) Manager Financial Services (00075) Senior Financial Accountant (00078) Senior Management Accountant (00083)
<b>Subdelegate conditions</b>	<b>Director Corporate Services (00063).</b> Unlimited  <b>Manager Financial Services (00075).</b> Up to \$3 million  <b>Senior Management Accountant (00083) and Senior Financial Accountant (00078).</b> Up to \$1.5 million
<b>Statutory framework</b>	Section 6.14 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	<del>Investment Policy.</del> <a href="#">Investment of Available Funds Policy.</a>
<b>Date adopted</b>	21 November 2006
<b>Adoption references</b>	CJ208-11/06
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have the power to invest municipal and trust funds.	CJ208-11/06
7 Sep 2007	Amended delegation	Deletion of "Statutory Accountant" and addition of "Senior Financial Accountant"	CJ186-09/07

22 Jun 2010	Amended delegation	Changes to general format and changes to the conditions to include Chief Executive Officer and Director Corporate Services as unlimited and Manager Financial Services (up to \$3M), Senior Management Accountant and Senior Financial Accountant (up to \$1.5M).	CJ095-06/10
24 Jun 2014	Amended delegation	Changes to wording of delegation and layout re-structured to reflect action required in accordance to the Local Government Act 1995. Conditional wording re-located to 'sub delegation conditions' section of the delegation. The addition of the related Investment Policy.	CJ091-06/14
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.21 to 1.22 - Power to Invest.	CJ079-06/21

<b>Delegation</b>	<b>1.23 RECOVERY OF RATES AND SERVICE CHARGES</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to recover rates and service charges, as well as the costs of court proceedings, if any for that recovery, in a court of competent jurisdiction.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Subdelegates</b>	Coordinator Rating Services (00079) Director Corporate Services (00063) Manager Financial Services (00075)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Section 6.56 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	25 June 2019
<b>Adoption references</b>	CJ078-06/19
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
25 Jun 2019	New delegation	New delegation relating to authority to recover rates and service charges, as well as the costs of court proceedings, if any for that recovery, in a court of competent jurisdiction.	CJ078-06/19
26 Jun 2019	Amended delegation	The inclusion CEO sub-delegations to positions 00063, 00075, 00079.	INT19/29912
23 Jun 2020	Amended delegation	Change in position title from Team Leader Rating Services (00079) to Coordinator Rating Services (00079).	INT20/19165
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.22 to 1.23 - Recovery of Rates and Service Charges.	CJ079-06/21

<b>Delegation</b>	<b>1.24 RECOVERY OF RATES AND SERVICE CHARGES FROM LESSEE</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	<p>Authority to:</p> <ul style="list-style-type: none"> <li>• give notice to the lessee of land requiring the lessee to pay to the City any rent as it falls due, in satisfaction of the imposed rate or service charge on the land;</li> <li>• 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> </ul>
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Subdelegates</b>	Coordinator Rating Services (00079) Director Corporate Services (00063) Manager Financial Services (00075)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Section 6.60(2) and (4) of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	25 June 2019
<b>Adoption references</b>	CJ078-06/19
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
25 Jun 2019	New delegation	Insertion of delegation for Chief Executive Officer to have authority to give notice to the lessee of land requiring the lessee to pay to the City any rent as it falls due, in satisfaction of the imposed rate or service charge on the land; and 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.	CJ078-06/19
26 Jun 2019	Amended delegation	The inclusion CEO sub-delegations to positions 00063, 00075, 00079	INT19/29912



23 Jun 2020	Amended delegation	Change in position title from Team Leader Rating Services (00079) to Coordinator Rating Services.	INT20/19165
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.23 to 1.24 - Recovery of Rates and Service Charges from Lessee.	CJ079-06/21

<b><u>Delegation</u></b>	<b><u>1.25 - PAYMENTS FROM MUNICIPAL FUND – INCURRING LIABILITIES AND MAKING PAYMENTS FOR COURT FEES IN RESPECT OF LODGEMENTS OF RATES CLAIMS (WA MAGISTRATES' COURT)</u></b>
<b><u>Category</u></b>	<u>PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995</u>
<b><u>Delegator</u></b>	<u>Council</u>
<b><u>Function</u></b>	<u>Authority to incur liabilities and make payments from the municipal fund for court fees in respect of lodgements of rates claims only (WA Magistrates' Court).</u>
<b><u>Delegates</u></b>	<u>Chief Executive Officer (00001)</u>
<b><u>Conditions</u></b>	<u>Making payments to be undertaken in accordance with the City's procedures and systems for making payments from the municipal fund.</u>
<b><u>Subdelegates</u></b>	<u>Manager Financial Services (00075)</u> <u>Senior Management Accountant (00083)</u> <u>Coordinator Rating Services (00079)</u>
<b><u>Subdelegate conditions</u></b>	<b><u>1. Manager Financial Services (00075)</u></b> <u>Payment limit over \$10,000 (excluding GST).</u> <b><u>2. Senior Management Accountant (00083) and Coordinator Rating Services (00079).</u></b> <u>Payment limit up to \$10,000 (excluding GST).</u>
<b><u>Statutory framework</u></b>	<u>Regulations 5, 11 and 12 of the <i>Local Government (Financial Management) Regulations 1996.</i></u>
<b><u>Policy</u></b>	<u>Not applicable.</u>
<b><u>Date adopted</u></b>	<u>TBC</u>
<b><u>Adoption references</u></b>	<u>TBC</u>
<b><u>Last reviewed</u></b>	<u>TBC</u>

<b>Delegation</b>	<b>1.265 SEEKING EXPRESSIONS OF INTEREST</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to seek expressions of interest with respect to the supply of goods or services, where it is considered that there is good reason to make a preliminary selection from among prospective tenderers.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Subdelegates</b>	Director Corporate Services (00063) Manager Financial Services (00075)
<b>Subdelegate conditions</b>	Limited to the ability to seek expressions of interest only.
<b>Statutory framework</b>	Regulation 21 of the <i>Local Government (Functions and General) Regulations 1996</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	26 June 2012
<b>Adoption references</b>	CJ108-06/12
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Jun 2012	New delegation	Insertion of delegation for Chief Executive Officer to have authority to seek expressions of interest with respect to the supply of the goods or services.	CJ108-06/12
24 Jun 2014	Amended delegation	Changes to wording in Function delegated and removal of CEO condition, and inclusion of sub-delegate conditions to include "Limited to the ability to seek expressions of interest only".	CJ091-06/14
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.24 to 1.25 - Seeking Expressions of Interest.	CJ079-06/21

<b>Delegation</b>	<b>1.276 WAIVER OF FEES AND GRANTING OF CONCESSIONS</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to waive or grant a concession in relation to any amount of money which is owed to the City other than rates and service charges.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Additional subsidies and waiver of hire fees under the <i>Facility Hire Subsidy Policy</i> limited to \$5,000 per request.
<b>Subdelegates</b>	<p>Adult and Seniors Services Officer (00525)  Branch Librarian - Duncraig (00521)  Branch Librarian - Joondalup (00519)  Branch Librarian - Whitford (00520)  Branch Librarian - Woodvale (00522)  Cataloguer (00531)  Cataloguer (00532)  Collection Management Team Leader (00528)  Coordinator Field Services (00607)  Coordinator Library Resources and Development (00517)  Digital Services Officer (01126)  Director Corporate Services (00063)  Director Governance and Strategy (00648)  Director Infrastructure Services (00184)  Director Planning and Community Development (00105)  Librarian (00539)  Librarian (00549)  Librarian (00558)  Librarian (00559)  Librarian (00560)  Librarian (00575)  Library Service Coordinator (00516)  Local History and Reference Team Leader (00526)  Manager Community Development and Library Services (00390)  Manager Leisure and Cultural Services (00159)  Manager Rangers Parking and Community Safety (00912)  Manager Regulatory Services (01093)  Reference and Local History Librarian (00527)  Youth and Children's Services Officer (00524)  Youth and Children's Services Officer (01231)</p>

<p><b>Subdelegate conditions</b></p>	<p><b>1. Director Planning and Community Development (00105), Director Corporate Services, Director (00063), Infrastructure Services (00184) and Director Governance and Strategy (00648).</b> Not applicable.</p> <p><b>2. Manager Leisure and Cultural Services (00159).</b> Limited to individual items to \$5,000 and limited to the hire and use of City facilities.</p> <p><b>3. Librarian – Duncraig (00575), Librarians – Joondalup (00558), (00559), (00560), Librarian – Whitford (00539), Librarians – Woodvale (00549) (x2), Reference and Local History Librarian (00527); Adult and Seniors Officer (00525); Youth and Children’s Services Officer (00524); Youth and Children’s Services Officer (01231); Cataloguer (00532); Cataloguer (00531).</b> Limited to waiving fines to the value of \$50 and under and waiving fines up to any value when a lost or damaged item is paid for by the customer, <b>SUBJECT TO</b> a quarterly report on fines and fees that have been waived being submitted to the Manager Financial Services.</p> <p><b>4. Coordinator Library Resources and Development (00517), Library Service Coordinator (00516), Branch Librarian – Joondalup (00519), Branch Librarian – Whitford (00520), Branch Librarian – Woodvale (00522), Branch Librarian – Duncraig (00521), Digital Services Officer (01126); Local History and Reference Team Leader (00526); Collection Management Team Leader (00528).</b> Limited to waiving fines to the value of \$100 and under; waiving fines up to any value when a lost or damaged item is paid for by the customer; waiving the \$12.80 debt collection fee in special circumstances; waiving accounts up to \$150 for lost or damaged items in special circumstances, <b>SUBJECT TO</b> a quarterly report on fines and fees that have been waived being submitted to the Manager Financial Services.</p> <p><b>5. Manager Community Development and Library Services (00390).</b> (a) Limited to waiving fines and accounts to the value of \$50 and over; waiving the \$12.80 debt collection fee in special circumstances, <b>SUBJECT TO</b> a quarterly report on fines and fees that have been waived being submitted to the Manager Financial Services. (b) Limited to waiver of hire fees for use of library facilities to a maximum of \$1,000. (c) Limited to waiver of fees for community transport hire up to \$500 per group per year. (d) Limited to the waiver of fees or grant concessions for the Youth Holiday Programs.</p> <p><b>6. Manager Regulatory Services (01093).</b> Limited to waiving the City’s Building Permit Application fee for applications submitted by not-for-profit charitable organisations.</p> <p><b>7. Manager Rangers, Parking and Community Safety (00912) and Coordinator Field Services (00607)</b> Limited to waiving of fees to the value of the fee for release of an impounded animal from the RSPCA. <b>SUBJECT TO</b> approval of an application by the Manager or Coordinator following a review of the persons financial inability to pay the release fee and a quarterly report on fees.</p>
<p><b>Statutory framework</b></p>	<p>Section 6.12 of the <i>Local Government Act 1995</i>.</p>
<p><b>Policy</b></p>	<p><i>Facility Hire Subsidy Policy.</i></p>
<p><b>Date adopted</b></p>	<p>7 September 2007</p>
<p><b>Adoption references</b></p>	<p>CJ186-09/07</p>

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
7 Sep 2007	New delegation	<p>Reinstatement and Insertion of delegation for Chief Executive Officer to have authority to Waive Fees.</p> <p>This delegation was removed from the register in 2006. Advice received is that 'acting through' powers of the legislation do not provide sufficient delegation; therefore delegation should be reinstated.</p>	CJ186-09/07
22 Jun 2010	Amended delegation	Change to wording of delegated function - to "Authority to waive or grant a concession in relation to any amount of money which is owed to the City other than rates and service charges. Change to delegation being delegated by Council and change in Policy reference to Setting Fees and Charges.	CJ095-06/10
26 Jun 2012	Amended delegation	The inclusion of the sub-delegation to Manager Leisure and Cultural Services (00159) - individual items to \$5,000 and limited to the hire and use of City facilities.	CJ108-06/12
25 Jul 2013	Amended delegation	Changes to sub-delegation conditions for position, Manager Community Development and Library Services (00390), authority to waive fines and accounts to the value of \$6 and over, Waive the 12.80 debt collection fee in special circumstances, and authority to write off bad debts up to \$500.	INT13/16608
25 Jul 2013	Amended delegation	Insertion of new delegation to various library officers to waive fees and accounts within specified parameters.	INT13/16608, INT13/16607, INT13/16265, INT13/16587, INT13/16588, INT13/16589, INT13/16590, INT13/16592, INT13/16595, INT13/16597, INT13/16598.
25 Jul 2013	Amended delegation	Inclusion of sub delegation positions; Senior Librarian-Joondalup, Senior Librarian-Whitford, Senior Librarian-Duncraig, Senior Librarian-Woodvale, Library Operations coordinator and Library Services Coordinator. With authority to waive fines to the value of \$6 and under, waive fines up to any value when a lost or damaged item is paid, waive accounts up to \$150 for lost or damaged items in special circumstances.	INT13/16607
9 Dec 2014	Amended delegation	Insertion of new conditions, limiting CEO to \$5,000.	CJ243-12/14

16 Feb 2015	Amended delegation	<ul style="list-style-type: none"> <li>• Inclusion of various library staff with differing limits of authority.</li> <li>• Change of position title from Senior Librarian to Branch Librarian (throughout document).</li> <li>• Inclusion of additional condition from CEO to library staff, requiring quarterly reporting of waivers.</li> </ul>	INT15/5981
13 May 2015	Amended delegation	<ul style="list-style-type: none"> <li>• Add Manager Compliance and Regulatory Services (01093) - Limited to waiving the City's Building Permit Application fee for applications submitted by not-for-profit charitable organisations.</li> <li>• Amend Category 3 delegations as from Librarians – Whitford (00539) (x2) to Librarian – Whitford (00539) and from Librarian – Woodvale (00549) to Librarians – Woodvale (00549) (x2).</li> <li>• Amend title from Librarian Reference and Local Studies (00527) to Reference and Local History Librarian (00527).</li> </ul>	INT15/11342
29 May 2017	Amended delegation	<ul style="list-style-type: none"> <li>• Additional sub-delegation condition 3 and 4, change limit value of waiving from "\$6 and under" to "\$50 and under".</li> <li>• Additional sub delegation condition 5 for position (00390), change amount to "\$50 and over".</li> <li>• Additional sub delegation condition 5 for position (00390), limited to waive hire and use of library facilities of \$1,000 and under.</li> <li>• Additional sub delegation condition 5 for position (00390), limited to Community Transport hire of \$500 and under per group per year.</li> </ul>	INT17/24978
21 May 2020	Amended delegation	<ul style="list-style-type: none"> <li>• Change position title from Reference and Local History Team Leader (00526) to Local History and Reference Team Leader (00526).</li> <li>• Remove position number 01516 as the position was temporarily created and no longer required.</li> </ul>	INT20/19165
7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259
10 May 2021	Amended delegation	Change in Sub delegate conditions for Category 4; in part from "Limited to waiving fines to the value of \$50 and under..." to "Limited to waiving fines to the value of \$100 and under..."	INT21/20088
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.25 to 1.26 - Waiver of Fees and Granting of Concessions.	CJ079-06/21
10 May 2022	Amended delegation	Add sub-delegate authority to Manager Rangers, Parking and Community Safety (00912) and Coordinator Field Services (00607). The addition of Sub-delegate condition 7 in relation to waiving of fees in respect to the impounding of dogs.	INT22/18447

<b>Delegation</b>	<b>1.287 WRITE OFF OF MONIES</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to write off monies.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Subject to: (a) individual items to \$20,000; (b) a report being provided to the Audit and Risk Committee on a six monthly basis on the exercise of this delegation.
<b>Subdelegates</b>	Coordinator Rating Services (00079) Director Corporate Services (00063) Manager Community Development and Library Services (00390) Manager Financial Services (00075)
<b>Subdelegate conditions</b>	Additional sub-delegation conditions:  <b>1. Director Corporate Services (00063).</b> Not applicable.  <b>2. Manager Financial Services (00075).</b> Individual items to \$5,000.  <b>3. Manager Community Development and Library Services (00390).</b> Individual items to \$500.  <b>4. Coordinator Rating Services (00079).</b> Individual items to \$50.
<b>Statutory framework</b>	Section 6.12 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	15 March 1999
<b>Adoption references</b>	CJ78-03/99
<b>Last reviewed</b>	15 June 2021



<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
15 Mar 1999	New delegation	Insertion of delegation for Chief Executive Officer to have authority to write off monies.	CJ78-03/99
22 Jun 2010	Amended delegation	Change in title to include the words "Authority to" Write off of monies and removal of section number in legislation reference.	CJ095-06/10
25 Jul 2013	Amended delegation	Insertion of new delegation to Manager Community Development and Library Services to write off bad debts up to \$500.	INT13/16608
21 May 2020	Amended delegation	Change in position title from Team Leader Rating Services (00079) to Coordinator Rating Services (00079).	INT20/19165
23 Jun 2020	Amended delegation	Amendment to Condition (b) - Change in Committee name from Audit Committee to Audit and Risk Committee.	CJ079-06/20
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.26 to 1.27 - Write Off of Monies.	CJ079-06/21

## PART 2 – DELEGATIONS TO COMMITTEES

<b>Delegation</b>	<b>2.0 DELEGATIONS TO COMMITTEES</b>
<b>Category</b>	PART 2 – DELEGATIONS TO COMMITTEES
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	No delegations to committees have been approved by Council at this time.
<b>Delegates</b>	Committee
<b>Conditions</b>	Nil
<b>Statutory framework</b>	Nil.
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	3 November 2017
<b>Adoption references</b>	JSC03-11/17; CJ078-06/19.
<b>Last reviewed</b>	15 June 2021

## PART 3 – DELEGATIONS UNDER OTHER LEGISLATION

<b>Delegation</b>	<b>3.1 AMENDMENTS TO THE PARKING SCHEMES</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to approve and implement amendments to parking schemes adopted by Council in relation to: <ul style="list-style-type: none"> <li>• time limits, conditions and prohibitions in streets and parking stations;</li> <li>• the designation of visitor and authorised vehicle parking.</li> </ul>
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Authority to be exercised consistently with the provisions of the <i>City of Joondalup Parking Local Law 2013</i> .
<b>Subdelegates</b>	Director Planning and Community Development (00105)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	<i>City of Joondalup Parking Local Law 2013</i> .
<b>Policy</b>	<i>Dedicated Car Parking for Seniors and Parents with Prams Policy.</i> <i>Joondalup City Centre Car Parking for Commercial Development Policy.</i> <i>Parking Schemes Policy.</i>
<b>Date adopted</b>	3 May 2008
<b>Adoption references</b>	CJ073-05/08

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
13 May 2008	New delegation	Council delegates to CEO authority to approve amendments to the Parking Scheme to implement and change time limits in streets and parking stations and the designation of visitor and authorised vehicle parking.	CJ073-05/08
18 Aug 2009	Amended delegation	Delegates to CEO authority to approve amendments to parking schemes adopted by Council under the Parking Schemes for Suburban Areas Outside of the Joondalup City Centre.	CJ183-08/09

28 Jun 2011	Amended delegation	<ul style="list-style-type: none"> <li>• Changes to the Title and removing of the words "for Suburban Areas Outside of the Joondalup City Centre Policy".</li> <li>• Changes to the Function - removing the words "under the Parking Schemes for Suburban Areas Outside of the Joondalup City Centre Policy.</li> <li>• Changes to the Function - adding the word "condition", allowing CEO to approve and implement amendments which are not a time limit or prohibition.</li> </ul>	CJ107-06/11
16 Aug 2018	Amended delegation	Sub-delegations to Director Corporate Services (00063).	INT18/33324
10 May 2022	Amended delegation	Remove sub-delegate authority from Director Corporate Services (00063) and replace with Director Planning and Community Development (00105), as Rangers, Parking and Community Development BU is transferring to Planning and Community Development Directorate.	INT22/18447

<b>Delegation</b>	<b>3.2 AUTHORISED PERSONS UNDER THE BUILDING ACT 2011</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to appoint authorised persons for the purposes of the <i>Building Act 2011</i> and <i>Building Regulations 2012</i> in relation to buildings and incidental structures located, or proposed to be located in the City's district.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil
<b>Statutory framework</b>	Section 96(3) of the <i>Building Act 2011</i> . Section 127 of the <i>Building Act 2011</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	20 March 2012
<b>Adoption references</b>	CJ027-03/12
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
20 Mar 2012	New delegation	Insertion of delegation in accordance to Section 127 of the new Building Act 2011, authority to approve or refuse permit applications, building approval certificates, design compliance certificates and certificates of construction compliance.	CJ027-03/12
23 Jun 2015	Amended delegation	Update legislation reference to Building Regulation 2012.	CJ095-06/15

<b>Delegation</b>	<b>3.3 BUILDING ACT 2011 - ISSUING CERTIFICATES OF BUILDING COMPLIANCE AND DESIGN COMPLIANCE</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to issue certificates of building compliance and design compliance.
<b>Delegates</b>	Assistant Building Surveyor (00154) Assistant Building Surveyor (01068) Building Surveyor (00150) Building Surveyor (00151) Building Surveyor (00615) Coordinator Building Approvals (00113) Director Planning and Community Development (00105) Manager Regulatory Services (01093) Senior Building Surveyor (00148) Senior Building Surveyor (00153)
<b>Conditions</b>	Subject to meeting the qualification requirements in accordance with <i>Building Services (Registration) Regulations 2011</i> .
<b>Statutory framework</b>	Division 2 of Part 2 of the <i>Building Act 2011</i> . Divisions 1, 2 and 3 of Part 4 of the <i>Building Act 2011</i> . Section 127 of the <i>Building Act 2011</i> . <i>Building Services (Registration) Regulations 2011</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	20 March 2012
<b>Adoption references</b>	CJ027-03/12

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
20 Mar 2012	New delegation	Insertion of delegation in accordance to Section 127 of the new Building Act 2011, authority to approve or refuse permit applications, building approval certificates, design compliance certificates and certificates of construction compliance.	CJ027-03/12
2 Oct 2012	Amended delegation	Remove Position No. 00150 from Building Surveyor classification to Assistant Building Surveyor classification, in accordance with advice from HR and Coordinator Building Approvals.	INT12/23123

21 Oct 2014	Amended delegation	Council authorised delegation to Administration Team Leader (00110) the power to approve permit applications, on the condition that the position is restricted to approving permit applications that have been certified by a suitably qualified Building Surveyor.	CJ180-10/14
26 Jun 2018	Amended delegation	Sub delegations provided to position numbers (00105, 01093, 00113, 00153, 00148, 00150, 00154, 00615, 01068, 00151).	CJ101-06/18
26 Jun 2018	New delegation	<p>The original delegation 'Building Act 2011 - Building and Demolition Permit Applications, building approval certificates, certificates of building compliance, construction compliance and design compliance' was repealed, and split into component parts as the changes to the grouping of the delegations better aligned with workflow processes, extent of authority and aims to improve service delivery.</p> <p>This delegation is made by Council direct to officers, subject to the delegated officers being qualified in accordance with the Building Services (registration) Regulations 2011.</p>	CJ101-06/18
23 Jun 2020	Amended delegation	Changes to the title and function by way of removing the words "construction compliance".	CJ079-06/20
7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259
10 May 2022	Amended delegation	Delegate change in title from Assistant Building Surveyor for positions (00615 & 00151) to Building Surveyor (00615 & 00151).	INT22/18447

<b>Delegation</b>	<b>3.4 BUILDING ACT 2011 - GRANTING BUILDING AND DEMOLITION PERMITS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to administratively grant building and demolition permits, building approval certificates and occupancy permits.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Restricted to administratively granting certificates and permits that have the relevant certifications of building compliance, construction compliance and/or design compliance, as certified and issued by a person meeting the qualification requirements of the <i>Building Services (Registration) Regulations 2011</i> .
<b>Subdelegates</b>	Administration Officer (00110) Administration Officer (00131) Administration Officer (00132) Administration Officer (00133) Assistant Building Surveyor (00154) Assistant Building Surveyor (01068) Building Surveyor (00150) Building Surveyor (00151) Building Surveyor (00615) Coordinator Building Approvals (00113) Director Planning and Community Development (00105) Manager Regulatory Services (01093) Senior Building Surveyor (00148) Senior Building Surveyor (00153)
<b>Statutory framework</b>	Sections 20, 21, 58 and 127 of the <i>Building Act 2011</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	20 March 2012
<b>Adoption references</b>	CJ027-03/12

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
20 Mar 2012	New delegation	Insertion of delegation in accordance to Section 127 of the new Building Act 2011, authority to approve or refuse permit applications, building approval certificates, design compliance certificates and certificates of construction compliance.	CJ027-03/12



21 Oct 2014	Amended delegation	Council authorised delegation to Administration Team Leader (00110) the power to approve permit applications, on the condition that the position is restricted to approving permit applications that have been certified by a suitably qualified Building Surveyor.	CJ180-10/14
23 Jun 2015	Amended delegation	Update legislation reference to Building Regulation 2012.	CJ095-06/15
26 Jun 2018	Amended delegation	Sub delegations provided to position numbers (00105, 01093, 00113, 00153, 00148, 00150, 00154, 00615, 01068, 00151, 00119, 00120, 00155, 00614, 00110, 00131, 00132, 00133, 00109, 00106).	CJ101-06/18
26 Jun 2018	New delegation	The original delegation 'Building Act 2011 - Building and Demolition Permit Applications, building approval certificates, certificates of building compliance, construction compliance and design compliance' was repealed, and split into component parts as the changes to the grouping of the delegations better aligned with workflow processes, extent of authority and aims to improve service delivery.	CJ101-06/18
25 Jun 2019	Amended delegation	Removal of sub delegations for position numbers (00119, 00120, 00155, 00614, 00106)	CJ078-06/19
25 Jun 2019	Amended delegation	Small amendments to title and function, and addition of delegated conditions. Addition of reference to Sections 20, 21, 58 of the Building Act 2011.	CJ078-06/19
7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259
10 May 2022	Amended delegation	Sub-delegate change in title from Assistant Building Surveyor for positions (00615 & 00151) to Building Surveyor (00615 & 00151).	INT22/18447

<b>Delegation</b>	<b>3.5.1 BUILDING ACT 2011 – REFUSING <b>AND CANCELLING</b> BUILDING AND DEMOLITION PERMIT APPLICATIONS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to refuse <b>and cancel</b> building and demolition permit applications, building approval certificates and occupancy permits.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Subdelegates</b>	Coordinator Building Approvals (00113) Director Planning and Community Development (00105) Manager Regulatory Services (01093) Senior Building Surveyor (00148) Senior Building Surveyor (00153)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	<u><a href="#">Section 24 of the Building Act 2011.</a></u> Section 60 of the <i>Building Act 2011</i> . Section 127 of the <i>Building Act 2011</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	20 March 2012
<b>Adoption references</b>	CJ027-03/12
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
20 Mar 2012	New delegation	Insertion of delegation in accordance to Section 127 of the new Building Act 2011, authority to approve or refuse permit applications, building approval certificates, design compliance certificates and certificates of construction compliance.	CJ027-03/12
23 Jun 2015	Amended delegation	Legislation reference changed to Building Regulations 2012.	CJ095-06/15
23 Jun 2015	Amended delegation	Addition of two sub-delegation positions of Senior Building Surveyor (00153, 00148).	CJ095-06/15

26 Jun 2018	New delegation	The original delegation 'Building Act 2011 - Building and Demolition Permit Applications, building approval certificates, certificates of building compliance, construction compliance and design compliance' was repealed, and split into component parts as the changes to the grouping of the delegations better aligned with workflow processes, extent of authority and aims to improve service delivery.	CJ101-06/18
23 Jun 2020	Amended delegation	Changes to the title and function by way of removing the words "Building approval certificate strata".	CJ079-06/20
7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259

<b><u>Delegation</u></b>	<b><u>3.5.2 BUILDING ACT 2011 – EXTENDING THE DURATION OF BUILDING AND DEMOLITION PERMITS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS</u></b>
<b><u>Category</u></b>	<u>PART 3 – DELEGATIONS UNDER OTHER LEGISLATION</u>
<b><u>Delegator</u></b>	<u>Council</u>
<b><u>Function</u></b>	<u>Authority to extend the duration of building and demolition permits, building approval certificates and occupancy permits.</u>
<b><u>Delegates</u></b>	<u>Chief Executive Officer (00001)</u>
<b><u>Conditions</u></b>	<u>Nil.</u>
<b><u>Subdelegates</u></b>	<u>Coordinator Building Approvals (00113)</u> <u>Director Planning and Community Development (00105)</u> <u>Manager Regulatory Services (01093)</u> <u>Senior Building Surveyor (00148)</u> <u>Senior Building Surveyor (00153)</u>
<b><u>Subdelegate conditions</u></b>	<u>Nil.</u>
<b><u>Statutory framework</u></b>	<u>Section 32 of the <i>Building Act 2011</i>.</u> <u>Section 65 of the <i>Building Act 2011</i>.</u> <u>Section 127 of the <i>Building Act 2011</i>.</u>
<b><u>Policy</u></b>	<u>Not applicable.</u>
<b><u>Date adopted</u></b>	<u>TBC</u>
<b><u>Adoption references</u></b>	<u>TBC</u>
<b><u>Last reviewed</u></b>	<u>TBC</u>

<b>Delegation</b>	<b>3.6 BUILDING ACT 2011 - BUILDING ORDERS</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to serve a building order.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Subdelegates</b>	Coordinator Compliance and Regulatory Performance (01094) Director Planning and Community Development (00105) Manager Regulatory Services (01093)
<b>Statutory framework</b>	Division 5 of Part 8 of the Building Act 2011. Section 127 of the Building Act 2011.
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	20 March 2012
<b>Adoption references</b>	CJ027-03/12
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
20 Mar 2012	New delegation	Insertion of delegation as a result of the new Building Act 2011.	CJ027-03/12
26 Jun 2018	Amended delegation	Sub delegations provided to position numbers (00105, 01093, 01094).	CJ101-06/18
26 Jun 2018	New delegation	The original delegation 'Building Act 2011 - Building and Demolition Permit Applications, building approval certificates, certificates of building compliance, construction compliance and design compliance' was repealed, and split into component parts as the changes to the grouping of the delegations better aligned with workflow processes, extent of authority and aims to improve service delivery.	CJ101-06/18

		A condition requiring the issuing of orders be reported to Council has been deleted, as this is an operational enforcement matter that may be required following extensive action by the City to address areas of non-compliance with the Building Act 2011.	
8 May 2020	Amended delegation	Change in position title from Coordinator Compliance (01094) to Coordinator Compliance and Regulatory Performance (01094).	EMI21/253
7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259

<b>Delegation</b>	<b>3.7 BUSH FIRES ACT 1954 - FUNCTIONS OF A LOCAL GOVERNMENT</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to perform the functions of the local government under the <i>Bush Fires Act 1954</i> .
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Cannot be sub-delegated.
<b>Statutory framework</b>	Section 48 of the <i>Bush Fires Act 1954</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	21 October 2014
<b>Adoption references</b>	CJ180-10/14
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Oct 2014	New delegation	New instrument of delegation to formally delegate to the Chief Executive Officer the functions of a local government under section 48 of the Bush Fires Act 1954.	CJ180-10/14

<b>Delegation</b>	<b>3.8 CAT ACT 2011 - POWERS AND DUTIES OF A LOCAL GOVERNMENT</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to exercise the powers or discharge the duties of the local government under the Cat Act 2011.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil
<b>Subdelegates</b>	Director Planning and Community Development (00105) Manager Rangers Parking and Community Safety (00912)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Section 44 of the <i>Cat Act 2011</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	25 June 2013
<b>Adoption references</b>	CJ102-06/13

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
25 Jun 2013	New delegation	Initially this delegation was placed within the instrument of delegation titled "Appointment of Authorised Persons" however the delegation is broader than just appointing authorised persons.	CJ102-06/13
21 Oct 2014	Amended delegation	A separate instrument of delegation has been developed relating to the Cat Act 2011 in its entirety, delegating the Chief Executive Officer all the powers and duties of the local government under the Cat Act 2011.	CJ180-10/14
21 May 2020	Amended delegation	New sub-delegations to Director Corporate Services (00063) and Manager Rangers Parking and Community Safety (00912).	INT20/19165
10 May 2022	Amended delegation	Removal of sub-delegate authority from Director Corporate Services (00063) and replace with Director Planning and Community Development (00105), as Rangers, Parking and Community Development BU is transferring to Planning and Community Development Directorate.	INT22/18447



<b>Delegation</b>	<b>3.9 DOG ACT 1976 - POWERS AND DUTIES OF A LOCAL GOVERNMENT</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<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>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Statutory framework</b>	Section 10AA of the <i>Dog Act 1976</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	21 October 2014
<b>Adoption references</b>	CJ180-10/14
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Oct 2014	New delegation	New instrument of delegation to Chief Executive Officer to undertake the powers and duties of the local government under the Dog Act 1976	CJ180-10/14

<b>Delegation</b>	<b>3.10 FOOD ACT 2008 - FUNCTIONS OF AN ENFORCEMENT AGENCY</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to exercise the powers or discharge the duties of the local government, as an enforcement agency under the <i>Food Act 2008</i> .
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Statutory framework</b>	Section 118(2)(b) of the <i>Food Act 2008</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	21 October 2014
<b>Adoption references</b>	CJ180-10/14
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Oct 2014	New delegation	New instrument of delegation to formally delegate to the Chief Executive Officer the functions of a local government under section 118(2) of the Food Act 2008.	CJ180-10/14
23 Jun 2015	Amended delegation	Legislative reference amended from Section 122 to Section 118(2)(b) of the Food Act 2008.	CJ095-06/15

<b>Delegation</b>	<b>3.11 GRAFFITI VANDALISM ACT 2016 – POWERS AND DUTIES OF A LOCAL GOVERNMENT</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to exercise the powers or discharge the duties of the local government under the <i>Graffiti Vandalism Act 2016</i> including the authority to delegate the powers and duties of a local government to other persons.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Subdelegates</b>	Manager Rangers Parking and Community Safety (00912)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Section 16 and 17 of the <i>Graffiti Vandalism Act 2016</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	15 November 2016
<b>Adoption references</b>	CJ192-11/16
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
15 Nov 2016	New delegation	New instrument of delegation to delegate to the Chief Executive Officer the functions of a local government under section 16 of the Graffiti Vandalism Act 2016.	CJ192-11/16
21 May 2020	Amended delegation	New sub-delegations to Manager Rangers Parking and Community Safety (00912) authority to exercise the power or discharge the duties of the local government under the Graffiti Vandalism Act 2016.	INT20/19165

<b>Delegation</b>	<b>3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	<p>The following powers conferred or imposed on Council or the local government under the Scheme:</p> <ul style="list-style-type: none"> <li>a. the approval of an application for development approval for the purpose of a 'single house', or up to 5 'grouped dwellings', or any associated, ancillary or incidental development to a 'single house', 'grouped dwelling' or 'multiple dwelling' where: <ul style="list-style-type: none"> <li>i. there have not been any objections to the application received; and</li> <li>ii. the application is not required to be considered by the Joondalup Design Reference Panel; and</li> <li>iii. in the case of applications for development approval that require a Bushfire Attack Level assessment in accordance with <i>State Planning Policy 3.7 – Planning in Bushfire Prone Areas (SPP 3.7)</i> the development: <ul style="list-style-type: none"> <li>a. has a Bushfire Attack Level of less than 40; and</li> <li>b. where the Bushfire Attack Level is 12.5, 19 or 29: <ul style="list-style-type: none"> <li>i. is not a vulnerable land use as defined under SPP 3.7; and</li> <li>ii. complies with clause 6.5 of SPP 3.7; and</li> </ul> </li> </ul> </li> <li>iv. the Deemed-to-Comply requirements or Element Objectives of the <i>Residential Design Codes</i> and/or replacement Deemed-to-Comply requirements of the <i>Residential Development Local Planning Policy</i> or <i>Development in Housing Opportunity Areas Local Planning Policy</i> have been satisfied (where applicable), and the development satisfies any applicable standards and requirements of the Scheme, any applicable structure plan, activity centre plan or local development plan and all other applicable local planning policies; or</li> <li>v. the Local Housing Objectives of the <i>Residential Development Local Planning Policy</i> have been satisfied; or</li> <li>vi. in the case of applications for development approval where the development does not meet the Deemed-to-Comply requirements of the <i>Residential Design Codes</i> or the requirements of any applicable standards or requirements of the Scheme, any applicable structure plan, activity centre plan, local development plan, or local planning policy, provided: <ul style="list-style-type: none"> <li>a. the plot ratio of the development does not exceed the requirement of Table 2.1 of the <i>Residential Design Codes</i>;</li> <li>b. the building setbacks of development, including retaining walls, are not less than those specified under the Deemed-to-Comply requirements or Table 2.1 of the <i>Residential Design Codes</i>, or any applicable structure plan, activity centre plan, local development plan or local planning policy by more than 1.5 metres;</li> <li>c. any outbuilding is not in the primary or secondary setback area stipulated in Table 1 or Table 2.1 of the <i>Residential Design Codes</i> or</li> </ul> </li> </ul> </li> </ul>

	<ol style="list-style-type: none"> <li>1.             <ol style="list-style-type: none"> <li>1. applicable structure plan, activity centre plan, local development plan or local planning policy;</li> <li>2. the height and/or length of boundary wall(s) does not exceed the amounts set out in the Deemed-to-Comply Requirements or Table 2.1 of the <i>Residential Design Codes</i> or any applicable structure plan, activity centre plan, local development plan or local planning policy by more than 10% of those requirements, and where there are boundary walls to no more than two (2) separate boundaries;</li> <li>3. the height of the proposed fill or retaining wall within the primary street setback area does not exceed 1.2 metres above natural ground level; and</li> <li>4. the height of non visually permeable fencing within the primary street setback area does not exceed 1.2 metres above natural ground level (as measured from the midpoint of the verge) for more than 25% of the frontage of the lot.</li> </ol> </li> <li>2. the approval of an application for development approval for the purposes of a class of use listed in Table 3 Zoning Table, Table 3a Whitford Activity Centre Zoning Table and Table 3b Joondalup Activity Centre Zoning Table of the Scheme other than a 'single house', 'grouped dwelling', 'multiple dwelling', or any associated, ancillary or incidental development where:             <ol style="list-style-type: none"> <li>1. there have not been any objections to the application received; and</li> <li>2. the application is not required to be considered by the Joondalup Design Reference Panel; and</li> <li>3. in the case of applications for development approval that require a Bushfire Attack Level assessment in accordance with <i>State Planning Policy 3.7 – Planning in Bushfire Prone Areas (SPP 3.7)</i> the development:                 <ol style="list-style-type: none"> <li>1. has a Bushfire Attack Level of less than 40; and</li> <li>2. where the Bushfire Attack Level is 12.5, 19 or 29:                     <ol style="list-style-type: none"> <li>i. is not a vulnerable land use as defined under SPP 3.7; and</li> <li>ii. complies with clause 6.5 of SPP 3.7; and</li> </ol> </li> </ol> </li> <li>iv. the development satisfies any applicable standards and requirements of the Scheme, any applicable structure plan, activity centre plan or local development plan and all applicable local planning policies; with the exception of the following:</li> <li>v. setback requirements for patio(s), verandah(s), shade sail(s), portico(s), outbuilding(s) or retaining wall(s) not greater than 1.2 metres above natural ground level in height; or</li> <li>vi. the shortfall in car parking is not increasing from that previously approved; or</li> </ol> </li> </ol>
<b>Delegates</b>	Chief Executive Officer (00001)

<b>Conditions</b>	The Chief Executive Officer is to cause a report of the exercise of powers and functions to be prepared and presented to each ordinary meeting of Council.
<b>Subdelegates</b>	Coordinator Planning Approvals (00112) Coordinator Planning Approvals (01313) Coordinator Urban Design and Policy (00111) Senior Planning Project Officer (00122) Senior Urban Planner (00115) Senior Urban Planner (00125) Senior Urban Planner (00609) Senior Urban Planner (00778) Senior Urban Planner (01479)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Clause 82 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> . Section 5.42 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	21 November 2006
<b>Adoption references</b>	CJ208-11/06

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2006	New delegation	Insertion of delegation for Town Planning delegations be appointed to delegates; the Planning Director, Manager, Coordinator and Senior Planning Officers, and matters not delegated to coordinator Planning approvals and senior planning officers.	CJ208-11/06
7 Sep 2007	Amended delegation	Wording of delegation to be amended to reflect and align with recent modifications to DPS2, as Schedule 6 and clause 8.9 have been deleted from DPS2.	CJ186-09/07
16 Jun 2009	Amended delegation	Minor amendments to various clauses.	CJ127-06/09
22 Jun 2010	Amended delegation	Removal of Part 4 - the Subdivision Delegation and established in a new delegation for ease of reference and to clarify the source of the delegation power.	CJ095-06/10

28 Jun 2011	Amended delegation	<p>An amendment to the position title to reflect a change in the City's organisational structure – the position of Manager Planning Services replaces the position of Manager Planning Approvals and Environmental Services.</p> <p>The addition of part (d) the determination of an application for approval for short stay accommodation except where abutting the 'Residential' zone."</p>	CJ107-06/11
13 Dec 2011	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Development, to have authority to determine applications for display homes on a maximum of 23 Lots in Burns Beach.	CJ229-12/11
21 Feb 2012	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Development, to have authority to determine applications for display homes on Lot 1189 Larvotto Turn, Burns Beach.	CJ003-02/12
15 May 2012	Amended delegation	<p>Town Planning Delegations - General - amendments relating to:</p> <ul style="list-style-type: none"> <li>• Add "Coordinator Urban Design and Policy (00111)".</li> <li>• Amend "Senior Urban Planner (00122, 00125)" to "Senior Planning Officer (00122, 00125)".</li> <li>• Typographical changes.</li> <li>• Insert "associated, ancillary and incidental development".</li> <li>• Insert "any Agreed Structure Plan".</li> </ul>	CJ094-06/13
16 Jul 2013	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Community Development and the Manager Planning Services, the authority to determine applications for the unlisted land use 'Ancillary Dwelling' as defined by the new Residential Design Codes under the City's District Planning Scheme No.	CJ123-07/13
21 Oct 2014	Amended delegation	Change in title from Town Planning Delegations - General to District Planning Scheme No. 2, and other amendments to the instrument of delegation, including delegations provided to Senior Urban Planner (00778).	CJ180-10/14

6 Oct 2015	Amended delegation	District Planning Scheme No. 2 - Amendments include major changes introduced by the Planning and Development (Local Planning Schemes) Regulations 2015 and alignment to District Planning Scheme No. 2 (DPS2). <ul style="list-style-type: none"> <li>• Delegate a range of local government functions to Chief Executive Officer.</li> <li>• Revoke delegations previously afforded to various officers of the Planning Services Business Unit.</li> </ul>	CJ167-10/15
19 Oct 2015	Amended delegation	District Planning Scheme No. 2 - sub-delegation of local government functions to designated employees.	INT15/36323
21 Aug 2018	Amended delegation	<ul style="list-style-type: none"> <li>• Change in title from District Planning Scheme No. 2 - Delegations - General to Local Planning Scheme No. 3 - Delegations - General, and other minor amendments.</li> <li>• Change in conditions, with the removal of "the delegations are to have effect for a period of two years from and including 27 June 2017".</li> <li>• Sub-Delegation afforded to Senior Urban Planner (01479).</li> <li>• Other minor changes.</li> </ul>	CJ133-08/18
25 Jun 2019	Amended delegation	Local Planning Scheme No. 3 – Delegations - General - minor changes made due to the annual review of Delegation of Authority Register.	CJ078-06/19
23 Jun 2020	Amended delegation	Local Planning Scheme No. 3 – Delegations - General - minor changes made due to the annual review of Delegation of Authority Register.	CJ079-06/20
8 Jan 2021	Amended delegation	Local Planning Scheme No. 3 – Delegations - General - removal of position 00122, as the position is now classified as an Urban Planner and no longer has delegated authority.	EMI21/293
15 Jun 2021	Amended delegation	Changes in Function in respect to section a, a(iv), a (vi)(b), section b(v), b(vii) slight changes in wording and reference to the new Advertisement Local Planning Policy, which replaces the Signs Policy.	CJ079-06/21
10 May 2022	Amended delegation	Add Sub-delegated authority to Senior Planning Project Officer (00122).	INT22/18447



<b>Delegation</b>	<b>3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	<p>The following powers conferred or imposed on the Council or the local government under the <i>Scheme and the Planning and Development Act 2005</i>:</p> <ul style="list-style-type: none"> <li>a. the determination of an application for development approval for the purpose of a 'single house', and/or up to 5 'grouped dwellings', or any associated, ancillary or incidental development;</li> <li>b. the determination of an application for development approval for the purpose of a class of use listed in Table 3 Zoning Table, Table 3a Whitford Activity Centre Zoning Table and Table 3b Joondalup Activity Centre Zoning Table of the Scheme or any associated, ancillary or incidental development (other than a 'single house', 'grouped dwelling' or 'multiple dwelling') provided: <ul style="list-style-type: none"> <li>i. building setbacks for buildings other than for those set out in 1(b)(v) of these delegations, as set out in the Scheme or any applicable structure plan, activity centre plan, local development plan or local planning policy, are not less than the required amount by more than 1.5 metres;</li> <li>ii. the amount of car parking provided is not less than the standards and requirements set out in the Scheme, applicable local planning policy or any applicable structure plan, activity centre plan or local development plan by more than 10% or the shortfall in car parking is not increasing from that previously approved;</li> <li>iii. the landscaping between a car parking area and the street as set out under the Scheme, applicable local planning policy or an applicable structure plan, activity centre plan or local development plan achieves an average width of not less than 1.0 metre;</li> <li>iv. the overall amount of landscaping provided for the site does not vary the standards and requirements set out in the Scheme, applicable local planning policy or any applicable structure plan, activity centre plan or local development plan by more than 10% of that requirement or the shortfall in landscaping is not increasing from that previously approved; and</li> <li>v. the development complies with the coastal area building height in the <i>Commercial, Mixed Use and Service Commercial Zone Local Planning Policy</i>.</li> </ul> </li> <li>c. the direction under clauses 64(3), (4), (5), (6) and (7) of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> to advertise an application for development approval;</li> <li>d. the determination under clause 64(2) of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> whether a departure from the requirements of the Scheme is of a minor nature and whether to waive the requirement for the advertising of the application, providing it is not an application that would otherwise require advertising under the Scheme or local planning policy;</li> <li>e. the determination under clause 63(2) of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> whether to waive or vary the requirement for plans and other information to be submitted with an application;</li> </ul>

	<ol style="list-style-type: none"> <li>1. the determination under clause 61(1)(f) of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> whether works are temporary for the purposes of the Scheme and the length of time that such 'development' is permitted to remain in the requested location;</li> <li>2. the decision whether an application for development approval may affect any other statutory, public or planning authority, and shall therefore require them to be provided a copy of the application for objections and recommendations under clause 66(1) of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</li> </ol>
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	The Chief Executive Officer is to cause a report of the exercise of powers and functions to be prepared and presented to each ordinary meeting of Council.
<b>Subdelegates</b>	Director Planning and Community Development (00105) Manager Planning Services (00108) Manager Regulatory Services (01093)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Clause 82 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> . Section 5.42 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	21 November 2006
<b>Adoption references</b>	CJ208-11/06

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2006	New delegation	Insertion of delegation for Town Planning delegations be appointed to delegates; the Planning Director, Manager, Coordinator and Senior Planning Officers, and matters not delegated to coordinator Planning approvals and senior planning officers.	CJ208-11/06
7 Sep 2007	Amended delegation	Wording of delegation to be amended to reflect and align with recent modifications to DPS2, as Schedule 6 and clause 8.9 have been deleted from DPS2.	CJ186-09/07
16 Jun 2009	Amended delegation	Minor amendments to various clauses.	CJ127-06/09

22 Jun 2010	Amended delegation	Removal of Part 4 - the Subdivision Delegation and established in a new delegation for ease of reference and to clarify the source of the delegation power.	CJ095-06/10
28 Jun 2011	Amended delegation	An amendment to the position title to reflect a change in the City's organisational structure – the position of Manager Planning Services replaces the position of Manager Planning Approvals and Environmental Services.  The addition of part (d) the determination of an application for approval for short stay accommodation except where abutting the 'Residential' zone."	CJ107-06/11
13 Dec 2011	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Development, to have authority to determine applications for display homes on a maximum of 23 Lots in Burns Beach.	CJ229-12/11
21 Feb 2012	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Development, to have authority to determine applications for display homes on Lot 1189 Larvotto Turn, Burns Beach.	CJ003-02/12
15 May 2012	Amended delegation	Minor changes made to the Town Planning Delegations.	CJ075-05/12
25 Jun 2013	Amended delegation	Town Planning Delegations - General - amendments relating to: <ul style="list-style-type: none"> <li>• Add "Coordinator Urban Design and Policy (00111)".</li> <li>• Amend "Senior Urban Planner (00122, 00125)" to "Senior Planning Officer (00122, 00125)".</li> <li>• Typographical changes.</li> <li>• Insert "associated, ancillary and incidental development".</li> <li>• Insert "any Agreed Structure Plan".</li> </ul>	CJ094-06/13
16 Jul 2013	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Community Development (00105) and the Manager Planning Services (00108), the authority to determine applications for the unlisted land use 'Ancillary Dwelling' as defined by the new Residential Design Codes under the City's District Planning Scheme No. 2 (DPS2).	CJ123-07/13
21 Oct 2014	Amended delegation	Change in title from Town Planning Delegations - General to District Planning Scheme No. 2, and other amendments to the instrument of delegation, including delegations provided to Senior Urban Planner (00778).	CJ180-10/14

6 Oct 2015	Amended delegation	<ul style="list-style-type: none"> <li>• District Planning Scheme No. 2 - Amendments include major changes introduced by the Planning and Development (Local Planning Schemes) Regulations 2015 and alignment to District Planning Scheme No. 2 (DPS2).</li> <li>• Delegate a range of local government functions to Chief Executive Officer.</li> <li>• Revoke delegations previously afforded to various officers of the Planning Services Business Unit.</li> </ul>	CJ167-10/15
19 Oct 2015	Amended delegation	District Planning Scheme No. 2 - sub-delegation of local government functions to designated employees.	INT15/36323
21 Aug 2018	Amended delegation	<ul style="list-style-type: none"> <li>• Change in title from District Planning Scheme No. 2 - Delegations - General to Local Planning Scheme No. 3 - Delegations - General, and other minor amendments.</li> <li>• Amendments to functions delegated.</li> <li>• Change in conditions, with the removal of "the delegations are to have effect for a period of two years from and including 27 June 2017".</li> </ul>	CJ133-08/18
25 Jun 2019	Amended delegation	Local Planning Scheme No. 3 – Delegations - General - minor changes made due to the annual review of Delegation of Authority Register.	CJ078-06/19
21 May 2020	Amended delegation	Sub-delegation afforded to Manager Compliance and Regulatory Services (01093)	INT20/19165
7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259
15 Jun 2021	Amended delegation	Changes in function relating to removal of determination of applications for 'multiple dwellings', inclusion of reference to the local planning policy in section (i) and (d), inclusion of the wording 'or the shortfall in car parking and landscaping is not increasing from that previously approved in respect to section (ii) and (iv), the inclusion of clauses 64 (4), (5), (6) and (7) in section (c).	CJ079-06/21

<b>Delegation</b>	<b>3.13 PLANNING AND DEVELOPMENT ACT 2005 - POWER AS TO ILLEGAL DEVELOPMENT</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to exercise all the powers and functions of the local government under sections 214 (2), (3) and (5) of the <i>Planning and Development Act 2005</i> .
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Statutory framework</b>	Section 5.42(1)(b) of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	21 October 2014
<b>Adoption references</b>	CJ180-10/14
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Oct 2014	New delegation	Insertion of delegation in accordance to Sections 214 (2), (3) and (5) of the Planning and Development Act 2005.	CJ180-10/14

<b>Delegation</b>	<b>3.14 PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 - DETERMINE DEVELOPMENT APPLICATIONS FOR 'UNLISTED USE (BICYCLE HIRE)'</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to determine development applications for 'Unlisted Use (Bicycle Hire)'.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Subdelegates</b>	Director Planning and Community Development (00105) Manager Planning Services (00108)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Section 5.42 of the <i>Local Government Act 1995</i> . Clause 82 of Schedule 2 of the <i>Planning and Development(Local Planning Schemes) Regulations 2015</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	20 September 2016
<b>Adoption references</b>	CJ135-09/16
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
20 Sep 2016	New delegation	Delegate function to Chief Executive Officer to determine development applications for 'Unlisted Use (Bicycle Hire)'	CJ135-09/16, INT16/36170
21 Sep 2016	Amended delegation	Sub-delegation afforded to Director Planning and Community Development (00105) and Manager Planning Services (00108) to determine development applications for 'Unlisted Use (Bicycle Hire)'	INT16/36191

<b>Delegation</b>	<b>3.15 PUBLIC HEALTH ACT 2016 - FUNCTIONS OF AN ENFORCEMENT AGENCY</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to exercise all of the powers and duties conferred or imposed on a local government, as an enforcement agency, under the <i>Public Health Act 2016</i> .
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Statutory framework</b>	Section 21 of the <i>Public Health Act 2016</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	21 February 2017
<b>Adoption references</b>	CJ012-02/17
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Feb 2017	New delegation	New delegation in accordance with Public Health Act 2016.	CJ012-02/17
15 Jun 2021	Amended delegation	Change in delegation numbering from 3.16 to 3.15 - Public Health Act 2016 - Functions of an Enforcement Agency, due to the revoking of delegation 3.15.	CJ079-06/21



City of Joondalup  
REGISTER OF DELEGATION OF AUTHORITY

CJ079-06/21





## REVIEW

<b>Reviewed by</b>	<b>Date approved</b>	<b>References</b>
Council	28 Jun 2011	CJ107-06/11
Council	26 Jun 2012	CJ108-06/12
Chief Executive Officer	30 May 2013	INT13/9868
Council	25 Jun 2013	CJ094-06/13
Council	24 Jun 2014	CJ091-06/14
Chief Executive Officer	30 Jun 2014	INT14/15493
Council	21 Oct 2014	CJ180-10/14
Chief Executive Officer	13 May 2015	INT15/11342
Council	23 Jun 2015	CJ095-06/15
Chief Executive Officer	1 Jun 2016	INT16/19021
Council	28 Jun 2016	CJ091-06/16
Chief Executive Officer	29 May 2017	INT17/24978
Council	27 Jun 2017	CJ091-06/17
Chief Executive Officer	4 Jun 2018	INT18/21364
Council	26 Jun 2018	CJ101-06/18
Council	21 Aug 2018	CJ133-08/18
Chief Executive Officer	7 May 2019	INT19/21782
Council	25 Jun 2019	CJ078-06/19
Chief Executive Officer	21 May 2020	INT20/19165
Council	23 Jun 2020	CJ079-06/20
Chief Executive Officer	10 May 2021	INT21/20088
Council	15 Jun 2021	CJ079-06/21
Chief Executive Officer	10 May 2022	INT22/18447

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## INTRODUCTION

### Register of Delegation of Authority

The Delegations of Authority contained within are made to Committees pursuant to Section 5.16 and to the Chief Executive Officer pursuant to Section 5.42 of the *Local Government Act 1995* (the Act) and, where listed, some of these functions are delegated by the Chief Executive Officer to City of Joondalup employees pursuant to Section 5.44 of the Act. All delegations made by the Council must be by an **absolute majority** decision.

Section 5.43 of the Act provides that the following are decisions that cannot be delegated to the Chief Executive Officer:

- Any power or duty that requires a decision of an absolute majority of the Council.
- Accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph.
- Appointing an auditor.
- Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph.
  - Any of the local government's powers under sections 5.98, 5.98A, 5.99 and 5.100 of the Act.
  - Borrowing money on behalf of the local government.
  - Hearing or determining an objection of a kind referred to in Section 9.5.
  - The power under Section 9.49A (4) to authorise a person to sign documents on behalf of the local government.
  - Any power or duty that requires the approval of the Minister or Governor.
  - Such other duties or powers that may be prescribed by the Act.

The Act allows for the Chief Executive Officer to delegate any of their powers to another employee, this must be done in writing. The Act allows for the Chief Executive Officer to place conditions on any delegations if required.

A register of delegations, being this manual, relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. The written record is to contain:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

In addition to delegations made in accordance with the *Local Government Act 1995*, a number of delegations are also made to the Chief Executive Officer, or directly to other officers in some instances, in accordance with the provisions of other legislation.

The aim of the delegated authority register is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the City's commitment to a strong customer service focus.

Each instrument of delegation describes the function being delegated and the relevant statutory reference which is the source of power for the exercise of the function. Also included is a reference to related documents such as policies of the Council which may provide guidance in the exercise of the delegation.

This delegated authority register will be reviewed in accordance with the Act on an annual basis.

## DELEGATIONS

## PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995

<b>Delegation</b>	<b>1.1 ACKNOWLEDGE RECEIPT OF PRIMARY AND ANNUAL RETURNS</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Chief Executive Officer (00001)
<b>Function</b>	To provide written acknowledgement of the receipt of Primary and Annual Returns in accordance with section 5.77 of the <i>Local Government Act 1995</i> .
<b>Delegates</b>	Director Governance and Strategy (00648)
<b>Conditions</b>	Nil.
<b>Statutory framework</b>	5.77 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	25 June 2013
<b>Adoption references</b>	CJ094-06/13
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
8 Apr 2013	New delegation	Insertion of new delegation to Chief Executive Officer and sub-delegation to Director Governance and Strategy (00648)	INT13/7349; CJ094-06/13

<b>Delegation</b>	<b>1.2 ACTIVITIES ON PRIVATE LAND</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<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 and the local government does not have the consent to do it.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Limited to those activities as listed in Schedule 3.2 of the <i>Local Government Act 1995</i> .
<b>Statutory framework</b>	Section 3.27 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	24 June 2014
<b>Adoption references</b>	CJ091-06/14
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
24 Jun 2014	New delegation	Insertion of delegation providing the Chief Executive Officer authority to do anything prescribed in Schedule 3.2 of the Local Government Act 1995, even though the land on which it is done is not local government property and the local government does not have the consent to do it.	CJ091-06/14

<b>Delegation</b>	<b>1.3 ADMINISTER THE CITY'S LOCAL LAWS</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to administer the City's local laws and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the City under the City's local laws.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil
<b>Statutory framework</b>	Sections 3.18 and 5.42 of the <i>Local Government Act 1995</i> <i>Animals Local Law 1999</i> <i>Health Local Law 1999</i> <i>Local Government and Public Property Local Law 2014</i> <i>Parking Local Law 2013</i> <i>Pest Plant Local Law 2012</i> <i>Waste Local Law 2017</i>
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	19 October 2010
<b>Adoption references</b>	CJ175-10/10
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
19 Oct 2010	New delegation	New delegation in relation to authority to administer the City's Local Laws.	CJ175-10/10
20 Nov 2012	Amended delegation	Pest Plant Local Law 2012 added to the list of local laws.	CJ232-11/12
30 May 2013	Amended delegation	Replacing "Agriculture and Related Resources Protection Act 1976" with "Pest Plant Local Law 2012" within the reference list.	INT13/9868
28 Jun 2016	Amended delegation	Removal of Trading in Public Places Local Law 1999 and update to Local Government and Public Property Local Law 1999 to 2014.	CJ091-06/16



<b>Delegation</b>	<b>1.4 AGREEMENT FOR PAYMENT OF RATES AND SERVICE CHARGES</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Subdelegates</b>	Coordinator Rating Services (00079) Director Corporate Services (00063) Manager Financial Services (00075)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Section 6.49 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	<i>Payments of Rates and Charges Policy.</i> <i>Rates Hardship Policy.</i>
<b>Date adopted</b>	25 June 2019
<b>Adoption references</b>	CJ078-06/19
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
25 Jun 2019	New delegation	Insertion of delegation for Chief Executive Officer to have authority to accept payment of a rate or service charge.	CJ078-06/19
26 Jun 2019	Amended delegation	The inclusion of sub delegations to position numbers 00063, 00075, 00079.	INT19/29912
21 May 2020	Amended delegation	Change to position title from Team Leader Rating Services (00079) to Coordinator Rating Services (00079).	INT20/19165

<b>Delegation</b>	<b>1.5 AMENDMENT TO THE RATE RECORD</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to amend the rate record for the five years preceding the current financial year.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Subdelegates</b>	Coordinator Rating Services (00079) Director Corporate Services (00063) Manager Financial Services (00075)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Section 6.39(2)(a) of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	25 June 2019
<b>Adoption references</b>	CJ078-06/19
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
25 Jun 2019	New delegation	Insertion of delegation providing the Chief Executive Officer authority to amend the rate record for five years prior to current financial year.	CJ078-06/19
26 Jun 2019	Amended delegation	The inclusion of sub delegations for position numbers 00063, 00075, 00079.	INT19/29912
21 May 2020	Amended delegation	Change in position title from Team Leader Rating Services (00079) to Coordinator Rating Services (00079).	INT20/19165

<b>Delegation</b>	<b>1.6 APPOINTMENT OF AUTHORISED PERSONS</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Chief Executive Officer (00001)
<b>Function</b>	<p>Authority:</p> <p>1. To appoint and authorise persons to exercise the powers and duties of an authorised person as set out in the <i>Local Government Act 1995</i> and listed hereunder::</p> <p>1.1 Section 3.25 – Notices requiring certain things to be done by owner or occupier of land;  1.2 Section 3.26 – Additional powers when notices are given;  1.3 Section 3.27 – Particular things local government can do on land that is not local government property;  1.4 Section 3.31 – Power to enter property;  1.5 Sections 3.39 to 3.48 – Power to remove, impound and disposal;  1.6 Section 9.10 – Power to appoint authorised persons to perform particular functions;  1.7 Section 9.11 – Persons committing breach of Act to give name, address and date of birth;  1.8 Section 9.13 – Onus of proof in vehicle offences;  1.9 Section 9.16 – Issue infringement notices;  1.10 Section 9.17 – Receive payment of modified penalties;  1.11 Section 9.24 – Commencing prosecutions.</p> <p>2. To appoint and authorise persons to exercise the powers and duties of an authorised person under the City's local laws.</p>
<b>Delegates</b>	Manager Leisure and Cultural Services (00159)
<b>Conditions</b>	<ol style="list-style-type: none"> <li>Authority extended to appoint members of a Surf Life Saving Club as authorised persons for the purposes of clause 5.3 of the <i>City of Joondalup Local Government and Public Property Local Law 2014</i> (patrol, close beaches).</li> <li>A register of Authorised Persons is to be maintained as a local government record.</li> </ol>
<b>Statutory framework</b>	<p>Sections 3.24 and 9.10 of the <i>Local Government Act 1995</i>.  Section 9.10 of the <i>Local Government Legislation Amendment Act 2019</i>.</p>
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	28 June 2011
<b>Adoption references</b>	CJ107-06/11
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
28 Jun 2011	New delegation	Insertion of delegation for Chief Executive Officer to have authority to appoint authorised persons in accordance with the Local Government Act 1995.	CJ107-06/11

20 Mar 2012	Amended delegation	Insertion of delegation as result of the new Building Act 2011.	CJ027-03/12
20 Nov 2012	Amended delegation	Pest Plant Local Law 2012 added to the list of local laws.	CJ232-11/12
20 Nov 2012	Amended delegation	Delegations provided for Chief Executive Officer to appoint authorised persons to enforce the provisions of the City of Joondalup Pest Plant Local Law 2012.	RGS00813
30 May 2013	Amended delegation	Replacing "Agriculture and Related Resources Protection Act 1976" with "Pest Plant Local Law 2012" within the reference list.	INT13/9868
25 Jun 2013	Amended delegation	Inclusion of the Chief Executive Officer being appointed as an authorised person to undertake all the powers and duties of the local government under the Cat Act 2011.	CJ102-06/13
24 Jun 2014	Amended delegation	Changes to Part 1 in relation to; title amendment; delegation re-worded; deletion of part 1.2; inclusion of new parts 1.4 and 1.8. In addition a new Part 2, and Part 2 renumbered as Part 3.	CJ091-06/14
21 Oct 2014	Amended delegation	Removal of Part 3 of delegation relating to appointing and authorising employees to exercise power under individual legislation apart from the Local Government Act 1995.	CJ180-10/14
4 Jan 2018	Amended delegation	The inclusion of a sub-delegation condition - authority be extended to appoint members of a surf lifesaving club as authorised persons for the purposes of clause 5.3 of the Local Government and Public Property Local Law 2014 (patrol, close beaches).	INT18/485
25 Jun 2019	Amended delegation	Inclusions of Parts 1.2 and 1.3 relating to section 3.26 and 3.27 of the Act where a local government can appoint persons to perform particular functions.	CJ078-06/19
7 Nov 2020	Amended delegation	Amendment reflects the introduction of the Local Government Legislation Amendment Act 2019 section 9.10 of the Act was change to remove the local government appointing authorised persons under the Act (as well as others) and replaced the delegator as the Chief Executive Officer.	EMI21/4952

<b>Delegation</b>	<b>1.7 CHOICE OF ACCEPTABLE TENDERS FROM AN EXPRESSION OF INTEREST</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to choose acceptable tenderers from expressions of interest received, from those persons who are considered to be capable of satisfactorily supplying the goods or services.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Regulation 23(3) of the <i>Local Government (Functions and General) Regulations 1996</i> .
<b>Policy</b>	<i>Purchasing Policy</i> .
<b>Date adopted</b>	18 August 1998
<b>Adoption references</b>	CJ60-08/98
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
18 Aug 1998	New delegation	Insertion of delegation for Chief Executive Officer to have authority to choose acceptable tenders from an Expression of Interest.	CJ60-08/98
24 Jun 2014	Amended delegation	Re-wording of the Power or Duty delegated and inclusion of the regulation 23 (3).	CJ091-06/14

<b>Delegation</b>	<b>1.8 CHOICE OF TENDER</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to decide which tender to accept. Authority to decline to accept any tender.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Authority to accept tenders valued up to \$500,000.
<b>Statutory framework</b>	Section 3.57 and 5.43 of the <i>Local Government Act 1995</i> . Regulation 18 of the <i>Local Government (Functions and General) Regulations 1996</i> .
<b>Policy</b>	<i>Purchasing Policy</i> .
<b>Date adopted</b>	21 November 2006
<b>Adoption references</b>	CJ208-11/06
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to assess valid tenders before deciding to accept successful tenderer.	CJ208-11/06
28 Jun 2011	Amended delegation	The inclusion of a condition relating to "Authority to decline to accept any tender".	CJ107-06/11
26 Jun 2012	Amended delegation	A change to the Conditions, to increase the tender value limit that can be accepted by the CEO from \$250,000 to \$300,000.	CJ108-06/12
24 Jun 2014	Amended delegation	Wording of delegation amended and layout re-structured, including the removal of the condition "Authority to decline to accept any tender".	CJ091-06/14
23 Jun 2015	Amended delegation	A change to the Conditions, to increase the tender value limit that can be accepted by the CEO from \$300,000 to \$350,000.	CJ095-06/15

25 Jun 2019	Amended delegation	A change to the Conditions, to increase the tender value limit that can be accepted by the CEO from \$350,000 to \$500,000.	CJ078-06/19
15 Jun 2021	Amended delegation	A change to the Conditions, for authority to accept tenders valued up to \$500,000 changed from (valued at less than \$500,000).	CJ079-06/21

<b>Delegation</b>	<b>1.9 CLOSING CERTAIN THOROUGHFARE TO VEHICLES</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to close any thoroughfare that the City manages, wholly or partially, to the passage of vehicles.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Subdelegates</b>	Director Infrastructure Services (00184) Manager Infrastructure Management Services (00186)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Sections 3.50 and 3.50A of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	21 November 2006
<b>Adoption references</b>	CJ208-11/06
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have authority to close any thoroughfare that it manages for the passage of vehicles wholly or partially for a period not exceeding four weeks.	CJ208-11/06
7 Sep 2007	Amended delegation	Change to position title	CJ186-09/07
22 Jun 2010	Amended delegation	Consolidation of two delegations into one.	CJ095-06/10
24 Jun 2014	Amended delegation	Wording of delegation function amended to read - Authority to close any thoroughfare that the City manages, wholly or partially, to the passage of vehicles.	CJ091-06/14



<b>Delegation</b>	<b>1.10 COMPLAINTS - MODEL CODE OF CONDUCT</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1 deal with a complaint;</li> <li>2 dismiss a complaint; and</li> <li>3 establish procedures for dealing with complaints;</li> </ol> <p>under clauses 12, 13 and 15(2) of Schedule 1 of the <i>Local Government (Model Code of Conduct) Regulations 2021</i>.</p>
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Authority includes the relevant powers and duties within the same clauses specified in the <i>Code of Conduct for the Council Members, Committee Members and Candidates</i> adopted by Council in accordance with section 5.104(1) of the <i>Local Government Act 1995</i> .
<b>Subdelegates</b>	Director Governance and Strategy (00648)
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>1. Authority includes the relevant powers and duties within the same clauses specified in the <i>Code of Conduct for the Council Members, Committee Members and Candidates</i> adopted by Council in accordance with section 5.104(1) of the <i>Local Government Act 1995</i>.</li> <li>2. Authority only extends to complaints lodged by the Chief Executive Officer.</li> </ol>
<b>Statutory framework</b>	Sections 5.42 and 5.104(1) of the <i>Local Government Act 1995</i> .
<b>Policy</b>	<i>Complaints Investigation Policy</i> .
<b>Date adopted</b>	18 May 2021
<b>Adoption references</b>	CJ071-05/21

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
18 May 2021	New delegation	Insertion of new delegation to the Chief Executive Officer with the authority to; deal with a complaint; dismiss a complaint; and establish procedures for dealing with complaints under the model Code of Conduct.	CJ071-05/21
28 Jun 2021	Amended delegation	Sub-delegation afforded to Director Governance and Strategy (00648), authority only extends to complaints lodged by the Chief Executive Officer.	INT21/27953

<b>Delegation</b>	<b>1.11 DISPOSING OF PROPERTY</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to dispose of property –  (1) at public auction; (2) by public tender; (3) by private treaty.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Authority limited to property valued at less than \$900,000.  "Property" includes the whole or any part of the interest of a local government in property, but does not include money.  "Dispose" includes to sell, lease or otherwise dispose of, whether absolutely or not.  Following the disposal of City land, the detail of the disposal is to be reported to a relevant Committee of the Council for its information.
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Section 3.58 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	21 November 2006
<b>Adoption references</b>	CJ208-11/06
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have authority to dispose of property to the highest bidder at public auction.	CJ208-11/06
7 Sep 2007	Amended delegation	Clause (3) amended to read: "A local government may dispose of property by private treaty in accordance with Section 3.58 of the Local Government Act 1995."	CJ186-09/07

16 Jun 2009	Amended delegation	Provision relating to exempt dispositions to be added.	CJ127-06/09
22 Jun 2010	Amended delegation	Consolidation of four delegations into one - titled Disposing of Property.	CJ095-06/10
26 Jun 2012	Amended delegation	Change in Conditions - Authority limit to property valued from \$500,000 increased to \$600,000.	CJ108-06/12
24 Jun 2014	Amended delegation	Changes to delegation wording and structure, to include meaning of "Property" under conditions.	CJ091-06/14
25 Jun 2019	Amended delegation	Change in Conditions - Authority limited to property valued less than \$900,000, was previously \$600,000. Inclusion of the meaning of "Dispose".  Additional condition - "following the disposal of City land, the detail of the disposal is to be reported to a relevant Committee of the Council for its information".	CJ078-06/19
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.11 to 1.12 Disposing of Property	CJ079-06/21

<b>Delegation</b>	<b>1.12 - ACQUISITION OF INTEREST IN LAND BY LEASE OR OTHER SHORT TERM INSTRUMENT</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to acquire an interest in land (includes buildings), by lease or other short term instrument ONLY, where the total value of the consideration and anything done by the City is less than the threshold amount for a major land transaction [s.3.59(1), r.8A(1)].</li> <li>2. Authority to acquire an interest in land by lease or other short term instrument ONLY through an exempt land transaction [s.3.59(1), r8(1)]: <ol style="list-style-type: none"> <li>a) Without intending to produce a profit to the Local Government; and</li> <li>b) Without intending that another person will be sold, or given joint or exclusive use of, all or any of the land involved in the transaction.</li> </ol> </li> </ol>
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a) Delegation excludes authority to purchase in fee simple land or buildings and is therefore limited to leases, rental or other short term acquisition instruments that do not commit the Local Government for a period greater than five years.</li> <li>b) In accordance with s.5.43, this delegation is limited to acquisitions that have a total consideration value of \$500,000 or less.</li> <li>c) Documents that give effect to an acquisition under this delegation, must be executed by a person duly authorised under s. 9.49A.</li> </ol>
<b>Subdelegates</b>	Nil.
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	<p><i>Local Government Act 1995 [s.3.59, s. 9.49A, s.6.2].</i></p> <p><i>Local Government (Functions and General) Regulations 1995 [r.8A, r. 8].</i></p> <p><i>Residential Tenancy act 1987.</i></p> <p><i>Commercial Tenancy (Retail Shops) Agreements Act 1985.</i></p>
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	TBC
<b>Adoption references</b>	TBC
<b>Last reviewed</b>	TBC

<b>Delegation</b>	<b>1.13 ENTRY IN AN EMERGENCY</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to lawfully enter any land, premises or thing immediately and without notice and perform any functions as is considered appropriate to deal with an emergency.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	<p>An emergency exists where the City or the Chief Executive Officer is of the opinion that the circumstances are such that compliance with the requirements for obtaining entry other than under section 3.34 of the <i>Local Government Act 1995</i> would be impractical or unreasonable because of, or because of the imminent risk of:</p> <p>(a) injury or illness to any person  (b) a natural or other disaster or emergency  or  (c) such other occurrence as is prescribed under the <i>Local Government (Functions and General) Regulations 1996</i> for the purposes of section 3.34 of the <i>Local Government Act 1995</i>.</p>
<b>Statutory framework</b>	Section 3.34(1) of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	25 June 2019
<b>Adoption references</b>	CJ078-06/19
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
25 Jun 2019	New delegation	Inclusion of delegation for Chief Executive Officer to have authority to lawfully enter property in an Emergency.	CJ078-06/19
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.12 to 1.13 - Entry in an Emergency.	CJ079-06/21

<b>Delegation</b>	<b>1.14 ESTABLISHING PANELS OF PRE-QUALIFIED SUPPLIERS</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	<p>Authority to decide which applications to accept for inclusion on a panel of pre-qualified suppliers.</p> <p>Authority to decline to accept any application for inclusion on a panel of pre-qualified suppliers.</p> <p>Authority to enter into a contract or contracts, for the supply of goods or services with a pre-qualified supplier.</p>
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Authority extends to the supply of goods/services valued up to \$500,000.
<b>Statutory framework</b>	<p><i>Local Government Act 1995.</i></p> <p>Regulations 24AB, 24AH and 24AJ of the <i>Local Government (Functions and General) Regulations 1996.</i></p>
<b>Policy</b>	<i>Purchasing Policy.</i>
<b>Date adopted</b>	28 June 2016
<b>Adoption references</b>	CJ091-06/16
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
28 Jun 2016	New delegation	Inclusion of delegation for Chief Executive Officer to have authority to establish panels of pre-qualified suppliers.	CJ091-06/16
15 Jun 2021	Amended delegation	Change in conditions where the authority extends to the supply of goods/service value from 'less than \$350,000', changed to 'up to \$500,000'.	CJ079-06/21
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.13 to 1.14 - Establishing Panels of Pre-qualified Suppliers.	CJ079-06/21

<b>Delegation</b>	<b>1.15 EXTENSION OF EXISTING CONTRACTS</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to approve any contract extensions on tenders approved by the Council.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Authority subject to: <ol style="list-style-type: none"> <li>1. the extension being within the original terms and conditions approved by the Council;</li> <li>2. satisfactory performance of the contractor(s);</li> <li>3. the Chief Executive Officer reporting to the Audit and Risk Committee on a six monthly basis on the exercise of this delegation.</li> </ol>
<b>Subdelegates</b>	Director Corporate Services (00063)
<b>Subdelegate conditions</b>	Only in the event when the Chief Executive Officer declares a conflict of interest in extending a contract.
<b>Statutory framework</b>	Section 3.57 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	1 November 2005
<b>Adoption references</b>	CJ231-11/05
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
1 Nov 2005	New delegation	Inclusion of delegation for Chief Executive Officer to have authority to extend existing contracts.	CJ231-11/05
21 May 2020	Amended delegation	Sub-delegation afforded to Director Corporate Services (00063), only in the event when the Chief Executive Officer declares a conflict of interest in extending a contract.	INT20/19165
23 Jun 2020	Amended delegation	Change to the Conditions - Part 3 to amend the Committee title from Audit Committee to Audit and Risk Committee.	CJ079-06/20
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.14 to 1.15 - Extension of Existing Contracts.	CJ079-06/21

<b>Delegation</b>	<b>1.16 INFRINGEMENTS - EXTENSION OF TIME TO PAY AND WITHDRAWAL OF NOTICES</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Chief Executive Officer (00001)
<b>Function</b>	Authority to extend the period within which a modified penalty may be paid or withdraw an infringement notice.
<b>Delegates</b>	Coordinator Field Services (00607) Director Planning and Community Development (00105) Manager Rangers Parking and Community Safety (00912)
<b>Conditions</b>	Nil.
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Sections 9.19 and 9.20 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	18 April 2018
<b>Adoption references</b>	INT18/15225

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
18 Apr 2018	New delegation	Insertion of delegation to designated employees to provide the authority to extend the period within a modified penalty may be paid or withdraw an infringement notice.	INT18/15225
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.15 to 1.16 - Extension of Time to Pay and Withdrawal of Notices.	CJ079-06/21
10 May 2022	Amended delegation	Removal of delegate authority from Parking Project Officer (00853).	INT22/18447
10 May 2022	Amended delegation	Removal of delegate authority from Director Corporate Services (00063) and replace with Director Planning and Community Development (00105), as Rangers, Parking and Community Development BU is transferring to Planning and Community Development Directorate.	INT22/18447



<b>Delegation</b>	<b>1.17 OBJECTION TO THE RATE RECORD</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to: <ul style="list-style-type: none"> <li>• consider any objection to the rate record and either disallow it or allow it, wholly or in part;</li> <li>• extend the time for making an objection to the rate record for such period as is deemed fit.</li> </ul>
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Subdelegates</b>	Coordinator Rating Services (00079) Director Corporate Services (00063) Manager Financial Services (00075)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Section 6.76 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	21 November 2006
<b>Adoption references</b>	CJ208-11/06
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have authority to consider any objection to the rate record and may either disallow or allow wholly or in part.	CJ208-11/06
22 Jun 2010	Amended delegation	Inclusion of "Delegated by Council" and Nil Conditions.	CJ095-06/10
24 Jun 2014	Amended delegation	Function delegated - removal of the words local government and replaced by the word Authority.	CJ091-06/14

25 Jun 2019	Amended delegation	Change to Function delegated to include " extend the time for making an objection to the rate record for such period as is deemed fit".	CJ078-06/19
26 Jun 2019	Amended delegation	Inclusion of sub-delegations relating to position numbers (00063), (00075), (00079).	INT19/29912
23 Jun 2020	Amended delegation	Sub-delegation - Change in title from Team Leader Rating Services to Coordinator Rating Services.	INT20/19165
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.16 to 1.17 - Objection to the Rate Record.	CJ079-06/21

<b>Delegation</b>	<b>1.18 OPENING OF FENCES</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to open a fence on private land.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Limited to those activities that expressly states such authority under Schedule 3.2 of the <i>Local Government Act 1995</i> .
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Section 3.36 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	24 June 2014
<b>Adoption references</b>	CJ091-06/14
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
24 Jun 2014	New delegation	Insertion of delegation for Chief Executive Officer to have the authority to open a fence on private property.	CJ091-06/14
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.17 to 1.18 - Opening of Fences.	CJ079-06/21

<b>Delegation</b>	<b>1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to incur liabilities and make payments from the municipal fund.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	<p>(1) Authority subject to funds being provided in the Annual Budget.</p> <p>(2) Authority to Chief Executive Officer is unlimited.</p> <p>(3) Incurring liabilities and making payments to be undertaken in accordance with the City's procedures and systems for incurring liabilities and making payments.</p> <p>(4) Authority which may be Delegated by the Chief Executive Officer to employees is subject to the maximum individual amount limits on payments defined by categories A, B, C, D, E and F as follows:</p> <p>(i) Category A – unlimited individual amounts subject to annual budget limitations.</p> <p>(ii) Category B – limited to \$2 million. (\$2.2 million including GST).</p> <p>(iii) Category C – limited to \$250,000. (\$275,000 including GST).</p> <p>(iv) Category D – limited to \$100,000. (\$110,000 including GST).</p> <p>(v) Category E – limited to \$25,000. (\$27,500 including GST).</p> <p>(vi) Category F – limited to \$5,000. (\$5,500 including GST).</p>
<b>Subdelegates</b>	Administration Officer - Economic Development (01525) Administration Officer Leisure and Cultural Services (00160) Analytics Lead (01200) Branch Librarian - Duncraig (00521) Branch Librarian - Joondalup (00519) Branch Librarian - Whitford (00520) Branch Librarian - Woodvale (00522) Business Support and Finance Officer (01548) Collection Management Team Leader (00528) Contracts and Finance Officer (00906) Coordinator Building Approvals (00113) Coordinator Building Capital Works (00195) Coordinator Building Maintenance (00228) Coordinator Business Systems (00095) Coordinator Civil Design and Construction (01119) Coordinator Community and Youth Development (00175) Coordinator Compliance and Regulatory Performance (01094) Coordinator Contract Administration and Purchasing Services (00068) Coordinator Cultural Services (00166) Coordinator Engineering Operations (00227) Coordinator Field Services (00607)

Coordinator Fleet Management (00069)  
 Coordinator Infrastructure Asset Management (00205)  
 Coordinator Leisure Centres (00612)  
 Coordinator Leisure Planning (00849)  
 Coordinator Library Resources and Development (00517)  
 Coordinator Network Services (00770)  
 Coordinator Organisational Development (00789)  
 Coordinator Park Operations (00806)  
 Coordinator Projects and Conservation (01120)  
 Coordinator Property Management (00497)  
 Coordinator Rating Services (00079)  
 Coordinator Recreation Services (00611)  
 Coordinator Transport Engineering (00203)  
 Coordinator Urban Design and Policy (00111)  
 Coordinator Waste Services (00762)  
 Customer Experience Lead (01545)  
 Director Corporate Services (00063)  
 Director Governance and Strategy (00648)  
 Director Infrastructure Services (00184)  
 Director Planning and Community Development (00105)  
 Electrical Project Engineer (01244)  
 Electrical Project Engineer (01390)  
 Environment Development Coordinator (00783)  
 Executive Assistant to the Chief Executive Officer (00002)  
 Executive Assistant to the Mayor (00003)  
 Inventory Controller (00945)  
 Library Service Coordinator (00516)  
 Library Systems and Administration Officer (00514)  
 Local History and Reference Team Leader (00526)  
 Manager Asset Management (00065)  
 Manager Audit and Risk Services (01193)  
 Manager City Projects (00859)  
 Manager Communications and Stakeholder Relations (01162)  
 Manager Community Development and Library Services (00390)  
 Manager Economic Development and Advocacy (00502)  
 Manager Financial Services (00075)  
 Manager Governance (00010)  
 Manager Human Resource (00054)  
 Manager Information Technology (00094)  
 Manager Infrastructure Management Services (00186)  
 Manager Leisure and Cultural Services (00159)  
 Manager Operation Services (00220)  
 Manager Planning Services (00108)  
 Manager Rangers Parking and Community Safety (00912)  
 Manager Regulatory Services (01093)  
 Manager Strategic and Organisational Development (00503)  
 Parking Project Officer (00853)  
 Principal Environmental Health Officer (00114)  
 Principal Events Officer (00168)  
 Principal Legal Officer (00640)  
 Road Network Engineer (01405)  
 Senior Civil Projects Officer (00208)  
 Senior Development Engineer (00490)  
 Senior Financial Accountant (00078)  
 Senior Landscape Architect / Team Leader Landscaping and Conservation (00211)  
 Senior Management Accountant (00083)  
 Senior Project Engineer (00210)  
 Senior Projects Officer (00005)  
 Senior Projects Officer (00937)

	<p>Senior Projects Officer (01154)  Senior Projects Officer Casual (01563)  Senior Team Leader Customer Care (00027)  Service Desk Team Leader (00101)  Strategic Planning and Engagement Coordinator (00843)  Systems Administrator (01436)  Systems Support Officer (00800)  Team Leader Aquatic and Facility Operations (01435)  Team Leader Community Development (01224)  Team Leader Community Venues (00173)  Team Leader Field Officers (00212)  Team Leader Field Officers (00219)  Team Leader Health and Fitness (01433)  Team Leader Leisure and Aquatic Programs (01434)  Team Leader Marketing and Customer Experience (01432)  Team Leader Natural Areas (00506)  Team Leader Projects (00224)  Team Leader Sport and Recreation (00172)  Team Leader Youth Services (00182)  Waste Design and Contract Officer (00197)</p>
<p><b>Subdelegate conditions</b></p>	<p><b>Category A</b></p> <ul style="list-style-type: none"> <li>• Director Corporate Services (00063).</li> </ul> <p><b>Category B</b></p> <ul style="list-style-type: none"> <li>• Manager City Projects (00859).</li> <li>• Director Infrastructure Services (00184).</li> <li>• Director Planning and Community Development (00105).</li> <li>• Director Governance and Strategy (00648).</li> </ul> <p><b>Category C</b></p> <ul style="list-style-type: none"> <li>• Manager Financial Services (00075).</li> <li>• Manager Information Technology (00094).</li> <li>• Manager Infrastructure Management Services (00186).</li> <li>• Manager Operation Services (00220).</li> <li>• Manager Asset Management (00065).</li> <li>• Manager Rangers Parking and Community Safety (00912).</li> <li>• Manager Leisure and Cultural Services (00159).</li> <li>• Manager Community Development and Library Services (00390).</li> <li>• Coordinator Engineering Operations (00227).</li> <li>• Coordinator Park Operations (00806).</li> <li>• Coordinator Projects and Conservation (01120).</li> <li>• Coordinator Civil Design and Construction (01119).</li> <li>• Coordinator Waste Services (00762).</li> <li>• Senior Projects Officer (00937).</li> </ul> <p><b>Category D</b></p> <ul style="list-style-type: none"> <li>• Manager Audit and Risk Services (01193).</li> <li>• Coordinator Building Capital Works (00195).</li> <li>• Coordinator Building Maintenance (00228).</li> <li>• Senior Landscape Architect / Team Leader Landscaping and Conservation (00211).</li> <li>• Team Leader Projects (00224).</li> <li>• Coordinator Fleet Management (00069).</li> <li>• Senior Development Engineer (00490).</li> </ul>

- Senior Projects Officer Casual (01563).
- Electrical Project Engineer (01244).
- Electrical Project Engineer (01390).
- Business Support and Finance Officer (01548).

### **Category E**

- Manager Strategic and Organisational Development (00503).
- Manager Governance (00010).
- Manager Human Resources (00054).
- Manager Planning Services (00108).
- Manager Regulatory Services (01093).
- Coordinator Business Systems (00095).
- Coordinator Network Services (00770).
- Library Service Coordinator (00516).
- Coordinator Library Resources and Development (00517).
- Team Leader Natural Areas (00506).
- Coordinator Field Services (00607).
- Coordinator Transport Engineering (00203).
- Coordinator Infrastructure Asset Management (00205).
- Waste Design and Contract Officer (00197).
- Coordinator Community and Youth Development (00175).
- Coordinator Leisure Centres (00612).
- Coordinator Recreation Services (00611).
- Coordinator Cultural Services (00166).
- Coordinator Urban Design and Policy (00111).
- Principal Environmental Health Officer (00114).
- Principal Events Officer (00168).
- Principal Legal Officer (00640).
- Parking Project Officer (00853).
- Systems Support Officer (00800).
- Coordinator Property Management (00497).
- Analytics Lead (01200).
- Manager Communications and Stakeholder Relations (01162).
- Senior Projects Officer (00005).
- Senior Projects Officer (01154).
- Senior Civil Projects Officer (00208).
- Senior Project Engineer (00210).
- Coordinator Leisure Planning (00849).
- Network Asset Engineer Roads (01405).
- Inventory Controller (00945).
- Manager Economic Development and Advocacy (00502).
- Customer Experience Lead (01545).
- Contracts and Finance Officer (00906).

### **Category F**

- Executive Assistant to the Mayor (00003).
- Executive Assistant to the CEO (00002).
- Senior Financial Accountant (00078).
- Senior Management Accountant (00083).
- Coordinator Rating Services (00079).
- Coordinator Contract Administration and Purchasing Services (00068).
- Service Desk Team Leader (00101).
- Administration Officer Leisure and Cultural Services (00160).
- Coordinator Building Approvals (00113).
- Branch Librarian – Joondalup (00519).
- Branch Librarian – Whitford (00520).
- Branch Librarian – Woodvale (00522).

	<ul style="list-style-type: none"> <li>• Branch Librarian – Duncraig (00521).</li> <li>• Local History and Reference Team Leader (00526).</li> <li>• Team Leader Field Officers (00212, 00219).</li> <li>• Collection Management Team Leader (00528).</li> <li>• Team Leader Youth Services (00182).</li> <li>• Team Leader Community Development (01224).</li> <li>• Team Leader Marketing and Customer Experience (01432).</li> <li>• Team Leader Leisure and Aquatic Programs (01434).</li> <li>• Team Leader Aquatic and Facility Operations (01435).</li> <li>• Systems Administrator (01436).</li> <li>• Team Leader Health and Fitness (01433).</li> <li>• Coordinator Organisational Development (00789).</li> <li>• Strategic Policy Development Coordinator (00843).</li> <li>• Environment Development Coordinator (00783).</li> <li>• Team Leader – Community Venues (00173).</li> <li>• Team Leader Sport and Recreation (00172).</li> <li>• Administration Officer – Economic Development (01525)</li> <li>• Coordinator Compliance and Regulatory Performance (01094).</li> <li>• Library Systems and Administration Officer (00514).</li> <li>• Senior Team Leader Customer Care (00027).</li> </ul>
<b>Statutory framework</b>	Regulations 5, 11 and 12 of the <i>Local Government (Financial Management) Regulations 1996</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	21 November 2006
<b>Adoption references</b>	CJ208-11/06

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have authority to make payments from the Municipal and Trust Fund.	CJ208-11/06
7 Sep 2007	Amended delegation	Sub- Delegations - Changes to designated Officer titles.	CJ186-09/07
16 Jun 2009	Amended delegation	Sub- Delegations - Changes to designated Officer titles.	CJ127-06/09
22 Jun 2010	Amended delegation	Changes to structure and inclusion of CEO Conditions outlying authority to CEO and sub-delegation approval limits, categorised by A, B, C, D and E. Changes in categories and titles. Change in Legislation reference from 6.10 to 6.5 Local Government Act 1995.	CJ095-06/10
28 Jun 2011	Amended delegation	Sub- Delegations - Changes to designated Officer titles.	CJ107-06/11



14 Jun 2012	Amended delegation	Add to Category C (up to \$250,000) the position of Coordinator Natural Areas and Capital Works Projects.	INT12/13286
26 Jun 2012	Amended delegation	Sub-delegations - Changes to designated officer titles, inclusion of officer positions as designated employees.	CJ108-06/12
31 Aug 2012	Amended delegation	Add to Category E (up to \$5,000) the position of Collection Management Team Leader.	INT12/20354
19 Oct 2012	Amended delegation	Add to Category D (up to \$25,000) the position of Internal Auditor.	INT12/24858
22 Nov 2012	Amended delegation	Add position 'Acting Manager Marketing and Communications' to Category D - limited to \$25,000 , following organisational restructure.	EMI12/6002; INT12/29775
30 May 2013	Amended delegation	Amending the title of "Senior Librarian – Duncraig/Sorrento" to "Senior Librarian Duncraig". Amending various position titles within the Infrastructure Services Directorate. Inclusion of "Design Engineer / Coordinator (01119)" to Category C. Inclusion of "Executive Project Officer (00937)" to Category D.	INT13/9868
16 Aug 2013	Amended delegation	Inclusion of "Manager Executive and Risk" (1193) to Category C.	INT13/16228
24 Jun 2014	Amended delegation	Change to title to read "Payments from Municipal Fund and Trust Fund - Incurring Liabilities and Making Payments". Change to wording for function delegated and changes to CEO Conditions to include part 1 - 4.	CJ091-06/14
12 Feb 2015	Amended delegation	Change of position title from Senior Librarian to Branch Librarian for Joondalup (00519), Whitford (00520) Duncraig (00521) and Woodvale (00522).	INT15/5981
17 Mar 2015	Amended delegation	Inclusion of the following positions to Category D: <ul style="list-style-type: none"> <li>• Coordinator Civil Projects (00208)</li> <li>• Coordinator Civil Projects (00210)</li> <li>• Coordinator Electrical Projects (01244).</li> </ul>	INT14/18637
13 May 2015	Amended delegation	Changes to positions; remove Internal Auditor (00008), add Business Performance Analyst (01200), add to Category E - Team Leader Youth Services (00182) and Team Leader Community Development (01224), amend various titles and amend position number 00792 to read 00762.	INT15/11342
23 Jun 2015	Amended delegation	Changes to the delegation title and function delegated, removing the words "and Trust Fund".	CJ095-06/15

24 Jul 2015	Amended delegation	Changes of various position payment limits and titles in Leisure and Cultural Services relating to position (00612, 00172, 00173, 00617, 00637, 00638, 00639).	INT15/25509
2 Feb 2016	Amended delegation	Changes to positions; removal of Executive Officer (00006) and amend - Executive Liaison Officer (00007) to Executive Officer (00007) with changes in category from a Category D to a Category C.	EMI16/1160; INT16/3378
28 Jun 2016	Amended delegation	Change in position title for position (00607) and removal of Executive Officer (00006),	CJ091-06/16
6 Dec 2016	Amended delegation	Change in Position title for (00762) to Coordinator Waste Services and change in Category from D to C approval limit of \$250,000.	INT17/40500
2 May 2017	Amended delegation	Change to title of position from Executive Project Officer (00937) to Senior Projects Officer (00937).	Nil
2 May 2017	Amended delegation	Changes to titles of various positions within Infrastructure Management Services relating to positions 00490, 01119, 00208, 00210, 01244.	EMI17/4516
4 Dec 2017	Amended delegation	Inclusion of a new designated employee position - Team Leader Health and Fitness (01433), Category E - limited to \$5,000.	INT17/59664
13 Feb 2018	Amended delegation	Inclusion of a new designated position - Verge Coordinator (01468) with Category E - limited to \$5,000.	INT18/5995
10 Sep 2018	Amended delegation	Add Project Engineer (01405) to approval category D (\$25,000).	Nil
25 Jan 2019	Amended delegation	Amendment category of Senior Projects Officer (00937) from \$25,000 to \$250,000; and add Senior Projects Officer (0005) to Category D (\$25,000).	EMI19/685; EMI19/686
9 May 2019	Amended delegation	Change title of Business Performance Analyst (1200) to Special Projects Officer, Analytics (1200).	INT19/22398
25 Jun 2019	Amended delegation	Changes to Delegation Conditions to include a new Category D - limited to \$100,000 and Category E changed to be limited to \$25,000 and Category F limited to \$5,000.	CJ078-06/19
22 Jul 2019	Amended delegation	Changes to positions and category limits after the inclusion of new category D - limited to \$100,000. Positions to be included in Category D - (00195, 00228, 00211, 00224, 00490, 01244), the inclusion of two new delegations position Stores and Material Controller (00945) and Electrical Project Engineer (01390).	INT19/34634

29 Nov 2019	Amended delegation	Change in Category for Economic Development Lead (00502) from Category F to E, with a limit of \$25,000.	INT19/57256
10 Dec 2019	Amended delegation	Addition of new position title with delegated authority; Administration Officer - Economic Development (01525) - Category F - \$5,000 approval limit.	INT19/59496
21 May 2020	Amended delegation	Change of Category for position Manager Audit and Risk (01193) from Category C to D. Removal of position (00007) from Category C. Various changes to titles.	INT20/19165
23 Jun 2020	Amended delegation	Inclusion of Condition limits including GST component for Category B to F.	CJ079-06/20
24 Aug 2020	Amended delegation	Inclusion of a new designated employee position in Category E - Customer Experience Lead (01545) with a limit to \$25,000	INT20/35245
2 Sep 2020	Amended delegation	The inclusion of a new delegated authority position - Customer Experience Lead (01545) - Category E - \$25,000 approval limit.	INT20/35245
18 Sep 2020	Amended delegation	The inclusion of reinstated position (00007) Special Projects Officer, Category F - limited to \$5,000.	INT20/38115
21 Dec 2020	Amended delegation	Change title of Manager Human Resources (00054) to Manager Human Resource Services (00054).	INT20/54123
21 Dec 2020	Amended delegation	Change title of Senior Civil Projects Officer (00210) to Senior Project Engineer (00210).	INT20/54123
21 Dec 2020	Amended delegation	Change title of Coordinator Organisational Development (00789) to Coordinator Organisational Development and Improvement (00789).	INT20/54123
21 Dec 2020	Amended delegation	Change title of Coordinator Natural Areas and Capital Works Projects (01120) to Coordinator Projects and Conservation (01120).	INT20/54123
21 Dec 2020	Amended delegation	Delegated authority has been removed for the position Special Project Officer (00007), as the position is no longer required.	EMI21/776
25 Mar 2021	Amended delegation	The inclusion of a new delegated authority position - Senior Projects Officer Casual (01563) - Category D - \$100,000 (excl gst) approval limit and removal of Senior Projects Officer (00937).	EMI21/3218
1 Apr 2021	Amended delegation	Sub-Delegations - Change of position title from Administration Coordinator (00187) to Team Leader Customer Relations (00187).	EMI21/3277

10 May 2021	Amended delegation	Change in title for Senior Sport and Recreation Officer (00172) to Team Leader Sport and Recreation (00172).	INT21/20088
10 May 2021	Amended delegation	Add to Category F – limited to \$5,000 (\$5,500 including GST) the position of Library Systems and Administration Officer (00514).	INT21/20088
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.18 to 1.19 - Payments from Municipal Fund - Incurring Liabilities and Making Payments.	CJ079-06/21
30 Jun 2021	Amended delegation	Change in title from Stores and Material Controller (00945) to Inventory Controller (00945).	EMI21/6316
13 Jul 2021	Amended delegation	Change in position title from Senior Ranger (000212,00219) to Team Leader Field Officers (00212,00219) and Coordinator Parking Services (00853) to Parking Project Officer (00853)	EMI21/9081
24 Aug 2021	Amended delegation	Reinstatement of Senior Projects Officer (00937) with Category E - up to \$100,000 approval limits.	INT21/38645
21 Sep 2021	Amended delegation	New positions afforded delegation by CEO, Business Support and Finance Officer (01548) and Contracts and Finance Officer (00906).	INT21/42024 and INT21/42025
21 Oct 2021	Amended delegation	Delegation removed for Team Leader Customer Relations (00187), title of the position changed to Team Leader Customer Care (00187).	EMI21/10335
26 Oct 2021	New delegation	New position Senior Team Leader Customer Care (00027).	CJ208-11/06, INT21/51101
11 Nov 2021	Amended delegation	Title change for Position No. 01405 from Project Engineer to Network Asset Engineer Roads.	INT21/48800
1 Mar 2022	Amended delegation	Change in title from Economic Development and Advocacy Lead (00502) to Manager Economic Development and Advocacy (00502).	INT22/8064
9 May 2022	Amended delegation	New Sub-delegated authority provided to Senior Project Officer (01154).	INT22/20695
10 May 2022	Amended delegation	Sub-delegate change in title from Coordinator Community Development (00175) to Coordinator Community and Youth Development (00175).	INT22/18447
10 May 2022	Amended delegation	Sub-delegate change in title from Team Leader Marketing and Customer Service (01432) to Team Leader Marketing and Customer Experience (01432).	INT22/18447

10 May 2022	Amended delegation	Sub-delegate position title correction should be Coordinator Contract Administration and Purchasing Services (00068).	INT22/18447
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<b>Delegation</b>	<b>1.20 AUTHORISING PAYMENT FROM THE TRUST FUND</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to make payments from the Trust Fund.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Making payments to be undertaken in accordance with the City's procedures and systems for making payments from the trust fund.
<b>Subdelegates</b>	Director Corporate Services (00063) Director Governance and Strategy (00648) Director Infrastructure Services (00184) Director Planning and Community Development (00105) Manager Asset Management (00065) Manager Financial Services (00075) Manager Governance (00010) Manager Infrastructure Management Services (00186) Manager Leisure and Cultural Services (00159) Manager Operation Services (00220) Manager Regulatory Services (01093)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Regulations 5, 11 and 12 of the <i>Local Government (Financial Management) Regulations 1996</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	23 June 2015
<b>Adoption references</b>	CJ095-06/15
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
23 Jun 2015	New delegation	New delegation arising from separation of authorising payments from municipal fund. Delegations limited to Directors and Managers with trust fund responsibilities. Provides tighter financial management controls.	CJ095-06/15

24 Jul 2015	Amended delegation	Inclusion of: <ul style="list-style-type: none"> <li>• Coordinator Leisure Centre (00612) – up to a maximum of \$25,000</li> <li>• Coordinator Recreation Services (00611) – up to a maximum of \$25,000</li> <li>• Recreation Development Officer (00172, 00173) – up to a maximum of \$5,000</li> <li>• Senior Leisure Officer (00617, 00637, 00638, 00639) – up to a maximum of \$5,000.</li> </ul>	INT15/25509
4 Aug 2015	Amended delegation	Inclusion of Administration Coordinator - position number 00187 (Infrastructure Services) to authorise payments from the trust fund.	INT15/25855
9 Nov 2017	Amended delegation	Amended various titles and position numbers with delegations resulting from Craigie Leisure Centre restructure. Position numbers 00617, 00637, 00638 and 00639 changed to 01435, 01434, 01433 and 01432 respectively.	EMI17/9582
10 May 2021	Amended delegation	Remove sub-delegations for positions (00612, 00611, 01436, 01435, 00173, 00187, 01433, 01434, 01432), only leaving positions held by Directors and Managers with delegated authority relating to payments from the Trust Fund.	INT21/20088
10 May 2021	Amended delegation	Remove sub-delegation conditions as they relate to positions that have been deleted from this delegation (00612, 00611, 01436, 01435, 00173, 00187, 01433, 01434, 01432) and change conditions to nil.	INT21/20088
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.19 to 1.20 - Authorising Payment From the Trust Fund.	CJ079-06/21

<b>Delegation</b>	<b>1.21 PAYMENTS FROM MUNICIPAL FUND AND TRUST FUND - SIGNATORIES TO BANK ACCOUNTS</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to make payments from the Municipal Fund or the Trust Fund.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	<p>Authority is subject to payments being made strictly in accordance with the signatory requirements set out in the following:</p> <p><b>Cheque Payments (only)</b></p> <ul style="list-style-type: none"> <li>• Payments up to \$10,000 - Any one Category A or Category B signatory.</li> <li>• Payments of \$10,001 and over to payments up to \$250,000 - Any two Category A or Category B signatories.</li> <li>• Payments of \$250,001 and over - Any 1 of Category A and 1 of Category B signatories; or any 2 Category A signatories.</li> </ul> <p><b>Electronic Funds Transfer (EFT) Payments (only)</b></p> <ul style="list-style-type: none"> <li>• Payments up to \$10,000 – Any 2 Category A or Category B Signatories; or Any 1 of Category A or Category B signatories and Any 1 of Category C signatories.</li> <li>• Payments of \$10,001 and over to payments up to \$250,000 – Any two Category A or Category B signatories.</li> <li>• Payments of \$250,001 and over – Any 1 Category A and 1 of Category B signatories; or any 2 Category A signatories.</li> </ul> <p><b>Category A Signatories</b></p> <p>Chief Executive Officer (00001).  Director Planning and Community Development (00105).  Director Corporate Services (00063).  Director Infrastructure Services (00184).  Director Governance and Strategy (00648).  Manager Financial Services (00075).</p> <p><b>Category B Signatories</b></p> <p>Senior Management Accountant (00083).  Senior Financial Accountant (00078).</p> <p><b>Category C Signatories</b></p> <p>Financial Accountant (TBC)  Management Accountant (TBC)</p>



<b>Subdelegates</b>	Director Corporate Services (00063) Director Governance and Strategy (00648) Director Infrastructure Services (00184) Director Planning and Community Development (00105) Manager Financial Services (00075) Senior Financial Accountant (00078) Senior Management Accountant (00083)  Financial Accountant (TBC) Management Accountant (TBC)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Sections 6.7 and 6.9 of the <i>Local Government Act 1995</i> . Regulation 5, 11 and 12 of the <i>Local Government (Financial Management) Regulations 1996</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	21 November 2006
<b>Adoption references</b>	CJ208-11/06
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2006	New delegation	Delegation initially incorporated as part of "Payments from the Municipal Fund and Trust Fund" delegation.	CJ208-11/06
7 Sep 2007	Amended delegation	Under the 'Category B Signatories' the position title "Manager Strategic Development" has been added against 'Category A Signatories, Director Infrastructure Services'	CJ186-09/07
22 Jun 2010	Amended delegation	The deletion of positions Manager Human Resources, Manager Strategic and Sustainable Development from Category B signatories. Payment under \$10,000 to read "Any one signatory". Payments of \$10,000 to \$250,000 to read "Any two signatories".	CJ095-06/10
26 Jun 2012	Amended delegation	Change in title from "Director Planning and Development" to Director Planning and Community Development".	CJ108-06/12
24 Jun 2014	Amended delegation	Change to wording of function delegated "Authority to make payments from the Municipal Fund or the Trust Fund".	COJ091-06/14

23 Jun 2020	Amended delegation	Change to delegation conditions for payments under \$10,000 to include the words " any one signatory (for cheques only), provided for clarification.	CJ079-06/20
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.20 to 1.21 - Payments from Municipal Fund and Trust Fund - Signatories to Bank Accounts.	CJ079-06/21

<b>Delegation</b>	<b>1.22 POWER TO INVEST</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to invest funds held in the municipal fund or the trust fund of the local government that is not, for the time being, required by the local government for any other purpose, in accordance with Part III of the <i>Trustees Act 1962</i> .
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Authority is unlimited.
<b>Subdelegates</b>	Director Corporate Services (00063) Manager Financial Services (00075) Senior Financial Accountant (00078) Senior Management Accountant (00083)
<b>Subdelegate conditions</b>	<b>Director Corporate Services (00063).</b> Unlimited  <b>Manager Financial Services (00075).</b> Up to \$3 million  <b>Senior Management Accountant (00083) and Senior Financial Accountant (00078).</b> Up to \$1.5 million
<b>Statutory framework</b>	Section 6.14 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	<i>Investment of Available Funds Policy.</i>
<b>Date adopted</b>	21 November 2006
<b>Adoption references</b>	CJ208-11/06
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have the power to invest municipal and trust funds.	CJ208-11/06
7 Sep 2007	Amended delegation	Deletion of "Statutory Accountant" and addition of "Senior Financial Accountant"	CJ186-09/07

22 Jun 2010	Amended delegation	Changes to general format and changes to the conditions to include Chief Executive Officer and Director Corporate Services as unlimited and Manager Financial Services (up to \$3M), Senior Management Accountant and Senior Financial Accountant (up to \$1.5M).	CJ095-06/10
24 Jun 2014	Amended delegation	Changes to wording of delegation and layout re-structured to reflect action required in accordance to the Local Government Act 1995. Conditional wording re-located to 'sub delegation conditions' section of the delegation. The addition of the related Investment Policy.	CJ091-06/14
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.21 to 1.22 - Power to Invest.	CJ079-06/21

<b>Delegation</b>	<b>1.23 RECOVERY OF RATES AND SERVICE CHARGES</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to recover rates and service charges, as well as the costs of court proceedings, if any for that recovery, in a court of competent jurisdiction.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Subdelegates</b>	Coordinator Rating Services (00079) Director Corporate Services (00063) Manager Financial Services (00075)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Section 6.56 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	25 June 2019
<b>Adoption references</b>	CJ078-06/19
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
25 Jun 2019	New delegation	New delegation relating to authority to recover rates and service charges, as well as the costs of court proceedings, if any for that recovery, in a court of competent jurisdiction.	CJ078-06/19
26 Jun 2019	Amended delegation	The inclusion CEO sub-delegations to positions 00063, 00075, 00079.	INT19/29912
23 Jun 2020	Amended delegation	Change in position title from Team Leader Rating Services (00079) to Coordinator Rating Services (00079).	INT20/19165
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.22 to 1.23 - Recovery of Rates and Service Charges.	CJ079-06/21

<b>Delegation</b>	<b>1.24 RECOVERY OF RATES AND SERVICE CHARGES FROM LESSEE</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	<p>Authority to:</p> <ul style="list-style-type: none"> <li>• give notice to the lessee of land requiring the lessee to pay to the City any rent as it falls due, in satisfaction of the imposed rate or service charge on the land;</li> <li>• 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> </ul>
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Subdelegates</b>	Coordinator Rating Services (00079) Director Corporate Services (00063) Manager Financial Services (00075)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Section 6.60(2) and (4) of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	25 June 2019
<b>Adoption references</b>	CJ078-06/19
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
25 Jun 2019	New delegation	Insertion of delegation for Chief Executive Officer to have authority to give notice to the lessee of land requiring the lessee to pay to the City any rent as it falls due, in satisfaction of the imposed rate or service charge on the land; and 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.	CJ078-06/19
26 Jun 2019	Amended delegation	The inclusion CEO sub-delegations to positions 00063, 00075, 00079	INT19/29912

23 Jun 2020	Amended delegation	Change in position title from Team Leader Rating Services (00079) to Coordinator Rating Services.	INT20/19165
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.23 to 1.24 - Recovery of Rates and Service Charges from Lessee.	CJ079-06/21

<b>Delegation</b>	<b>1.25 - PAYMENTS FROM MUNICIPAL FUND – INCURRING LIABILITIES AND MAKING PAYMENTS FOR COURT FEES IN RESPECT OF LODGEMENTS OF RATES CLAIMS (WA MAGISTRATES' COURT)</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to incur liabilities and make payments from the municipal fund for court fees in respect of lodgements of rates claims only (WA Magistrates' Court).
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Making payments to be undertaken in accordance with the City's procedures and systems for making payments from the municipal fund.
<b>Subdelegates</b>	Manager Financial Services (00075) Senior Management Accountant (00083) Coordinator Rating Services (00079)
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>1. <b>Manager Financial Services (00075)</b> Payment limit over \$10,000 (excluding GST).</li> <li>2. <b>Senior Management Accountant (00083) and Coordinator Rating Services (00079).</b> Payment limit up to \$10,000 (excluding GST).</li> </ol>
<b>Statutory framework</b>	Regulations 5, 11 and 12 of the <i>Local Government (Financial Management) Regulations 1996</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	TBC
<b>Adoption references</b>	TBC
<b>Last reviewed</b>	TBC



<b>Delegation</b>	<b>1.265 SEEKING EXPRESSIONS OF INTEREST</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to seek expressions of interest with respect to the supply of goods or services, where it is considered that there is good reason to make a preliminary selection from among prospective tenderers.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Subdelegates</b>	Director Corporate Services (00063) Manager Financial Services (00075)
<b>Subdelegate conditions</b>	Limited to the ability to seek expressions of interest only.
<b>Statutory framework</b>	Regulation 21 of the <i>Local Government (Functions and General) Regulations 1996</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	26 June 2012
<b>Adoption references</b>	CJ108-06/12
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
26 Jun 2012	New delegation	Insertion of delegation for Chief Executive Officer to have authority to seek expressions of interest with respect to the supply of the goods or services.	CJ108-06/12
24 Jun 2014	Amended delegation	Changes to wording in Function delegated and removal of CEO condition, and inclusion of sub-delegate conditions to include "Limited to the ability to seek expressions of interest only".	CJ091-06/14
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.24 to 1.25 - Seeking Expressions of Interest.	CJ079-06/21

<b>Delegation</b>	<b>1.276 WAIVER OF FEES AND GRANTING OF CONCESSIONS</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to waive or grant a concession in relation to any amount of money which is owed to the City other than rates and service charges.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Additional subsidies and waiver of hire fees under the <i>Facility Hire Subsidy Policy</i> limited to \$5,000 per request.
<b>Subdelegates</b>	<p>Adult and Seniors Services Officer (00525)  Branch Librarian - Duncraig (00521)  Branch Librarian - Joondalup (00519)  Branch Librarian - Whitford (00520)  Branch Librarian - Woodvale (00522)  Cataloguer (00531)  Cataloguer (00532)  Collection Management Team Leader (00528)  Coordinator Field Services (00607)  Coordinator Library Resources and Development (00517)  Digital Services Officer (01126)  Director Corporate Services (00063)  Director Governance and Strategy (00648)  Director Infrastructure Services (00184)  Director Planning and Community Development (00105)  Librarian (00539)  Librarian (00549)  Librarian (00558)  Librarian (00559)  Librarian (00560)  Librarian (00575)  Library Service Coordinator (00516)  Local History and Reference Team Leader (00526)  Manager Community Development and Library Services (00390)  Manager Leisure and Cultural Services (00159)  Manager Rangers Parking and Community Safety (00912)  Manager Regulatory Services (01093)  Reference and Local History Librarian (00527)  Youth and Children's Services Officer (00524)  Youth and Children's Services Officer (01231)</p>

<p><b>Subdelegate conditions</b></p>	<p><b>1. Director Planning and Community Development (00105), Director Corporate Services, Director (00063), Infrastructure Services (00184) and Director Governance and Strategy (00648).</b> Not applicable.</p> <p><b>2. Manager Leisure and Cultural Services (00159).</b> Limited to individual items to \$5,000 and limited to the hire and use of City facilities.</p> <p><b>3. Librarian – Duncraig (00575), Librarians – Joondalup (00558), (00559), (00560), Librarian – Whitford (00539), Librarians – Woodvale (00549) (x2), Reference and Local History Librarian (00527); Adult and Seniors Officer (00525); Youth and Children’s Services Officer (00524); Youth and Children’s Services Officer (01231); Cataloguer (00532); Cataloguer (00531).</b> Limited to waiving fines to the value of \$50 and under and waiving fines up to any value when a lost or damaged item is paid for by the customer, <b>SUBJECT TO</b> a quarterly report on fines and fees that have been waived being submitted to the Manager Financial Services.</p> <p><b>4. Coordinator Library Resources and Development (00517), Library Service Coordinator (00516), Branch Librarian – Joondalup (00519), Branch Librarian – Whitford (00520), Branch Librarian – Woodvale (00522), Branch Librarian – Duncraig (00521), Digital Services Officer (01126); Local History and Reference Team Leader (00526); Collection Management Team Leader (00528).</b> Limited to waiving fines to the value of \$100 and under; waiving fines up to any value when a lost or damaged item is paid for by the customer; waiving the \$12.80 debt collection fee in special circumstances; waiving accounts up to \$150 for lost or damaged items in special circumstances, <b>SUBJECT TO</b> a quarterly report on fines and fees that have been waived being submitted to the Manager Financial Services.</p> <p><b>5. Manager Community Development and Library Services (00390).</b> (a) Limited to waiving fines and accounts to the value of \$50 and over; waiving the \$12.80 debt collection fee in special circumstances, <b>SUBJECT TO</b> a quarterly report on fines and fees that have been waived being submitted to the Manager Financial Services. (b) Limited to waiver of hire fees for use of library facilities to a maximum of \$1,000. (c) Limited to waiver of fees for community transport hire up to \$500 per group per year. (d) Limited to the waiver of fees or grant concessions for the Youth Holiday Programs.</p> <p><b>6. Manager Regulatory Services (01093).</b> Limited to waiving the City’s Building Permit Application fee for applications submitted by not-for-profit charitable organisations.</p> <p><b>7. Manager Rangers, Parking and Community Safety (00912) and Coordinator Field Services (00607)</b> Limited to waiving of fees to the value of the fee for release of an impounded animal from the RSPCA. <b>SUBJECT TO</b> approval of an application by the Manager or Coordinator following a review of the persons financial inability to pay the release fee and a quarterly report on fees.</p>
<p><b>Statutory framework</b></p>	<p>Section 6.12 of the <i>Local Government Act 1995</i>.</p>
<p><b>Policy</b></p>	<p><i>Facility Hire Subsidy Policy.</i></p>
<p><b>Date adopted</b></p>	<p>7 September 2007</p>
<p><b>Adoption references</b></p>	<p>CJ186-09/07</p>

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
7 Sep 2007	New delegation	<p>Reinstatement and Insertion of delegation for Chief Executive Officer to have authority to Waive Fees.</p> <p>This delegation was removed from the register in 2006. Advice received is that 'acting through' powers of the legislation do not provide sufficient delegation; therefore delegation should be reinstated.</p>	CJ186-09/07
22 Jun 2010	Amended delegation	Change to wording of delegated function - to "Authority to waive or grant a concession in relation to any amount of money which is owed to the City other than rates and service charges. Change to delegation being delegated by Council and change in Policy reference to Setting Fees and Charges.	CJ095-06/10
26 Jun 2012	Amended delegation	The inclusion of the sub-delegation to Manager Leisure and Cultural Services (00159) - individual items to \$5,000 and limited to the hire and use of City facilities.	CJ108-06/12
25 Jul 2013	Amended delegation	Changes to sub-delegation conditions for position, Manager Community Development and Library Services (00390), authority to waive fines and accounts to the value of \$6 and over, Waive the 12.80 debt collection fee in special circumstances, and authority to write off bad debts up to \$500.	INT13/16608
25 Jul 2013	Amended delegation	Insertion of new delegation to various library officers to waive fees and accounts within specified parameters.	INT13/16608, INT13/16607, INT13/16265, INT13/16587, INT13/16588, INT13/16589, INT13/16590, INT13/16592, INT13/16595, INT13/16597, INT13/16598.
25 Jul 2013	Amended delegation	Inclusion of sub delegation positions; Senior Librarian-Joondalup, Senior Librarian-Whitford, Senior Librarian-Duncraig, Senior Librarian-Woodvale, Library Operations coordinator and Library Services Coordinator. With authority to waive fines to the value of \$6 and under, waive fines up to any value when a lost or damaged item is paid, waive accounts up to \$150 for lost or damaged items in special circumstances.	INT13/16607
9 Dec 2014	Amended delegation	Insertion of new conditions, limiting CEO to \$5,000.	CJ243-12/14

16 Feb 2015	Amended delegation	<ul style="list-style-type: none"> <li>• Inclusion of various library staff with differing limits of authority.</li> <li>• Change of position title from Senior Librarian to Branch Librarian (throughout document).</li> <li>• Inclusion of additional condition from CEO to library staff, requiring quarterly reporting of waivers.</li> </ul>	INT15/5981
13 May 2015	Amended delegation	<ul style="list-style-type: none"> <li>• Add Manager Compliance and Regulatory Services (01093) - Limited to waiving the City's Building Permit Application fee for applications submitted by not-for-profit charitable organisations.</li> <li>• Amend Category 3 delegations as from Librarians – Whitford (00539) (x2) to Librarian – Whitford (00539) and from Librarian – Woodvale (00549) to Librarians – Woodvale (00549) (x2).</li> <li>• Amend title from Librarian Reference and Local Studies (00527) to Reference and Local History Librarian (00527).</li> </ul>	INT15/11342
29 May 2017	Amended delegation	<ul style="list-style-type: none"> <li>• Additional sub-delegation condition 3 and 4, change limit value of waiving from "\$6 and under" to "\$50 and under".</li> <li>• Additional sub delegation condition 5 for position (00390), change amount to "\$50 and over".</li> <li>• Additional sub delegation condition 5 for position (00390), limited to waive hire and use of library facilities of \$1,000 and under.</li> <li>• Additional sub delegation condition 5 for position (00390), limited to Community Transport hire of \$500 and under per group per year.</li> </ul>	INT17/24978
21 May 2020	Amended delegation	<ul style="list-style-type: none"> <li>• Change position title from Reference and Local History Team Leader (00526) to Local History and Reference Team Leader (00526).</li> <li>• Remove position number 01516 as the position was temporarily created and no longer required.</li> </ul>	INT20/19165
7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259
10 May 2021	Amended delegation	Change in Sub delegate conditions for Category 4; in part from "Limited to waiving fines to the value of \$50 and under..." to "Limited to waiving fines to the value of \$100 and under..."	INT21/20088
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.25 to 1.26 - Waiver of Fees and Granting of Concessions.	CJ079-06/21
10 May 2022	Amended delegation	Add sub-delegate authority to Manager Rangers, Parking and Community Safety (00912) and Coordinator Field Services (00607). The addition of Sub-delegate condition 7 in relation to waiving of fees in respect to the impounding of dogs.	INT22/18447

<b>Delegation</b>	<b>1.287 WRITE OFF OF MONIES</b>
<b>Category</b>	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Delegator</b>	Council
<b>Function</b>	Authority to write off monies.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Subject to: (a) individual items to \$20,000; (b) a report being provided to the Audit and Risk Committee on a six monthly basis on the exercise of this delegation.
<b>Subdelegates</b>	Coordinator Rating Services (00079) Director Corporate Services (00063) Manager Community Development and Library Services (00390) Manager Financial Services (00075)
<b>Subdelegate conditions</b>	Additional sub-delegation conditions:  <b>1. Director Corporate Services (00063).</b> Not applicable.  <b>2. Manager Financial Services (00075).</b> Individual items to \$5,000.  <b>3. Manager Community Development and Library Services (00390).</b> Individual items to \$500.  <b>4. Coordinator Rating Services (00079).</b> Individual items to \$50.
<b>Statutory framework</b>	Section 6.12 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	15 March 1999
<b>Adoption references</b>	CJ78-03/99
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
15 Mar 1999	New delegation	Insertion of delegation for Chief Executive Officer to have authority to write off monies.	CJ78-03/99
22 Jun 2010	Amended delegation	Change in title to include the words "Authority to" Write off of monies and removal of section number in legislation reference.	CJ095-06/10
25 Jul 2013	Amended delegation	Insertion of new delegation to Manager Community Development and Library Services to write off bad debts up to \$500.	INT13/16608
21 May 2020	Amended delegation	Change in position title from Team Leader Rating Services (00079) to Coordinator Rating Services (00079).	INT20/19165
23 Jun 2020	Amended delegation	Amendment to Condition (b) - Change in Committee name from Audit Committee to Audit and Risk Committee.	CJ079-06/20
15 Jun 2021	Amended delegation	Change in Delegation numbering from 1.26 to 1.27 - Write Off of Monies.	CJ079-06/21

## PART 2 – DELEGATIONS TO COMMITTEES

<b>Delegation</b>	<b>2.0 DELEGATIONS TO COMMITTEES</b>
<b>Category</b>	PART 2 – DELEGATIONS TO COMMITTEES
<b>Delegator</b>	Council
<b>Express power or duty delegated</b>	No delegations to committees have been approved by Council at this time.
<b>Delegates</b>	Committee
<b>Conditions</b>	Nil
<b>Statutory framework</b>	Nil.
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	3 November 2017
<b>Adoption references</b>	JSC03-11/17; CJ078-06/19.
<b>Last reviewed</b>	15 June 2021



## PART 3 – DELEGATIONS UNDER OTHER LEGISLATION

<b>Delegation</b>	<b>3.1 AMENDMENTS TO THE PARKING SCHEMES</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to approve and implement amendments to parking schemes adopted by Council in relation to: <ul style="list-style-type: none"> <li>• time limits, conditions and prohibitions in streets and parking stations;</li> <li>• the designation of visitor and authorised vehicle parking.</li> </ul>
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Authority to be exercised consistently with the provisions of the <i>City of Joondalup Parking Local Law 2013</i> .
<b>Subdelegates</b>	Director Planning and Community Development (00105)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	<i>City of Joondalup Parking Local Law 2013</i> .
<b>Policy</b>	<i>Dedicated Car Parking for Seniors and Parents with Prams Policy.</i> <i>Joondalup City Centre Car Parking for Commercial Development Policy.</i> <i>Parking Schemes Policy.</i>
<b>Date adopted</b>	3 May 2008
<b>Adoption references</b>	CJ073-05/08

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
13 May 2008	New delegation	Council delegates to CEO authority to approve amendments to the Parking Scheme to implement and change time limits in streets and parking stations and the designation of visitor and authorised vehicle parking.	CJ073-05/08
18 Aug 2009	Amended delegation	Delegates to CEO authority to approve amendments to parking schemes adopted by Council under the Parking Schemes for Suburban Areas Outside of the Joondalup City Centre.	CJ183-08/09

28 Jun 2011	Amended delegation	<ul style="list-style-type: none"> <li>• Changes to the Title and removing of the words "for Suburban Areas Outside of the Joondalup City Centre Policy".</li> <li>• Changes to the Function - removing the words "under the Parking Schemes for Suburban Areas Outside of the Joondalup City Centre Policy.</li> <li>• Changes to the Function - adding the word "condition", allowing CEO to approve and implement amendments which are not a time limit or prohibition.</li> </ul>	CJ107-06/11
16 Aug 2018	Amended delegation	Sub-delegations to Director Corporate Services (00063).	INT18/33324
10 May 2022	Amended delegation	Remove sub-delegate authority from Director Corporate Services (00063) and replace with Director Planning and Community Development (00105), as Rangers, Parking and Community Development BU is transferring to Planning and Community Development Directorate.	INT22/18447

<b>Delegation</b>	<b>3.2 AUTHORISED PERSONS UNDER THE BUILDING ACT 2011</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to appoint authorised persons for the purposes of the <i>Building Act 2011</i> and <i>Building Regulations 2012</i> in relation to buildings and incidental structures located, or proposed to be located in the City's district.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil
<b>Statutory framework</b>	Section 96(3) of the <i>Building Act 2011</i> . Section 127 of the <i>Building Act 2011</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	20 March 2012
<b>Adoption references</b>	CJ027-03/12
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
20 Mar 2012	New delegation	Insertion of delegation in accordance to Section 127 of the new Building Act 2011, authority to approve or refuse permit applications, building approval certificates, design compliance certificates and certificates of construction compliance.	CJ027-03/12
23 Jun 2015	Amended delegation	Update legislation reference to Building Regulation 2012.	CJ095-06/15

<b>Delegation</b>	<b>3.3 BUILDING ACT 2011 - ISSUING CERTIFICATES OF BUILDING COMPLIANCE AND DESIGN COMPLIANCE</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to issue certificates of building compliance and design compliance.
<b>Delegates</b>	Assistant Building Surveyor (00154) Assistant Building Surveyor (01068) Building Surveyor (00150) Building Surveyor (00151) Building Surveyor (00615) Coordinator Building Approvals (00113) Director Planning and Community Development (00105) Manager Regulatory Services (01093) Senior Building Surveyor (00148) Senior Building Surveyor (00153)
<b>Conditions</b>	Subject to meeting the qualification requirements in accordance with <i>Building Services (Registration) Regulations 2011</i> .
<b>Statutory framework</b>	Division 2 of Part 2 of the <i>Building Act 2011</i> . Divisions 1, 2 and 3 of Part 4 of the <i>Building Act 2011</i> . Section 127 of the <i>Building Act 2011</i> . <i>Building Services (Registration) Regulations 2011</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	20 March 2012
<b>Adoption references</b>	CJ027-03/12

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
20 Mar 2012	New delegation	Insertion of delegation in accordance to Section 127 of the new Building Act 2011, authority to approve or refuse permit applications, building approval certificates, design compliance certificates and certificates of construction compliance.	CJ027-03/12
2 Oct 2012	Amended delegation	Remove Position No. 00150 from Building Surveyor classification to Assistant Building Surveyor classification, in accordance with advice from HR and Coordinator Building Approvals.	INT12/23123

21 Oct 2014	Amended delegation	Council authorised delegation to Administration Team Leader (00110) the power to approve permit applications, on the condition that the position is restricted to approving permit applications that have been certified by a suitably qualified Building Surveyor.	CJ180-10/14
26 Jun 2018	Amended delegation	Sub delegations provided to position numbers (00105, 01093, 00113, 00153, 00148, 00150, 00154, 00615, 01068, 00151).	CJ101-06/18
26 Jun 2018	New delegation	<p>The original delegation 'Building Act 2011 - Building and Demolition Permit Applications, building approval certificates, certificates of building compliance, construction compliance and design compliance' was repealed, and split into component parts as the changes to the grouping of the delegations better aligned with workflow processes, extent of authority and aims to improve service delivery.</p> <p>This delegation is made by Council direct to officers, subject to the delegated officers being qualified in accordance with the Building Services (registration) Regulations 2011.</p>	CJ101-06/18
23 Jun 2020	Amended delegation	Changes to the title and function by way of removing the words "construction compliance".	CJ079-06/20
7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259
10 May 2022	Amended delegation	Delegate change in title from Assistant Building Surveyor for positions (00615 & 00151) to Building Surveyor (00615 & 00151).	INT22/18447

<b>Delegation</b>	<b>3.4 BUILDING ACT 2011 - GRANTING BUILDING AND DEMOLITION PERMITS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to administratively grant building and demolition permits, building approval certificates and occupancy permits.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Restricted to administratively granting certificates and permits that have the relevant certifications of building compliance, construction compliance and/or design compliance, as certified and issued by a person meeting the qualification requirements of the <i>Building Services (Registration) Regulations 2011</i> .
<b>Subdelegates</b>	Administration Officer (00110) Administration Officer (00131) Administration Officer (00132) Administration Officer (00133) Assistant Building Surveyor (00154) Assistant Building Surveyor (01068) Building Surveyor (00150) Building Surveyor (00151) Building Surveyor (00615) Coordinator Building Approvals (00113) Director Planning and Community Development (00105) Manager Regulatory Services (01093) Senior Building Surveyor (00148) Senior Building Surveyor (00153)
<b>Statutory framework</b>	Sections 20, 21, 58 and 127 of the <i>Building Act 2011</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	20 March 2012
<b>Adoption references</b>	CJ027-03/12

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
20 Mar 2012	New delegation	Insertion of delegation in accordance to Section 127 of the new Building Act 2011, authority to approve or refuse permit applications, building approval certificates, design compliance certificates and certificates of construction compliance.	CJ027-03/12

21 Oct 2014	Amended delegation	Council authorised delegation to Administration Team Leader (00110) the power to approve permit applications, on the condition that the position is restricted to approving permit applications that have been certified by a suitably qualified Building Surveyor.	CJ180-10/14
23 Jun 2015	Amended delegation	Update legislation reference to Building Regulation 2012.	CJ095-06/15
26 Jun 2018	Amended delegation	Sub delegations provided to position numbers (00105, 01093, 00113, 00153, 00148, 00150, 00154, 00615, 01068, 00151, 00119, 00120, 00155, 00614, 00110, 00131, 00132, 00133, 00109, 00106).	CJ101-06/18
26 Jun 2018	New delegation	The original delegation 'Building Act 2011 - Building and Demolition Permit Applications, building approval certificates, certificates of building compliance, construction compliance and design compliance' was repealed, and split into component parts as the changes to the grouping of the delegations better aligned with workflow processes, extent of authority and aims to improve service delivery.	CJ101-06/18
25 Jun 2019	Amended delegation	Removal of sub delegations for position numbers (00119, 00120, 00155, 00614, 00106)	CJ078-06/19
25 Jun 2019	Amended delegation	Small amendments to title and function, and addition of delegated conditions. Addition of reference to Sections 20, 21, 58 of the Building Act 2011.	CJ078-06/19
7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259
10 May 2022	Amended delegation	Sub-delegate change in title from Assistant Building Surveyor for positions (00615 & 00151) to Building Surveyor (00615 & 00151).	INT22/18447

<b>Delegation</b>	<b>3.5.1 BUILDING ACT 2011 – REFUSING AND CANCELLING BUILDING AND DEMOLITION PERMIT APPLICATIONS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to refuse and cancel building and demolition permit applications, building approval certificates and occupancy permits.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Subdelegates</b>	Coordinator Building Approvals (00113) Director Planning and Community Development (00105) Manager Regulatory Services (01093) Senior Building Surveyor (00148) Senior Building Surveyor (00153)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Section 24 of the <i>Building Act 2011</i> . Section 60 of the <i>Building Act 2011</i> . Section 127 of the <i>Building Act 2011</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	20 March 2012
<b>Adoption references</b>	CJ027-03/12
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
20 Mar 2012	New delegation	Insertion of delegation in accordance to Section 127 of the new Building Act 2011, authority to approve or refuse permit applications, building approval certificates, design compliance certificates and certificates of construction compliance.	CJ027-03/12
23 Jun 2015	Amended delegation	Legislation reference changed to Building Regulations 2012.	CJ095-06/15
23 Jun 2015	Amended delegation	Addition of two sub-delegation positions of Senior Building Surveyor (00153, 00148).	CJ095-06/15



26 Jun 2018	New delegation	The original delegation 'Building Act 2011 - Building and Demolition Permit Applications, building approval certificates, certificates of building compliance, construction compliance and design compliance' was repealed, and split into component parts as the changes to the grouping of the delegations better aligned with workflow processes, extent of authority and aims to improve service delivery.	CJ101-06/18
23 Jun 2020	Amended delegation	Changes to the title and function by way of removing the words "Building approval certificate strata".	CJ079-06/20
7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259

<b>Delegation</b>	<b>3.5.2 BUILDING ACT 2011 – EXTENDING THE DURATION OF BUILDING AND DEMOLITION PERMITS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to extend the duration of building and demolition permits, building approval certificates and occupancy permits.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Subdelegates</b>	Coordinator Building Approvals (00113) Director Planning and Community Development (00105) Manager Regulatory Services (01093) Senior Building Surveyor (00148) Senior Building Surveyor (00153)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Section 32 of the <i>Building Act 2011</i> .  Section 65 of the <i>Building Act 2011</i> .  Section 127 of the <i>Building Act 2011</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	TBC
<b>Adoption references</b>	TBC
<b>Last reviewed</b>	TBC

<b>Delegation</b>	<b>3.6 BUILDING ACT 2011 - BUILDING ORDERS</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to serve a building order.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Subdelegates</b>	Coordinator Compliance and Regulatory Performance (01094) Director Planning and Community Development (00105) Manager Regulatory Services (01093)
<b>Statutory framework</b>	Division 5 of Part 8 of the Building Act 2011. Section 127 of the Building Act 2011.
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	20 March 2012
<b>Adoption references</b>	CJ027-03/12
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
20 Mar 2012	New delegation	Insertion of delegation as a result of the new Building Act 2011.	CJ027-03/12
26 Jun 2018	Amended delegation	Sub delegations provided to position numbers (00105, 01093, 01094).	CJ101-06/18
26 Jun 2018	New delegation	The original delegation 'Building Act 2011 - Building and Demolition Permit Applications, building approval certificates, certificates of building compliance, construction compliance and design compliance' was repealed, and split into component parts as the changes to the grouping of the delegations better aligned with workflow processes, extent of authority and aims to improve service delivery.	CJ101-06/18

		A condition requiring the issuing of orders be reported to Council has been deleted, as this is an operational enforcement matter that may be required following extensive action by the City to address areas of non-compliance with the Building Act 2011.	
8 May 2020	Amended delegation	Change in position title from Coordinator Compliance (01094) to Coordinator Compliance and Regulatory Performance (01094).	EMI21/253
7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259

<b>Delegation</b>	<b>3.7 BUSH FIRES ACT 1954 - FUNCTIONS OF A LOCAL GOVERNMENT</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to perform the functions of the local government under the <i>Bush Fires Act 1954</i> .
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Cannot be sub-delegated.
<b>Statutory framework</b>	Section 48 of the <i>Bush Fires Act 1954</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	21 October 2014
<b>Adoption references</b>	CJ180-10/14
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Oct 2014	New delegation	New instrument of delegation to formally delegate to the Chief Executive Officer the functions of a local government under section 48 of the Bush Fires Act 1954.	CJ180-10/14

<b>Delegation</b>	<b>3.8 CAT ACT 2011 - POWERS AND DUTIES OF A LOCAL GOVERNMENT</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to exercise the powers or discharge the duties of the local government under the Cat Act 2011.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil
<b>Subdelegates</b>	Director Planning and Community Development (00105) Manager Rangers Parking and Community Safety (00912)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Section 44 of the <i>Cat Act 2011</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	25 June 2013
<b>Adoption references</b>	CJ102-06/13

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
25 Jun 2013	New delegation	Initially this delegation was placed within the instrument of delegation titled "Appointment of Authorised Persons" however the delegation is broader than just appointing authorised persons.	CJ102-06/13
21 Oct 2014	Amended delegation	A separate instrument of delegation has been developed relating to the Cat Act 2011 in its entirety, delegating the Chief Executive Officer all the powers and duties of the local government under the Cat Act 2011.	CJ180-10/14
21 May 2020	Amended delegation	New sub-delegations to Director Corporate Services (00063) and Manager Rangers Parking and Community Safety (00912).	INT20/19165
10 May 2022	Amended delegation	Removal of sub-delegate authority from Director Corporate Services (00063) and replace with Director Planning and Community Development (00105), as Rangers, Parking and Community Development BU is transferring to Planning and Community Development Directorate.	INT22/18447

<b>Delegation</b>	<b>3.9 DOG ACT 1976 - POWERS AND DUTIES OF A LOCAL GOVERNMENT</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<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>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Statutory framework</b>	Section 10AA of the <i>Dog Act 1976</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	21 October 2014
<b>Adoption references</b>	CJ180-10/14
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Oct 2014	New delegation	New instrument of delegation to Chief Executive Officer to undertake the powers and duties of the local government under the Dog Act 1976	CJ180-10/14

<b>Delegation</b>	<b>3.10 FOOD ACT 2008 - FUNCTIONS OF AN ENFORCEMENT AGENCY</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to exercise the powers or discharge the duties of the local government, as an enforcement agency under the <i>Food Act 2008</i> .
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Statutory framework</b>	Section 118(2)(b) of the <i>Food Act 2008</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	21 October 2014
<b>Adoption references</b>	CJ180-10/14
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Oct 2014	New delegation	New instrument of delegation to formally delegate to the Chief Executive Officer the functions of a local government under section 118(2) of the Food Act 2008.	CJ180-10/14
23 Jun 2015	Amended delegation	Legislative reference amended from Section 122 to Section 118(2)(b) of the Food Act 2008.	CJ095-06/15



<b>Delegation</b>	<b>3.11 GRAFFITI VANDALISM ACT 2016 – POWERS AND DUTIES OF A LOCAL GOVERNMENT</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to exercise the powers or discharge the duties of the local government under the <i>Graffiti Vandalism Act 2016</i> including the authority to delegate the powers and duties of a local government to other persons.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Subdelegates</b>	Manager Rangers Parking and Community Safety (00912)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Section 16 and 17 of the <i>Graffiti Vandalism Act 2016</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	15 November 2016
<b>Adoption references</b>	CJ192-11/16
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
15 Nov 2016	New delegation	New instrument of delegation to delegate to the Chief Executive Officer the functions of a local government under section 16 of the Graffiti Vandalism Act 2016.	CJ192-11/16
21 May 2020	Amended delegation	New sub-delegations to Manager Rangers Parking and Community Safety (00912) authority to exercise the power or discharge the duties of the local government under the Graffiti Vandalism Act 2016.	INT20/19165

<b>Delegation</b>	<b>3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	<p>The following powers conferred or imposed on Council or the local government under the Scheme:</p> <ul style="list-style-type: none"> <li>a. the approval of an application for development approval for the purpose of a 'single house', or up to 5 'grouped dwellings', or any associated, ancillary or incidental development to a 'single house', 'grouped dwelling' or 'multiple dwelling' where: <ul style="list-style-type: none"> <li>i. there have not been any objections to the application received; and</li> <li>ii. the application is not required to be considered by the Joondalup Design Reference Panel; and</li> <li>iii. in the case of applications for development approval that require a Bushfire Attack Level assessment in accordance with <i>State Planning Policy 3.7 – Planning in Bushfire Prone Areas (SPP 3.7)</i> the development: <ul style="list-style-type: none"> <li>a. has a Bushfire Attack Level of less than 40; and</li> <li>b. where the Bushfire Attack Level is 12.5, 19 or 29: <ul style="list-style-type: none"> <li>i. is not a vulnerable land use as defined under SPP 3.7; and</li> <li>ii. complies with clause 6.5 of SPP 3.7; and</li> </ul> </li> </ul> </li> <li>iv. the Deemed-to-Comply requirements or Element Objectives of the <i>Residential Design Codes</i> and/or replacement Deemed-to-Comply requirements of the <i>Residential Development Local Planning Policy</i> or <i>Development in Housing Opportunity Areas Local Planning Policy</i> have been satisfied (where applicable), and the development satisfies any applicable standards and requirements of the Scheme, any applicable structure plan, activity centre plan or local development plan and all other applicable local planning policies; or</li> <li>v. the Local Housing Objectives of the <i>Residential Development Local Planning Policy</i> have been satisfied; or</li> <li>vi. in the case of applications for development approval where the development does not meet the Deemed-to-Comply requirements of the <i>Residential Design Codes</i> or the requirements of any applicable standards or requirements of the Scheme, any applicable structure plan, activity centre plan, local development plan, or local planning policy, provided: <ul style="list-style-type: none"> <li>a. the plot ratio of the development does not exceed the requirement of Table 2.1 of the <i>Residential Design Codes</i>;</li> <li>b. the building setbacks of development, including retaining walls, are not less than those specified under the Deemed-to-Comply requirements or Table 2.1 of the <i>Residential Design Codes</i>, or any applicable structure plan, activity centre plan, local development plan or local planning policy by more than 1.5 metres;</li> <li>c. any outbuilding is not in the primary or secondary setback area stipulated in Table 1 or Table 2.1 of the <i>Residential Design Codes</i> or</li> </ul> </li> </ul> </li> </ul>

	<ol style="list-style-type: none"> <li>1.             <ol style="list-style-type: none"> <li>1. applicable structure plan, activity centre plan, local development plan or local planning policy;</li> <li>2. the height and/or length of boundary wall(s) does not exceed the amounts set out in the Deemed-to-Comply Requirements or Table 2.1 of the <i>Residential Design Codes</i> or any applicable structure plan, activity centre plan, local development plan or local planning policy by more than 10% of those requirements, and where there are boundary walls to no more than two (2) separate boundaries;</li> <li>3. the height of the proposed fill or retaining wall within the primary street setback area does not exceed 1.2 metres above natural ground level; and</li> <li>4. the height of non visually permeable fencing within the primary street setback area does not exceed 1.2 metres above natural ground level (as measured from the midpoint of the verge) for more than 25% of the frontage of the lot.</li> </ol> </li> <li>2. the approval of an application for development approval for the purposes of a class of use listed in Table 3 Zoning Table, Table 3a Whitford Activity Centre Zoning Table and Table 3b Joondalup Activity Centre Zoning Table of the Scheme other than a 'single house', 'grouped dwelling', 'multiple dwelling', or any associated, ancillary or incidental development where:             <ol style="list-style-type: none"> <li>1. there have not been any objections to the application received; and</li> <li>2. the application is not required to be considered by the Joondalup Design Reference Panel; and</li> <li>3. in the case of applications for development approval that require a Bushfire Attack Level assessment in accordance with <i>State Planning Policy 3.7 – Planning in Bushfire Prone Areas (SPP 3.7)</i> the development:                 <ol style="list-style-type: none"> <li>1. has a Bushfire Attack Level of less than 40; and</li> <li>2. where the Bushfire Attack Level is 12.5, 19 or 29:                     <ol style="list-style-type: none"> <li>i. is not a vulnerable land use as defined under SPP 3.7; and</li> <li>ii. complies with clause 6.5 of SPP 3.7; and</li> </ol> </li> </ol> </li> <li>iv. the development satisfies any applicable standards and requirements of the Scheme, any applicable structure plan, activity centre plan or local development plan and all applicable local planning policies; with the exception of the following:</li> <li>v. setback requirements for patio(s), verandah(s), shade sail(s), portico(s), outbuilding(s) or retaining wall(s) not greater than 1.2 metres above natural ground level in height; or</li> <li>vi. the shortfall in car parking is not increasing from that previously approved; or</li> </ol> </li> </ol>
<b>Delegates</b>	Chief Executive Officer (00001)

<b>Conditions</b>	The Chief Executive Officer is to cause a report of the exercise of powers and functions to be prepared and presented to each ordinary meeting of Council.
<b>Subdelegates</b>	Coordinator Planning Approvals (00112) Coordinator Planning Approvals (01313) Coordinator Urban Design and Policy (00111) Senior Planning Project Officer (00122) Senior Urban Planner (00115) Senior Urban Planner (00125) Senior Urban Planner (00609) Senior Urban Planner (00778) Senior Urban Planner (01479)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Clause 82 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> . Section 5.42 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	21 November 2006
<b>Adoption references</b>	CJ208-11/06

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2006	New delegation	Insertion of delegation for Town Planning delegations be appointed to delegates; the Planning Director, Manager, Coordinator and Senior Planning Officers, and matters not delegated to coordinator Planning approvals and senior planning officers.	CJ208-11/06
7 Sep 2007	Amended delegation	Wording of delegation to be amended to reflect and align with recent modifications to DPS2, as Schedule 6 and clause 8.9 have been deleted from DPS2.	CJ186-09/07
16 Jun 2009	Amended delegation	Minor amendments to various clauses.	CJ127-06/09
22 Jun 2010	Amended delegation	Removal of Part 4 - the Subdivision Delegation and established in a new delegation for ease of reference and to clarify the source of the delegation power.	CJ095-06/10

28 Jun 2011	Amended delegation	<p>An amendment to the position title to reflect a change in the City's organisational structure – the position of Manager Planning Services replaces the position of Manager Planning Approvals and Environmental Services.</p> <p>The addition of part (d) the determination of an application for approval for short stay accommodation except where abutting the 'Residential' zone."</p>	CJ107-06/11
13 Dec 2011	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Development, to have authority to determine applications for display homes on a maximum of 23 Lots in Burns Beach.	CJ229-12/11
21 Feb 2012	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Development, to have authority to determine applications for display homes on Lot 1189 Larvotto Turn, Burns Beach.	CJ003-02/12
15 May 2012	Amended delegation	<p>Town Planning Delegations - General - amendments relating to:</p> <ul style="list-style-type: none"> <li>• Add "Coordinator Urban Design and Policy (00111)".</li> <li>• Amend "Senior Urban Planner (00122, 00125)" to "Senior Planning Officer (00122, 00125)".</li> <li>• Typographical changes.</li> <li>• Insert "associated, ancillary and incidental development".</li> <li>• Insert "any Agreed Structure Plan".</li> </ul>	CJ094-06/13
16 Jul 2013	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Community Development and the Manager Planning Services, the authority to determine applications for the unlisted land use 'Ancillary Dwelling' as defined by the new Residential Design Codes under the City's District Planning Scheme No.	CJ123-07/13
21 Oct 2014	Amended delegation	Change in title from Town Planning Delegations - General to District Planning Scheme No. 2, and other amendments to the instrument of delegation, including delegations provided to Senior Urban Planner (00778).	CJ180-10/14

6 Oct 2015	Amended delegation	District Planning Scheme No. 2 - Amendments include major changes introduced by the Planning and Development (Local Planning Schemes) Regulations 2015 and alignment to District Planning Scheme No. 2 (DPS2). <ul style="list-style-type: none"> <li>• Delegate a range of local government functions to Chief Executive Officer.</li> <li>• Revoke delegations previously afforded to various officers of the Planning Services Business Unit.</li> </ul>	CJ167-10/15
19 Oct 2015	Amended delegation	District Planning Scheme No. 2 - sub-delegation of local government functions to designated employees.	INT15/36323
21 Aug 2018	Amended delegation	<ul style="list-style-type: none"> <li>• Change in title from District Planning Scheme No. 2 - Delegations - General to Local Planning Scheme No. 3 - Delegations - General, and other minor amendments.</li> <li>• Change in conditions, with the removal of "the delegations are to have effect for a period of two years from and including 27 June 2017".</li> <li>• Sub-Delegation afforded to Senior Urban Planner (01479).</li> <li>• Other minor changes.</li> </ul>	CJ133-08/18
25 Jun 2019	Amended delegation	Local Planning Scheme No. 3 – Delegations - General - minor changes made due to the annual review of Delegation of Authority Register.	CJ078-06/19
23 Jun 2020	Amended delegation	Local Planning Scheme No. 3 – Delegations - General - minor changes made due to the annual review of Delegation of Authority Register.	CJ079-06/20
8 Jan 2021	Amended delegation	Local Planning Scheme No. 3 – Delegations - General - removal of position 00122, as the position is now classified as an Urban Planner and no longer has delegated authority.	EMI21/293
15 Jun 2021	Amended delegation	Changes in Function in respect to section a, a(iv), a (vi)(b), section b(v), b(vii) slight changes in wording and reference to the new Advertisement Local Planning Policy, which replaces the Signs Policy.	CJ079-06/21
10 May 2022	Amended delegation	Add Sub-delegated authority to Senior Planning Project Officer (00122).	INT22/18447

<b>Delegation</b>	<b>3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	<p>The following powers conferred or imposed on the Council or the local government under the <i>Scheme and the Planning and Development Act 2005</i>:</p> <ul style="list-style-type: none"> <li>a. the determination of an application for development approval for the purpose of a 'single house', and/or up to 5 'grouped dwellings', or any associated, ancillary or incidental development;</li> <li>b. the determination of an application for development approval for the purpose of a class of use listed in Table 3 Zoning Table, Table 3a Whitford Activity Centre Zoning Table and Table 3b Joondalup Activity Centre Zoning Table of the Scheme or any associated, ancillary or incidental development (other than a 'single house', 'grouped dwelling' or 'multiple dwelling') provided: <ul style="list-style-type: none"> <li>i. building setbacks for buildings other than for those set out in 1(b)(v) of these delegations, as set out in the Scheme or any applicable structure plan, activity centre plan, local development plan or local planning policy, are not less than the required amount by more than 1.5 metres;</li> <li>ii. the amount of car parking provided is not less than the standards and requirements set out in the Scheme, applicable local planning policy or any applicable structure plan, activity centre plan or local development plan by more than 10% or the shortfall in car parking is not increasing from that previously approved;</li> <li>iii. the landscaping between a car parking area and the street as set out under the Scheme, applicable local planning policy or an applicable structure plan, activity centre plan or local development plan achieves an average width of not less than 1.0 metre;</li> <li>iv. the overall amount of landscaping provided for the site does not vary the standards and requirements set out in the Scheme, applicable local planning policy or any applicable structure plan, activity centre plan or local development plan by more than 10% of that requirement or the shortfall in landscaping is not increasing from that previously approved; and</li> <li>v. the development complies with the coastal area building height in the <i>Commercial, Mixed Use and Service Commercial Zone Local Planning Policy</i>.</li> </ul> </li> <li>c. the direction under clauses 64(3), (4), (5), (6) and (7) of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> to advertise an application for development approval;</li> <li>d. the determination under clause 64(2) of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> whether a departure from the requirements of the Scheme is of a minor nature and whether to waive the requirement for the advertising of the application, providing it is not an application that would otherwise require advertising under the Scheme or local planning policy;</li> <li>e. the determination under clause 63(2) of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> whether to waive or vary the requirement for plans and other information to be submitted with an application;</li> </ul>

	<ol style="list-style-type: none"> <li>1. the determination under clause 61(1)(f) of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> whether works are temporary for the purposes of the Scheme and the length of time that such 'development' is permitted to remain in the requested location;</li> <li>2. the decision whether an application for development approval may affect any other statutory, public or planning authority, and shall therefore require them to be provided a copy of the application for objections and recommendations under clause 66(1) of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</li> </ol>
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	The Chief Executive Officer is to cause a report of the exercise of powers and functions to be prepared and presented to each ordinary meeting of Council.
<b>Subdelegates</b>	Director Planning and Community Development (00105) Manager Planning Services (00108) Manager Regulatory Services (01093)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Clause 82 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> . Section 5.42 of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	21 November 2006
<b>Adoption references</b>	CJ208-11/06

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2006	New delegation	Insertion of delegation for Town Planning delegations be appointed to delegates; the Planning Director, Manager, Coordinator and Senior Planning Officers, and matters not delegated to coordinator Planning approvals and senior planning officers.	CJ208-11/06
7 Sep 2007	Amended delegation	Wording of delegation to be amended to reflect and align with recent modifications to DPS2, as Schedule 6 and clause 8.9 have been deleted from DPS2.	CJ186-09/07
16 Jun 2009	Amended delegation	Minor amendments to various clauses.	CJ127-06/09



22 Jun 2010	Amended delegation	Removal of Part 4 - the Subdivision Delegation and established in a new delegation for ease of reference and to clarify the source of the delegation power.	CJ095-06/10
28 Jun 2011	Amended delegation	An amendment to the position title to reflect a change in the City's organisational structure – the position of Manager Planning Services replaces the position of Manager Planning Approvals and Environmental Services.  The addition of part (d) the determination of an application for approval for short stay accommodation except where abutting the 'Residential' zone."	CJ107-06/11
13 Dec 2011	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Development, to have authority to determine applications for display homes on a maximum of 23 Lots in Burns Beach.	CJ229-12/11
21 Feb 2012	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Development, to have authority to determine applications for display homes on Lot 1189 Larvotto Turn, Burns Beach.	CJ003-02/12
15 May 2012	Amended delegation	Minor changes made to the Town Planning Delegations.	CJ075-05/12
25 Jun 2013	Amended delegation	Town Planning Delegations - General - amendments relating to: <ul style="list-style-type: none"> <li>• Add "Coordinator Urban Design and Policy (00111)".</li> <li>• Amend "Senior Urban Planner (00122, 00125)" to "Senior Planning Officer (00122, 00125)".</li> <li>• Typographical changes.</li> <li>• Insert "associated, ancillary and incidental development".</li> <li>• Insert "any Agreed Structure Plan".</li> </ul>	CJ094-06/13
16 Jul 2013	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Community Development (00105) and the Manager Planning Services (00108), the authority to determine applications for the unlisted land use 'Ancillary Dwelling' as defined by the new Residential Design Codes under the City's District Planning Scheme No. 2 (DPS2).	CJ123-07/13
21 Oct 2014	Amended delegation	Change in title from Town Planning Delegations - General to District Planning Scheme No. 2, and other amendments to the instrument of delegation, including delegations provided to Senior Urban Planner (00778).	CJ180-10/14

6 Oct 2015	Amended delegation	<ul style="list-style-type: none"> <li>• District Planning Scheme No. 2 - Amendments include major changes introduced by the Planning and Development (Local Planning Schemes) Regulations 2015 and alignment to District Planning Scheme No. 2 (DPS2).</li> <li>• Delegate a range of local government functions to Chief Executive Officer.</li> <li>• Revoke delegations previously afforded to various officers of the Planning Services Business Unit.</li> </ul>	CJ167-10/15
19 Oct 2015	Amended delegation	District Planning Scheme No. 2 - sub-delegation of local government functions to designated employees.	INT15/36323
21 Aug 2018	Amended delegation	<ul style="list-style-type: none"> <li>• Change in title from District Planning Scheme No. 2 - Delegations - General to Local Planning Scheme No. 3 - Delegations - General, and other minor amendments.</li> <li>• Amendments to functions delegated.</li> <li>• Change in conditions, with the removal of "the delegations are to have effect for a period of two years from and including 27 June 2017".</li> </ul>	CJ133-08/18
25 Jun 2019	Amended delegation	Local Planning Scheme No. 3 – Delegations - General - minor changes made due to the annual review of Delegation of Authority Register.	CJ078-06/19
21 May 2020	Amended delegation	Sub-delegation afforded to Manager Compliance and Regulatory Services (01093)	INT20/19165
7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259
15 Jun 2021	Amended delegation	Changes in function relating to removal of determination of applications for 'multiple dwellings', inclusion of reference to the local planning policy in section (i) and (d), inclusion of the wording 'or the shortfall in car parking and landscaping is not increasing from that previously approved in respect to section (ii) and (iv), the inclusion of clauses 64 (4), (5), (6) and (7) in section (c).	CJ079-06/21

<b>Delegation</b>	<b>3.13 PLANNING AND DEVELOPMENT ACT 2005 - POWER AS TO ILLEGAL DEVELOPMENT</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to exercise all the powers and functions of the local government under sections 214 (2), (3) and (5) of the <i>Planning and Development Act 2005</i> .
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Statutory framework</b>	Section 5.42(1)(b) of the <i>Local Government Act 1995</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	21 October 2014
<b>Adoption references</b>	CJ180-10/14
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Oct 2014	New delegation	Insertion of delegation in accordance to Sections 214 (2), (3) and (5) of the Planning and Development Act 2005.	CJ180-10/14

<b>Delegation</b>	<b>3.14 PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 - DETERMINE DEVELOPMENT APPLICATIONS FOR 'UNLISTED USE (BICYCLE HIRE)'</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to determine development applications for 'Unlisted Use (Bicycle Hire)'.
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Subdelegates</b>	Director Planning and Community Development (00105) Manager Planning Services (00108)
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Section 5.42 of the <i>Local Government Act 1995</i> . Clause 82 of Schedule 2 of the <i>Planning and Development(Local Planning Schemes) Regulations 2015</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	20 September 2016
<b>Adoption references</b>	CJ135-09/16
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
20 Sep 2016	New delegation	Delegate function to Chief Executive Officer to determine development applications for 'Unlisted Use (Bicycle Hire)'	CJ135-09/16, INT16/36170
21 Sep 2016	Amended delegation	Sub-delegation afforded to Director Planning and Community Development (00105) and Manager Planning Services (00108) to determine development applications for 'Unlisted Use (Bicycle	INT16/36191

<b>Delegation</b>	<b>3.15 PUBLIC HEALTH ACT 2016 - FUNCTIONS OF AN ENFORCEMENT AGENCY</b>
<b>Category</b>	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
<b>Delegator</b>	Council
<b>Function</b>	Authority to exercise all of the powers and duties conferred or imposed on a local government, as an enforcement agency, under the <i>Public Health Act 2016</i> .
<b>Delegates</b>	Chief Executive Officer (00001)
<b>Conditions</b>	Nil.
<b>Statutory framework</b>	Section 21 of the <i>Public Health Act 2016</i> .
<b>Policy</b>	Not applicable.
<b>Date adopted</b>	21 February 2017
<b>Adoption references</b>	CJ012-02/17
<b>Last reviewed</b>	15 June 2021

<b>Amendments</b>			
<b>Approved</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Feb 2017	New delegation	New delegation in accordance with Public Health Act 2016.	CJ012-02/17
15 Jun 2021	Amended delegation	Change in delegation numbering from 3.16 to 3.15 - Public Health Act 2016 - Functions of an Enforcement Agency, due to the revoking of delegation 3.15.	CJ079-06/21