

Delegation	Page No	Proposed Amendment
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APPENDIX 2

Local Laws Made Under any Act	8/9	Amendment required resulting from organisational restructure of 01.03.02.
Local Laws to be Publicised	10	Amendment required resulting from organisational restructure of 01.03.02.
Periodic Review of Local Laws	11/12	Amendment required resulting from organisational restructure of 01.03.02.
Duties when Performing Functions	14	Amendment required resulting from organisational restructure of 01.03.02. Additional delegations to: <ul style="list-style-type: none"> • Manager Infrastructure Management Services • Manager Operations Services
Notice requiring certain things to be done by the owner or occupier of land	15	Additional delegations to: <ul style="list-style-type: none"> • Manager Operation Services • Manager Planning, Approvals and Environmental Services • Coordinator Planning Services • Principal Building Surveyor
Entry in an Emergency	16	Additional delegation to: <ul style="list-style-type: none"> • Business Unit Managers
Closing certain thoroughfares to vehicles	22	Amendment required resulting from organisational restructure of 01.03.02. Additional delegation to: <ul style="list-style-type: none"> • Manager Infrastructure Management Services
Partial closure of thoroughfare for repairs and maintenance	23	Amendment required resulting from organisational restructure of 01.03.02. Additional delegation to: <ul style="list-style-type: none"> • Manager Operations Services
Affected Owners to be notified of certain proposals	24	Amendment required resulting from organisational restructure of 01.03.02. Additional delegation to: <ul style="list-style-type: none"> • Manager Infrastructure Management Services
Public access to be maintained and plans kept	25	Amendment required resulting from organisational restructure of 01.03.02. Additional delegation to: <ul style="list-style-type: none"> • Manager Infrastructure Management Services
Register of Delegations to Committees	29	Amendment required resulting from organisational restructure of 01.03.02.

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Annual Review of Certain Employees' Performances	31	Change in heading to remove "certain".
Powers and Functions by the Chief Executive Officer	33 & 36	Additional delegation to: <ul style="list-style-type: none"> • Business Unit Managers
Attendance at Interstate Sporting Competitions	37	Amendment required resulting from organisational restructure of 01.03.02.
Register of Financial Interest	45	Amendment required resulting from organisational restructure of 01.03.02.
Expenses may be Funded before Actually Incurred	47	Amendment required resulting from organisational restructure of 01.03.02.
Financial Report	48	Amendment required resulting from organisational restructure of 01.03.02.
Accounts and Records	49	Amendment required resulting from organisational restructure of 01.03.02.
Municipal Fund	50	Amendment required resulting from organisational restructure of 01.03.02.
Write off of Monies	52	Amendment required resulting from organisational restructure of 01.03.02.
Power to Invest	53	Amendments required resulting from organisational restructure of 01.03.02. Change in delegation from Revenue Accountant to Statutory Accountant.
Local Government to Give Notice of Fees and Charges	54	Change in wording of "function to be performed".
Local Government to Give Notice of Certain Rates	55	Amendment required resulting from organisational restructure of 01.03.02.
Specified Area Rates	56	Amendment required resulting from organisational restructure of 01.03.02.
Service Charges	57	Amendment required resulting from organisational restructure of 01.03.02.
Rate Record	58/59	Amendments required resulting from organisational restructure of 01.03.02. Change in delegation from Revenue Accountant to Statutory Accountant.
Agreement as to payment of rates and service charges	60	Amendments required resulting from organisational restructure of 01.03.02. Remove delegation to Revenue Accountant Additional delegation to: <ul style="list-style-type: none"> • Rates Officers
Rates or service charges recoverable in court	61	Amendments required resulting from organisational restructure of 01.03.02. Remove delegation to Revenue Accountant Additional delegation to:

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		<ul style="list-style-type: none"> • Rates Officers
Local Government may require Lessee to pay rent	62	Amendment required resulting from organisational restructure of 01.03.02.
Objection to the Rate Record	63/64	Amendment required resulting from organisational restructure of 01.03.02.
Referral of Appeal to Tribunal	65	Amendment required resulting from organisational restructure of 01.03.02.
Permission to have a gate across a Public Thoroughfare	70	Amendment required resulting from organisational restructure of 01.03.02.
Dangerous excavation in or near public thoroughfare	71	Amendment required resulting from organisational restructure of 01.03.02. Additional delegation to: <ul style="list-style-type: none"> • Manager Infrastructure Management Services
Crossing from public thoroughfare to private land or private thoroughfare	72	Amendment required resulting from organisational restructure of 01.03.02. Additional delegations to: <ul style="list-style-type: none"> • Manager Infrastructure Management Services • Senior Administration Officer, Infrastructure Management Services
Requirement to construct and repair crossing	73	Amendment required resulting from organisational restructure of 01.03.02. Additional delegation to: <ul style="list-style-type: none"> • Manager Infrastructure Management Services.
Private works on, over or under public spaces	74	Amendment required resulting from organisational restructure of 01.03.02. Additional delegation to: Manager Infrastructure Management Services.
Public Notice of Council or Committee Meetings	75/76	Amendment required resulting from organisational restructure of 01.03.02.
Public Inspection of Unconfirmed Minutes of Council or Committee meetings	77	Amendment required resulting from organisational restructure of 01.03.02.
Public Inspection of certain documents relating to Council or Committee meetings	78	Amendment required resulting from organisational restructure of 01.03.02.
Requirement for Publicly Invited Tenders	80	Amendment required resulting from organisational restructure of 01.03.02. Change of delegation from Executive Manager Strategic Planning to Director Corporate Services & Resource Management

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Receiving and Opening Tenders	81	Amendment required resulting from organisational restructure of 01.03.02. Change of delegation from Executive Manager Strategic Planning to Director Corporate Services & Resource Management
Tender Register	82	Amendment required resulting from organisational restructure of 01.03.02. Change of delegation from Executive Manager Strategic Planning to Director Corporate Services & Resource Management
Tenderers to be Notified	84	Amendment required resulting from organisational restructure of 01.03.02. Change of delegation from Executive Manager Strategic Planning to Director Corporate Services & Resource Management
Limitation may be placed on who can Tender	85	Amendment required resulting from organisational restructure of 01.03.02. Change of delegation from Executive Manager Strategic Planning to Director Corporate Services & Resource Management
Persons Expressing an Interest to be Notified of Outcome	87	Amendment required resulting from organisational restructure of 01.03.02. Change of delegation from Executive Manager Strategic Planning to Director Corporate Services & Resource Management
Financial Management Duties of the Chief Executive Officer	88	Amendment required resulting from organisational restructure of 01.03.02.
Payment of Accounts	90	Amendment required resulting from organisational restructure of 01.03.02.
Payments from the Trust Fund	91	Change in heading to read "Payment from the <u>Municipal Fund and Trust Fund</u> " Amendment required resulting from organisational restructure of 01.03.02.
Management of Investments	92	Amendment required resulting from organisational restructure of 01.03.02.

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Financial Report to be prepared	92	Amendment required resulting from organisational restructure of 01.03.02. Change in wording of “function to be performed”.
Travel/Accommodation - Elected Members and Staff	98/99	Changes made to reflect the recent adoption of ‘Policy 2.2.13 - Payment of Fees, Allowances and Expenses and the Provision of Facilities to the Mayor, Deputy Mayor and Councillors’.
Elected Members’ Advertising	102	Amendment required resulting from organisational restructure of 01.03.02.
Advertising - Child Care Centres	103	Amendment required resulting from organisational restructure of 01.03.02.
Consulting Rooms	104	Amendment required resulting from organisational restructure of 01.03.02.
Uniform Fencing - Subdivision	106/107	Amendment required resulting from organisational restructure of 01.03.02.
Retaining Walls	108	Amendment required resulting from organisational restructure of 01.03.02.
Signatories to Accounts	109	Various amendments to delegations.
Payment of Rates by Instalments	111	Amendment required resulting from organisational restructure of 01.03.02. Change in heading to read “Payment of Rates by Instalments or <u>Special Arrangement</u> ”
Consumption of Alcohol within Council Recreation Facilities, Libraries or on Reserves	116/117	Amendment required resulting from organisational restructure of 01.03.02.
Acquisition for the City’s Art Collection	118	Amendment required resulting from organisational restructure of 01.03.02.
Procurement of Council Buildings	119	Amendment required resulting from organisational restructure of 01.03.02.
Access to Information for people with disabilities	120	Amendment required resulting from organisational restructure of 01.03.02.
Domestic Waste Collection and Recycling Services	121	Amendment required resulting from organisational restructure of 01.03.02.
Advertising on public open space	122	This delegation may be deleted as the related Policy 5.2.1 - ‘Advertising on Public Open Space’ was deleted in June 2000.
Verge Treatments - Protective devices	123	Amendment required resulting from organisational restructure of 01.03.02. Additional delegation to: <ul style="list-style-type: none"> • Manager Infrastructure Management Services.
Sand drift control	124	Amendment required resulting from

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		organisational restructure of 01.03.02. Additional delegation to: Manager Infrastructure Management Services.
Subsidy - Vehicle crossing	125	Amendment required resulting from organisational restructure of 01.03.02. Additional delegations to: <ul style="list-style-type: none"> • Manager Infrastructure Management Services. • Administration Officer, Infrastructure Management Services
Roadworks - Opening up	126	Amendment required resulting from organisational restructure of 01.03.02. Additional delegation to: <ul style="list-style-type: none"> • Manager Infrastructure Management Services.
Acknowledgment of Service - Elected Members	127	Amendment required resulting from organisational restructure of 01.03.02.
Advertising of Planning Proposals	128	Amendments required resulting from organisational restructure of 01.03.02.
Memorial plaques	129	Amendments required resulting from organisational restructure of 01.03.02.
Freedom of Information	130	Change of delegations within Records Services.
Coat of Arms (Council Crest) and Corporate Logo	131	Change of delegation from Directors to Manager Marketing Communications and Council Support
Use of Common Seal and the Signatories for Contract Execution	132	Amendment required resulting from organisational restructure of 01.03.02.
Media Contact	133	Amendment required resulting from organisational restructure of 01.03.02.
Council meetings - Electronic Sound Recording	134	Amendment required resulting from organisational restructure of 01.03.02.
Height and scale of buildings within residential area	136	Amendments required resulting from organisational restructure of 01.03.02. Remove delegations to: <ul style="list-style-type: none"> • Coordinator Building Approvals • Coordinator Planning Approvals
Online Service Provision	137	Amendment required resulting from organisational restructure of 01.03.02.
Council reserves and parks	138	Amendments required resulting from organisational restructure of 01.03.02.
Town Planning Delegations	140 to 142	Various amendments required.

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Honorary Parking Inspectors	147	The following persons to be removed from the list: <ul style="list-style-type: none"> • McCourt Patrick Michael • Anderson John Edward • Scott James Alexander
Library Charges	150	Additional delegation to: <ul style="list-style-type: none"> • Youth Services Librarian
Animals Local Law - Issuing of Licences, Approvals and Permits	151	Amendment required resulting from organisational restructure of 01.03.02. Remove delegations to: <ul style="list-style-type: none"> • Coordinator Planning Approvals • Coordinator Building Approvals • Manager Community and Health Services
Parking Local Law - Issuing of Licences, Approvals and Permits	152	Amendment required resulting from organisational restructure of 01.03.02.
Signs Local Law - Issuing of Licences Approvals and Permits	153	Amendments required resulting from organisational restructure of 01.03.02. Remove delegations to: <ul style="list-style-type: none"> • Coordinator Planning Approvals • Coordinator Building Approvals Additional delegation to: <ul style="list-style-type: none"> • Principal Building Surveyor
Bushfire Prevention and Control Local Law - Issuing of Licences, Approvals and Permits	154	Amendment required resulting from organisational restructure of 01.03.02.
Local Government and Public Property Local Law - Issuing of Licences, Approvals and Permits	155	Amendment required resulting from organisational restructure of 01.03.02.
Private Property Local Law - Issuing of licences, approvals and permits	156	Amendment required resulting from organisational restructure of 01.03.02. Additional delegations to: <ul style="list-style-type: none"> • Senior Administration Officer, Infrastructure Management Services • Administration Officer, Infrastructure Management Services
Extractive Industries Local Law - Issuing of Licences, Approvals and Permits	157	Amendment required resulting from organisational restructure of 01.03.02.
Trading in Public Places Local Law - Issuing of Licences, Approvals and Permits	158	Amendment required resulting from organisational restructure of 01.03.02.

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Health Local Law - Issuing of Licences Approvals and Permits	159	<p>Amendments required resulting from organisational restructure of 01.03.02.</p> <p>Remove delegations to:</p> <ul style="list-style-type: none"> • Coordinator Planning Approvals • Coordinator Building Approvals <p>Additional delegations to:</p> <ul style="list-style-type: none"> • Coordinator Health Operations • Principal Building Surveyor
Local Laws - Issue of notices, cautions and infringements	161	<p>Amendments required resulting from organisational restructure of 01.03.02.</p> <p>Remove delegation to:</p> <ul style="list-style-type: none"> • Coordinator Building Approvals. <p>Additional delegations to:</p> <ul style="list-style-type: none"> • Manager Infrastructure Management Services • Principal Building Surveyor
Local Laws - Extension of Payment Time, Waiver or Reduction of Penalties, Withdrawal of Infringement Notices	162	Amendments required resulting from organisational restructure of 01.03.02.
Local Laws - Appointment of Prosecution Officers	163	Amendment required resulting from organisational restructure of 01.03.02.
Appointment of Honorary Parking Inspectors	164	Amendment required resulting from organisational restructure of 01.03.02.
Local Laws - Appointment of Beach Inspectors	165	Amendment required resulting from organisational restructure of 01.03.02.
Alterations and Additions to Council Premises	167	<p>Additional delegation to:</p> <ul style="list-style-type: none"> • All Directors

LOCAL LAWS MADE UNDER ANY ACT

- (1) **Function to be performed:** The Local Government Act gives the legislative power to a local government to make a local law under Section 3.5 (1). As part of the law making process, the local government is to give Statewide public notice and local public notice stating that it proposes to make a local law the purpose and effect of which is summarised in the notice. Copies of the proposed local law are to be given to the relevant Ministers.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: ~~Manager, Council Support Services~~ Manager Marketing, Communications and Council Support

Reference: Section 3.12(3) and (3a) Local Government Act 1995

- (2) **Function to be performed:** After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: ~~Manager, Council Support Services~~ Manager Marketing, Communications and Council Support

Reference: Section 3.12(5) Local Government Act 1995

(3) **Function to be performed:** After the local law has been published in the Gazette the local government is to give Statewide public notice summarising the purpose and effect of the local law.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: Manager, Council Support Services Manager Marketing, Communications and Council Support

Reference: Section 3.12(6) Local Government Act 1995

LOCAL LAWS TO BE PUBLICISED

5.9

Function to be performed:	A local government is to take reasonable steps to ensure that the inhabitants of the district are informed of the purpose and effect of all its local laws.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Manager, Council Support Services <u>Manager Marketing, Communications and Council Support</u>
Reference:	Section 3.15 Local Government Act 1995

PERIODIC REVIEW OF LOCAL LAWS

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- (1) **Function to be performed:** The local government is to, on at least 2 days, give statewide public notice stating its intention to review a local law and requesting submissions in regard to the local law.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: ~~Manager, Council Support Services~~ Manager Marketing, Communications and Council Support

Reference: Section 3.16(2) Local Government Act 1995

- (2) **Function to be performed:** After the last day for submissions, the local government is to consider any submissions made in respect of the local law to be reviewed and cause a report of the review to be prepared and submitted to its council.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: ~~Manager, Council Support Services~~ Manager Marketing, Communications and Council Support

Reference: Section 3.16(3) Local Government Act 1995

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(3) **Function to be performed:** After it makes the determination, the local government is to give Statewide public notice advising of its determination in respect of the local law review.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: ~~Manager, Council Support Services~~ Manager Marketing, Communications and Council Support

Reference: Section 3.16(5) Local Government Act 1995

DUTIES WHEN PERFORMING FUNCTIONS

Function to be performed:	<p>In performing its executive functions, a local Government, so far as is reasonable and practicable, is to ensure that:</p> <ul style="list-style-type: none">(i) the lawful use of any land, thoroughfare or premises is not obstructed, and any reasonable request that a person makes to avoid such obstruction is met.(ii) as little harm or inconvenience is caused and as little damage is done as is possible.(iii) danger to any person or property does not arise from anything done on land.(iv) anything belonging to it, or to a person who has exercised a power of entry on its behalf, that has been left on any land, is removed as soon as practicable.(v) buildings, fences, and other structures are not disturbed nor damaged.(vi) when it enters land that is fenced, it enters through the existing and usual openings in the fence unless it is expressly authorised to open the fence, and(vii) any physical damage done to any land, premises or thing, is immediately made good unless compensation has been or is to be paid.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	<div><div>Director Infrastructure Management</div><div>Director Infrastructure and Operations</div><div>Manager Infrastructure Management Services</div><div>Manager Operations Services</div></div>
Reference:	Section 3.21(1) Local Government Act 1995

NOTICE REQUIRING CERTAIN THINGS TO BE DONE BY THE OWNER OR OCCUPIER OF LAND

Function to be performed:	A local government can authorise a person to issue and enforce owners or occupiers to do anything prescribed in Schedule 3.1 - Powers under Notices to Owners and Occupiers of Land.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	All Directors <u>Manager Operations Services</u> <u>Manager Planning, Approvals and Environmental Services</u> <u>Coordinator Planning Services</u> <u>Principal Building Surveyor</u>
Reference:	Section 3.24 Local Government Act 1995

ENTRY IN AN EMERGENCY

Function to be performed:	In an emergency a local government may lawfully enter any land, premises or thing immediately and without notice and perform any of its functions as it considers appropriate to deal with the emergency as determined by the Chief Executive Officer.
Power or Duty Assigned:	Local Government or Chief Executive Officer
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	All Directors <u>Business Unit Managers</u>
Reference:	Section 3.34(1) Local Government Act 1995

CLOSING CERTAIN THOROUGHFARES TO VEHICLES

- (1) **Function to be performed:** Before it makes an order in accordance with Section 3.50 (1-3) of the Local Government Act 1995 wholly or partially closing a thoroughfare to the passage of vehicles for a period exceeding 4 weeks the local government is to give local public notice of the proposal inviting submissions.

In addition the local government is to give written notice to each person who either owns or occupies affected land or who is prescribed as having an interest. A local government may close a thoroughfare to vehicles for up to 4 weeks without giving public notice.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: ~~Director~~ ~~Infrastructure~~ ~~Management~~ Director
Infrastructure and Operations
Manager Infrastructure Management Services

Reference: Section 3.50(4) Local Government Act 1995

PARTIAL CLOSURE OF THOROUGHFARE FOR REPAIRS AND MAINTENANCE 6

Function to be performed: Notwithstanding Section 3.50, a local government may partially and temporarily close a thoroughfare, without giving local public notice, if the closure is:

- (a) for the purpose of carrying out repairs or maintenance; or
- (b) unlikely to have a significant adverse effect on users of the thoroughfare.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: ~~Director~~ ~~Infrastructure~~ ~~Management~~ Director
Infrastructure and Operations
Manager Operations Services

Reference: Section 3.50(4) Local Government Act 1995

AFFECTED OWNERS TO BE NOTIFIED OF CERTAIN PROPOSALS

Function to be performed:	Before fixing or altering the level of alignment of a public thoroughfare, a local government is to be give notice of the proposal inviting submissions from any person prescribed as having an interest.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes, If no objection
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Director Infrastructure Management <u>Director Infrastructure and Operations</u> <u>Manager Infrastructure Management Services</u>
Reference:	Section 3.51 (3) Local Government Act 1995

PUBLIC ACCESS TO BE MAINTAINED AND PLANS KEPT

Function to be performed:	A local government is to keep plans of the levels and alignments of public thoroughfares that are under its control or management, and make those plans available for public inspection.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Director, Infrastructure Management <u>Director Infrastructure and Operations.</u> <u>Manager Infrastructure Management Services</u>
Reference:	Section 3.52(4) Local Government Act 1995

REGISTER OF DELEGATIONS TO COMMITTEES

Function to be performed: A local government is to keep a register of the delegations made to a committee.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: ~~Manager Council Support Services~~ Manager Marketing, Communications and Council Support

Reference: Section 5.18 Local Government Act 1995

ANNUAL REVIEW OF CERTAIN EMPLOYEES' PERFORMANCES

Function to be performed:	The performance of each employee who is employed for a term of one year or more, including each senior employee, is to be reviewed at least once in relation to each year of the employment.
Power or Duty Assigned:	Chief Executive Officer
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	All Directors Business Unit Managers
Reference:	Section 5.38 Local Government Act 1995

POWERS AND FUNCTIONS BY THE CHIEF EXECUTIVE OFFICER

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- (1) **Function to be performed:** The Chief Executive Officer is to advise the Council in relation to the functions of a local government under this Act and other written laws.

Power or Duty Assigned: Chief Executive Officer

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: N/A

Chief Executive Officer delegates to: All Directors
Business Unit Managers

Reference: Section 5.41(a) Local Government Act 1995

- (2) **Function to be performed:** The Chief Executive Officer is to ensure that advice and information is available to the council so that informed decisions can be made.

Power or Duty Assigned: Chief Executive Officer

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: N/A

Chief Executive Officer delegates to: All Directors
Business Unit Managers

Reference: Section 5.41 (b) Local Government Act 1995

(7) **Function to be performed:** The Chief Executive Officer is to be responsible for the employment, management supervision, direction and dismissal of other employees (subject to Section 5.37(2) in relation to senior employees).

Power or Duty Assigned: Chief Executive Officer

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: N/A

Chief Executive Officer delegates to: All Directors
Business Unit Managers

Reference: Section 5.41 (g) Local Government Act 1995

(8) **Function to be performed:** The Chief Executive Officer is to ensure that records and documents of the local government are properly kept for the purposes of the Act and any other written law.

Power or Duty Assigned: Chief Executive Officer

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: N/A

Chief Executive Officer delegates to: All Directors
Business Unit Managers

Reference: Section 5.41 (h) Local Government Act 1995

ATTENDANCE AT INTERSTATE SPORTING COMPETITIONS

Function to be performed:	Authority to approve applications for assistance to junior sport and recreation representatives to attend interstate sporting competitions, subject to all necessary criteria for approval of applications being met.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Director <u>Planning and</u> Community Development
Reference:	Policy 4.1.1

REGISTER OF FINANCIAL INTEREST

- (1) **Function to be performed:** The Chief Executive Officer is to keep a register of financial interests.
- Power or Duty Assigned:** Chief Executive Officer
- Power to Delegate:** Yes
- Delegation Recommended:** Yes
- Delegation to:** N/A
- Chief Executive Officer delegates to:** ~~Manager Council Support Services~~ Manager Marketing, Communications and Council Support
- Reference:** Section 5.88(1) Local Government Act 1995
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- (2) **Function to be performed:** As soon as is practicable after a person ceases to be a person who is required to lodge a return, the Chief Executive Officer is to remove from the register all returns relating to that person.
- Power or Duty Assigned:** Chief Executive Officer
- Power to Delegate:** Yes
- Delegation Recommended:** Yes
- Delegation to:** N/A
- Chief Executive Officer delegates to:** ~~Manager Council Support Services~~ Manager Marketing, Communications and Council Support
- Reference:** Section 5.88(3) Local Government Act 1995

EXPENSES MAY BE FUNDED BEFORE ACTUALLY INCURRED

Function to be performed:	Nothing in this Division prevents a local government from making a cash advance to a person in respect of an expense for which the person can be reimbursed.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	<u>Director, Resource Management Director Corporate Services and Resource Management</u>
Reference:	Section 5.102 Local Government Act 1995

FINANCIAL REPORT

- (1) **Function to be performed:** A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: ~~Director Resource Management~~ Director Corporate Services and Resource Management

Reference: Section 6.4(1) Local Government Act 1995

- (2) **Function to be performed:** By 30 September each year a local government is to submit its accounts and financial report for the preceding year to its auditors.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: ~~Director Resource Management~~ Director Corporate Services and Resource Management

Reference: Section 6.4(2) Local Government Act 1995

ACCOUNTS AND RECORDS

Function to be performed:	The Chief Executive Officer has a duty to ensure that there are kept, in accordance with the regulations, proper accounts and records of the transactions and affairs of the local government; and the Chief Executive Officer has a duty to keep the accounts and records up to date and ready for inspection at any time by persons authorised to do so under this Act or another written law.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	<u>Director, Resource Management Director Corporate Services and Resource Management</u>
Reference:	Section 6.5 Local Government Act 1995

MUNICIPAL FUND

- (1) **Function to be performed:** All money and the value of all assets received or receivable by a local government are to be held and brought to account in its municipal fund unless required by this Act or any other written law to be held in the trust fund.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: Director, Resource Management Director Corporate Services and Resource Management

Reference: Section 6.7(1) Local Government Act 1995

- (2) **Function to be performed:** Money held in the municipal fund may be applied towards the performance of the functions and the exercise of the powers conferred on the local government by this Act or any other written law.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: All Directors

Reference: Section 6.7(2) Local Government Act 1995

WRITE OFF OF MONIES

CJ78

Function to be performed: Authority to write off monies.**Power or Duty Assigned:** Local Government**Power to Delegate:** Yes**Delegation Recommended:** Yes**Delegation to:** Chief Executive Officer**Chief Executive Officer delegates to:** Director, Resource Management Director Corporate Services and Resource Management**Reference:** Section 6.12(1)(c) Local Government Act 1995
CJ78-03/99 refers

POWER TO INVEST

Function to be performed:	Subject to the regulations, money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	<u>Director, —Resource—Management</u> <u>Director Corporate</u> <u>Services and Resource Management</u> <u>Manager Accounting Services</u> <u>Manager Financial Services</u> <u>Revenue Accountant</u> <u>Statutory Accountant</u>
Reference:	Section 6.14(1) Local Government Act 1995

LOCAL GOVERNMENT TO GIVE NOTICE OF FEES AND CHARGES

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Function to be performed:	<u>If fees and charges are imposed after budget adoption, aA</u> local government is to give local public notice of <u>any those</u> fees or charges. it intends to impose after the budget adoption.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	All Directors Business Unit Managers
Reference:	Section 6.19 Local Government Act 1995

LOCAL GOVERNMENT TO GIVE NOTICE OF CERTAIN RATES

Function to be performed:	Before imposing any differential general rates or a minimum payment applying to a differential rate category under Section 6.35(6)(c) a local government is to give local public notice of its intention to do so.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	<u>Director, Resource Management Corporate Services and Resource Management.</u>
Reference:	Section 6.36(1) Local Government Act 1995

SPECIFIED AREA RATES

Function to be performed:	A local government is required to use the money from the specified area rate for the purpose for which the rate is imposed in the financial year it is imposed or place it in a reserve fund established for that purpose
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	<u>Director, Resource Management</u> <u>Director Corporate Services and Resource Management</u>
Reference:	Section 6.37(2) Local Government Act 1995

SERVICE CHARGES

Function to be performed: A local government is required to use the money from a service charge in the financial year in which the charge is imposed or place it in a reserve fund established for that purpose.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: ~~Director, Resource Management~~ Director Corporate Services and Resource Management

Reference: Section 6.38(2) Local Government Act 1995

RATE RECORD

- (1) **Function to be performed:** As soon as practicable after a local government has resolved to impose rates in a financial year it is to ensure that a record is compiled, at the time and in the form and manner prescribed, for that financial year.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: Director, ~~Resource Management~~ Director Corporate Services and Resource Management
Manager ~~Accounting Services~~ Manager Financial Services
Revenue Accountant Statutory Accountant
Team Leader Rating Services

Reference: Section 6.39(1) Local Government Act 1995

- (2) **Function to be performed:** A local government is required, from time to time, to amend a rate record for the current financial year to ensure that the information contained in the record is current and correct and that the record is in accordance with this Act.

A local government may amend the rate record for the five years preceding the current financial year.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: Director, ~~Resource Management~~ Director Corporate Services and Resource Management
Manager ~~Accounting Services~~ Manager Financial Services
Revenue Accountant Statutory Accountant
Team Leader Rating Services

Reference:

Section 6.39(2) Local Government Act 1995

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21.6

AGREEMENT AS TO PAYMENT OF RATES AND SERVICE CHARGES

Function to be performed: A local government may accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: ~~Director, Resource Management~~ Director Corporate Services and Resource Management
~~Manager Accounting Services~~ Manager Financial Services
~~Revenue Accountant~~
Rates Officers

Reference: Section 6.49 Local Government Act 1995
Policy 2.4.4

RATES OR SERVICE CHARGES RECOVERABLE IN COURT

Function to be performed:	If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	<u>Director, Resource Management Director Corporate Services and Resource Management.</u> <u>Manager Accounting Services Manager Financial Services</u> <u>Revenue Accountant</u> Rates Officers
Reference:	Section 5.65(1) Local Government Act 1995

LOCAL GOVERNMENT MAY REQUIRE LESSEE TO PAY RENT

- (1) **Function to be performed:** If payment of a rate or service charge imposed in respect of any land is due and payable, notice may be given to the lessee of the land requiring the lessee to pay to the local government any rent as it falls due in satisfaction of the rate or service charge.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: Director, Resource Management Director Corporate Services and Resource Management

Reference: Section 6.60(2) Local Government Act 1995

- (2) **Function to be performed:** The local government may recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with the notice.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: Director, Resource Management Director Corporate Services and Resource Management.

Reference: Section 6.60(4) Local Government Act 1995

OBJECTION TO THE RATE RECORD

- (1) **Function to be performed:** The local government may, on application by a person proposed to make an objection to the rate record, extend the time for making the objection for such period as it thinks fit.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: Director, ~~Resource Management~~ Director Corporate Services and Resource Management

Reference: Section 6.76(4) Local Government Act 1995

- (2) **Function to be performed:** The local government is to promptly consider any objection to the rate record and may either disallow it or allow it, wholly or in part.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: Director, ~~Resource Management~~ Director Corporate Services and Resource Management.

Reference: Section 6.76(5) Local Government Act 1995

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- (3) **Function to be performed:** After making a decision on the objection to the rate record, the local government is to promptly serve upon the person by whom the objection was made written notice of its decision on the objection and a statement of its reason for that decision.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: Director, Resource Management Director Corporate Services and Resource Management

Reference: Section 6.76(6) Local Government Act 1995

REFERRAL OF APPEAL TO TRIBUNAL

7132

Function to be performed:	Upon receipt of a notice disputing the decision not to amend the rate record the local government is required to promptly refer the decision to a Land Valuation Tribunal as an appeal.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	<u>Director, Resource Management Director Corporate Services and Resource Management</u>
Reference:	Section 6.79 Local Government Act 1995

PERMISSION TO HAVE A GATE ACROSS A PUBLIC THOROUGHFARE

01/23

Function to be performed: A local government is required to keep a register of gates and other devices constructed across public thoroughfares

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: ~~Director Infrastructure Management~~ Director Infrastructure and Operations

Reference: Section 9 Local Government (Uniform Local Provisions) Regulations 1996

DANGEROUS EXCAVATION IN OR NEAR PUBLIC THOROUGHFARE

Function to be performed:	If there is, in a public thoroughfare or land adjoining a public thoroughfare, an excavation that the local government considers to be dangerous it may fill in or fence the excavation, or request the owner or occupier to fill or securely fence the excavation.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	<div>Director, Infrastructure Management Director <u>Infrastructure and Operations</u> <u>Manager Infrastructure Management Services</u></div>
Reference:	Section 11(1) Local Government (Uniform Local Provisions) Regulations 1996

CROSSING FROM PUBLIC THOROUGHFARE TO PRIVATE LAND OR PRIVATE THOROUGHFARE

Function to be performed:	The local government may approve the construction of a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Manager, Approval Services <u>Manager Planning, Approvals and Environmental Services</u> <u>Senior Building Surveyors</u> <u>Manager Infrastructure Management Services</u> <u>Senior Administration Officer, Infrastructure Management Services</u>
Reference:	Section 12(1) Local Government (Uniform Local Provisions) Regulations 1996

REQUIREMENT TO CONSTRUCT AND REPAIR CROSSING

Function to be performed:	A local government may give a person who is the owner or occupier of private land a notice in writing requiring the person to construct or repair a crossing from a public thoroughfare.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Director Infrastructure Management <u>Director Infrastructure and Operations</u> <u>Manager Infrastructure Management Services</u>
Reference:	Section 13(1) Local Government (Uniform Local Provisions) Regulations 1996

PRIVATE WORKS ON, OVER OR UNDER PUBLIC PLACES

2017

Function to be performed:	A local government may grant permission to construct anything on, over or under a public thoroughfare or other public place that is local government property.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Director Infrastructure Management <u>Director Infrastructure and Operations</u> <u>Manager Infrastructure Management Services</u>
Reference:	Section 17(2) Local Government (Uniform Local Provisions) Regulations 1996

PUBLIC NOTICE OF COUNCIL OR COMMITTEE MEETINGS

- (1) **Function to be performed:** At least once each year a local government is to give local public notice of the dates on which and the time and place at which ordinary council meetings, and the committee meetings that are required under the Act to be open to members of the public are to be held.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer (the giving of the notice)

Chief Executive Officer delegates to: ~~Manager, Council Support Services~~ Manager Marketing, Communications and Council Support (the giving of the notice)

Reference: Section 12(1) Local Government (Administration) Regulations 1996

- (2) **Function to be performed:** A local government is to give local public notice of any change of the date, time or place of a meeting which is open to the public.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer (the giving of the notice)

Chief Executive Officer delegates to: ~~Manager, Council Support Services~~ Manager Marketing, Communications and Council Support (the giving of the notice)

Reference: Section 12(2) Local Government (Administration) Regulations 1996

- (3) **Function to be performed:** If a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.
- Power or Duty Assigned:** Local Government
- Power to Delegate:** Yes
- Delegation Recommended:** Yes
- Delegation to:** Chief Executive Officer (the giving of the notice)
- Chief Executive Officer delegates to:** ~~Manager, Council Support Services~~ Manager Marketing, Communications and Council Support (the giving of the notice)
- Reference:** Section 12(3) Local Government (Administration) Regulations 1996
Local Government Act 1995

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**PUBLIC INSPECTION OF UNCONFIRMED MINUTES OF
COUNCIL OR COMMITTEE MEETINGS**

Function to be performed:	A local government is to ensure that unconfirmed minutes of each council and committee meetings are available for inspection by members of the public within 10 and 5 business days respectively.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Manager, Council Support Services <u>Manager Marketing, Communications and Council Support</u>
Reference:	Section 13 Local Government (Administration) Regulations 1996

PUBLIC INSPECTION OF CERTAIN DOCUMENTS RELATING TO COUNCIL OR COMMITTEE MEETINGS

Function to be performed:	A local government is to ensure that notice papers and agenda relating to any council or committee meeting and which have been made available to members of the council or committee are available for inspection by members of the public from the time the notice papers, agenda or documents were made available to the members.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Manager, Council Support Services <u>Manager Marketing, Communications and Council Support</u>
Reference:	Section 14(1) Local Government (Administration) Regulations 1996

REQUIREMENT FOR PUBLICLY INVITED TENDERS

1162

Function to be performed:	A local government is to give statewide public notice of the invitation to seek tenders.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Executive Manager, Strategic Planning Manager Strategic and Corporate Planning <u>Director Corporate Services & Resource Management</u> Manager, Contract Management <u>Manager Assets and Commissioning.</u>
Reference:	Section 14 Local Government (Functions & General) Regulations 1996

RECEIVING AND OPENING TENDERS

Function to be performed:	The Chief Executive Officer is responsible for keeping any tender submitted in safe custody and for ensuring that it remains confidential.
Power or Duty Assigned:	Chief Executive Officer
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	N/A
Chief Executive Officer delegates to:	Executive Manager, Strategic Planning Manager Strategic and Corporate Planning <u>Director Corporate Services & Resource Management</u> Manager, Contract Management <u>Manager Assets and Commissioning</u>
Reference:	Section 16 Local Government (Functions & General) Regulations 1996

TENDER REGISTER

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Function to be performed: The Chief Executive Officer is responsible for keeping the tender register and making it available for public inspection.

Power or Duty Assigned: Chief Executive Officer

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: N/A

Chief Executive Officer delegates to: Executive Manager, Strategic Planning
Manager Strategic and Corporate Planning
Director Corporate Services & Resource Management
Manager, Contract Management
Manager Assets and Commissioning

Reference: Section 17 Local Government (Functions & General) Regulations 1996

TENDERERS TO BE NOTIFIED

- (1) **Function to be performed:** The local government is to give each tenderer notice in writing containing particulars of the successful tender or advising that no tender was accepted.
- Power or Duty Assigned:** Local government
- Power to Delegate:** Yes
- Delegation Recommended:** Yes
- Delegation to:** Chief Executive Officer
- Chief Executive Officer delegates to:** ~~Executive Manager, Strategic Planning Manager~~
~~Strategic and Corporate Planning~~
Director Corporate Services & Resource Management
~~Manager, Contract Management~~ Manager Assets and Commissioning
- Reference:** Section 19 Local Government (Functions & General) Regulations 1996

LIMITATION MAY BE PLACED ON WHO CAN TENDER

Function to be performed:	If a local government thinks that there is good reason to make a preliminary selection from amongst prospective tenderers, it may seek expressions of interest with respect to the supply of the goods or services
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	<u>Executive Manager, Strategic Planning</u> <u>Manager Strategic and Corporate Planning</u> <u>Director Corporate Services & Resource Management</u> <u>Manager, Contract Management</u> <u>Manager Assets and Commissioning</u>
Reference:	Section 21 Local Government (Functions & General) Regulations 1996

PERSONS EXPRESSING AN INTEREST TO BE NOTIFIED OF OUTCOME

Function to be performed:	The local government is to give each person who submitted an expression of interest notice in writing advising of its decision.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	<u>Executive Manager, Strategic Planning</u> <u>and Corporate Planning</u> <u>Director Corporate Services & Resource Management</u> <u>Manager, Contract Management</u> <u>Manager Assets and Commissioning</u>
Reference:	Section 24 Local Government (Functions & General) Regulations 1996

FINANCIAL MANAGEMENT DUTIES OF THE CHIEF EXECUTIVE OFFICER

- (1) **Function to be performed:** Efficient systems and procedures are to be established by the Chief Executive Officer to ensure the proper collection and the safe custody and security of all money collected and for the proper maintenance and security of the financial records and budgets.

Power or Duty Assigned: Chief Executive Officer

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: N/A

Chief Executive Officer delegates to: Director, Resource Management Director Corporate Services and Resource Management

Reference: Section 5(1) Local Government (Financial Management) Regulations 1996

- (2) **Function to be performed:** The Chief Executive Officer is to ensure that the financial resources of the local government are effectively and efficiently managed.

Power or Duty Assigned: Chief Executive Officer

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: N/A

Chief Executive Officer delegates to: All Directors

Reference: Section 5(2) Local Government (Financial Management) Regulations 1996

PAYMENT OF ACCOUNTS

- (1) **Function to be performed:** A local government is to develop procedures for the authorisation of and the payment of accounts.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: ~~Director Resource Management~~ Director Corporate Services and Resource Management

Reference: Section 11(1) Local Government (Financial Management) Regulations 1996

- (2) **Function to be performed:** A local government is to develop procedures for the authorisation of and the payment of accounts.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: ~~Director, Resource Management~~ Director Corporate Services and Resource Management

Reference: Section 11(2) Local Government (Financial Management) Regulations 1996

PAYMENTS FROM THE MUNICIPAL FUND AND TRUST FUND

Function to be performed:	Where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, each payment from the municipal fund or the trust fund is to be noted on a list compiled for each month which is to be presented to the next ordinary meeting of council.
Power or Duty Assigned:	Chief Executive Officer
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	N/A
Chief Executive Officer delegates to:	Director, Resource Management <u>Director Corporate Services and Resource Management</u>
Reference:	Section 12 Local Government (Financial Management) Regulations 1996

MANAGEMENT OF INVESTMENTS

Function to be performed:	A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	<u>Director, Resource Management Director Corporate Services and Resource Management</u>
Reference:	Section 19(1) Local Government (Financial Management) Regulations 1996

FINANCIAL REPORTS TO BE PREPARED

- (1) **Function to be performed:** A local government is to prepare monthly financial reports and quarterly financial reports.

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: Director, Resource Management Director Corporate Services and Resource Management

Reference: Section 34(1) Local Government (Financial Management) Regulations 1996

- (2) **Function to be performed:** A monthly or quarterly financial report is to be presented to the council at the next ordinary meeting of the council following the end of the period to which the report relates allowing for a reasonable time for the preparation of such reports. No report is required to be prepared for the month of July.-

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: Director, Resource Management Director Corporate Services and Resource Management

Reference: Section 34(2) Local Government (Financial Management) Regulations 1996

TRAVEL/ACCOMMODATION – ELECTED MEMBERS AND STAFF

(1) **Function to be performed:** To authorise Elected Members' attendance at conferences and training, and to nominate and authorise a substitute Elected Member to attend any conference in lieu of the Mayor or another nominated or authorised Elected Member.

Power or Duty Assigned: Chief Executive Officer

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: N/A

Reference: Policy 2.2.13

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2) **Function to be performed:** Authority to arrange travel and accommodation details for Elected Members while attending Council approved conferences and study tours.

Power or Duty Assigned: Chief Executive Officer

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: N/A

Chief Executive Officer delegates to: Manager Council Support Services Manager Marketing, Communications and Council Support (subject to budget limitations)

Reference: Policy ~~2.2.3~~ 2.2.13

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3) **Function to be performed:** The authority to determine the most appropriate arrangements for the issue of interstate and overseas travel allowance.

Power or Duty Assigned: Chief Executive Officer

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: N/A

Chief Executive Officer delegates to: ~~Director Resource Management~~ Director Corporate Services and Resource Management

Reference: Policy ~~2.2.3~~ 2.2.13

ELECTED MEMBERS ADVERTISING

Function to be performed:	To consider applications from Elected Members wishing to advertise ward councillors availability at various locations.
Power or Duty Assigned:	Chief Executive Officer
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Manager Council Support Services <u>Manager Marketing, Communications and Council Support</u>
Reference:	Policy 2.2.9

ADVERTISING - CHILD CARE CENTRES

Function to be performed:	Authority to approve sign displays for approved child care centres, to maximum lettering height of 20 cm. Where letters or numerals are individually fixed to walls, the colours and materials shall be approved by the Chief Executive Officer.
Power or Duty Assigned:	Chief Executive Officer
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Manager, Approval Services <u>Manager Planning, Approvals and Environmental Services</u> (with the exception where the letters or numerals are individually fixed to walls, the colours and materials shall be approved by the Chief Executive Officer)
Reference:	Policy 3.1.1

CONSULTING ROOMS

Function to be performed:	Authority to consider all applications made under the City's Signs, Hoardings and Billpostings Local Law
Power or Duty Assigned:	Chief Executive Officer
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Director Planning and Development <u>Director Planning and Community Development</u>
Reference:	Policy 3.1.2

UNIFORM FENCING – SUBDIVISION

- (1) **Function to be performed:** Authority to approve or refuse all applications for uniform fencing.

Power or Duty Assigned: Chief Executive Officer

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: ~~Manager Urban Design Services~~ Manager Planning, Approvals and Environmental Services

Reference: Policy 3.1.6

- (2) **Function to be performed:** Where the State Planning Commission has imposed the condition for uniform fencing and landscaping on an approval to subdivide, the Council shall require the submission of a landscaping plan or alternatively, landscaping details being incorporated with the uniform fencing plans.

Power or Duty Assigned: Council

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: ~~Manager Urban Design Services~~ Manager Planning, Approvals and Environmental Services

Reference: Policy 3.1.6

(3) Function to be performed:	Authority to approve or refuse the style of fencing along the common boundaries where a cul-de-sac leads and service roads are located immediately adjacent to regional roads or other roads of district importance. Such fencing shall consist of bollards, posts and rails or other low open designs.
Power or Duty Assigned:	Council
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Manager Urban Design Services <u>Manager Planning, Approvals and Environmental Services</u>
Reference:	Policy 3.1.6

RETAINING WALLS

Function to be performed:	Authority to issue a building licence for any retaining wall which: <ul style="list-style-type: none">• complies where necessary with an approval to commence development, and;• is a subdivisional retaining wall, approved by the engineer.
Power or Duty Assigned:	Chief Executive Officer
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Manager, Approval Services <u>Manager Planning, Approvals and Environmental Services</u>
Reference:	Policy 3.1.7

SIGNATORIES TO ACCOUNTS

Function to be performed:	Authority to sign on behalf of the City of Joondalup.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer (Municipal Account and Trust Funds)
Chief Executive Officer delegates to:	<p>Director Resource Management<u>Director Corporate Services and Resource Management</u> (Advance Account, Municipal Account and Trust Funds);</p> <p>Manager Accounting Services<u>Manager Financial Services</u> (Advance Account);</p> <p>Statutory/Systems Accountant (Advance Account)</p> <p><u>Municipal Account and Trust Fund (Both)</u></p> <ul style="list-style-type: none">• <u>Chief Executive Officer</u>• <u>Director Corporate Services and Resource Management</u> <p><u>Director Resource Management Advance Account</u></p> <ul style="list-style-type: none">• <u>Chief Executive Officer</u>• <u>Director Corporate Services and Resource Management</u>• <u>Manager Financial Services</u>• <u>Statutory Accountant</u> <p><u>(where the value of each cheque exceeds \$9999.99, any two of the above)</u></p>
Reference:	Policy 2.4.1

**PAYMENT OF RATES BY INSTALMENTS OR SPECIAL
ARRANGEMENT**

Function to be performed:	In accordance with Section 6.49 of the Local Government Act 1995, in cases of hardship, special payment agreements may be entered into with ratepayers for the payment of rates, domestic refuse charges and private swimming pool inspection fees.
Power or Duty Assigned:	Chief Executive Officer
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Director, Resource Management <u>Director Corporate Services and Resource Management</u>
Chief Executive Officer delegates to:	N/A
Reference:	Policy 2.4.4

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CONSUMPTION OF ALCOHOL WITHIN COUNCIL RECREATION FACILITIES, LIBRARIES OR ON RESERVES

(1)	Function to be performed:	Authority to approve or not approve applications to consume alcohol within Council recreational facilities, Libraries, or on reserves.
	Power or Duty Assigned:	Local Government
	Power to Delegate:	Yes
	Delegation Recommended:	Yes
	Delegation to:	Chief Executive Officer
	Chief Executive Officer delegates to:	Manager Leisure and Ranger Services <u>Manager Infrastructure Management Services</u> <u>Manager Community Development Services</u> Manager Library and Information Services
	Reference:	Policy 4.3.3
(2)	Function to be performed:	Authority to approve applications for restricted liquor licences that are in accordance with the following conditions: <ul style="list-style-type: none">• where the applicant is the lessee of the premises;• where the application seeks a liquor licence for regular bookings;• where the application is limited to within the following hours:<ul style="list-style-type: none">⇒ Thursday to 11 pm⇒ Fridays to 12 pm⇒ Saturdays to 12 midnight⇒ Sundays to 10 pm <p>Where the application may have an unacceptable influence on local community, or vary from the above standard conditions, the application shall be referred to the Council for a decision.</p>
	Power or Duty Assigned:	Local Government
	Power to Delegate:	Yes
	Delegation Recommended:	Yes
	Delegation to:	Chief Executive Officer
	Chief Executive Officer delegates to:	Manager Leisure and Ranger Services <u>Manager Infrastructure Management Services</u> <u>Manager Community Development Services</u>

Reference:

Policy 4.3.3

ACQUISITION FOR THE CITY'S ART COLLECTION

Function to be performed:	Authority to purchase artworks, not exceeding \$1,000 that meet the collection profile on the recommendation of the City's Art Consultant.
Power or Duty Assigned:	Chief Executive Officer
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Manager Leisure and Ranger Services Infrastructure Management Services Manager <u>Community Development Services</u>
Reference:	Policy 4.4.1

PROCUREMENT OF COUNCIL BUILDINGS

Function to be performed:	The responsibility for the procurement of all Council buildings and for the alteration of or additions to Council buildings required by changing accommodation needs.
Power or Duty Assigned:	Chief Executive Officer
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Director Infrastructure Management <u>Director Infrastructure and Operations</u>
Reference:	Policy 2.5.2

ACCESS TO INFORMATION FOR PEOPLE WITH DISABILITIES

Function to be performed: Authority to provide all printed community information in alternative formats (such as large print, audio tape, computer disc and Braille), upon request, and on a timely basis.

Power or Duty Assigned: Chief Executive Officer

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: Executive Manager, Strategic Planning
Manager Strategic and Corporate Planning
Manager Marketing Communication and Council Support Services

Reference:

DOMESTIC WASTE COLLECTION AND RECYCLING SERVICE

Function to be performed:	Authority to determine procedures for the collection and disposal of domestic waste and a recycling service, in accordance with occupational safety, health, community service obligations and efficiency of service requirements.
Power or Duty Assigned:	Chief Executive Officer
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Director Infrastructure Management <u>Director Infrastructure and Operations</u> Co-ordinator Waste Management and Environmental Services.
Reference:	Policy 5.1.1

ADVERTISING ON PUBLIC OPEN SPACE

Function to be performed:	Authority to determine the provision of advertising on public open space, subject to the erection of any sign to be in accordance with any local laws of the City.
Power or Duty Assigned:	Chief Executive Officer
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Manager Operations (in conjunction with Manager Leisure and Ranger Services)
Reference:	Policy 5.2.1

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VERGE TREATMENTS – PROTECTIVE DEVICES

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Function to be performed:	Authority to approve the installation of appropriate verge treatments, protective devices in residential and commercial or industrial zoned properties.
Power or Duty Assigned:	Chief Executive Officer
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Director Infrastructure Management <u>Director Infrastructure and Operations</u> <u>Manager Infrastructure Management Services</u>
Reference:	Policy 5.3.1

SAND DRIFT CONTROL

- (1)

Function to be performed:

Authority to determine the necessary control of sand drift from vacant residential properties.

Power or Duty Assigned:

Chief Executive Officer

Power to Delegate:

Yes

Delegation Recommended:

Yes

Delegation to:

Chief Executive Officer

Chief Executive Officer delegates to:

~~Director Infrastructure Management~~Director Infrastructure and Operations

Manager Infrastructure Management Services

Reference:

Policy 5.3.2
- (2)

Function to be performed:

Authority to reinstate landscape road verges and private gardens that have been adversely affected by sand drift resulting from a municipal works programme.

Power or Duty Assigned:

Chief Executive Officer

Power to Delegate:

Yes

Delegation Recommended:

Yes

Delegation to:

Chief Executive Officer

Chief Executive Officer delegates to:

Manager Operations Services

Reference:

Policy 5.3.2

SUBSIDY – VEHICLE CROSSING

Function to be performed:	Authority to pay half the cost of a standard 2.80 metre wide vehicle crossing from the road surface to the front boundary of the property. Subject to the crossing complying with the City's specifications and being the first constructed to that lot.
Power or Duty Assigned:	Chief Executive Officer
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Director Infrastructure Management <u>Director Infrastructure and Operations</u> <u>Senior Administration Officer, Infrastructure Management Services</u> <u>Administration Officer, Infrastructure Management Services</u>
Reference:	Policy 5.3.3

ROADWORKS – OPENING UP

Function to be performed: Authority to issue permits for the opening up of roadworks, providing that:

- (a) the bona fides of the applicant are established
- (b) the applicant is a recognised licensed contractor in this field of work
- (c) the rules covering the issue of a permit are adhered to.

Power or Duty Assigned: Chief Executive Officer

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: N/A

Chief Executive Officer delegates to: ~~Director Infrastructure Management~~ Director Infrastructure and Operations
Manager Infrastructure Management Services

Reference: Policy 5.3.5

ACKNOWLEDGEMENT OF SERVICE – ELECTED MEMBERS

Function to be performed: The authority to purchase a gift for retiring elected members

Power or Duty Assigned: Chief Executive Officer

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: N/A

Chief Executive Officer delegates to: ~~Manager Marketing Services~~ Manager Marketing, Communications and Council Support

Reference: Policy 2.2.7

ADVERTISING OF PLANNING PROPOSALS

Function to be performed:	The authority to determine when and how a development proposal should be advertised, and if an appeal is lodged against an application that has not been advertised, to seek public comment.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Director, Planning and Development <u>Director Planning and Community Development</u> Manager Approval Services <u>Manager Planning, Approvals and Environmental Services</u>
Reference:	Policy 3.1.8

MEMORIAL PLAQUES

Function to be performed:	The authority to approve individual tree memorials
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Director Infrastructure Management <u>Director Infrastructure and Operations</u> Manager, Operations <u>Services</u>
Reference:	Policy 5.2.4

FREEDOM OF INFORMATION

(1) **Function to be performed:** Authority to make decisions in regards to applications submitted to the City under the Freedom of Information Act 1992

Power or Duty Assigned: Principal of the agency (City of Joondalup) Chief Executive Officer

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: N/A

Chief Executive Officer delegates to: ~~Records Services Team Leader~~ Senior Records Officer |

Reference: Section 100(1) Freedom of Information Act 1992

(2) **Function to be performed:** Authority to deal with an application for an internal review made under the Freedom of Information Act 1992

Power or Duty Assigned: No person who is subordinate to the primary decision maker

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: ~~Records Project Manager~~ Records Services Team Leader |

Chief Executive Officer delegates to: N/A

Reference: Section 41 Freedom of Information Act 1992

COAT OF ARMS (COUNCIL CREST) AND CORPORATE LOGO

- (1) **Function to be performed:** Authority to grant approval for the use of the City's coat of arms or corporate logo for Council business

Power or Duty Assigned: Council

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: All Directors Manager Marketing Communications and Council Support

Reference: Policy 2.2.11

- (2) **Function to be performed:** Authority to grant approval for the use of the City's coat of arms or corporate logo for non-Council Business

Power or Duty Assigned: Council

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: All Directors Manager Marketing Communications and Council Support.

Reference: Policy 2.2.11

USE OF COMMON SEAL AND THE SIGNATORIES FOR CONTRACT EXECUTION

Function to be performed:	The authority to sign contract documents, in accordance with the policy of the City. All deeds for land transfer, or a contract for procurement of goods or services exceeding \$250,000, is to be executed under Common Seal.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer, limit to \$250,000
Chief Executive Officer delegates to:	All Directors, limit between \$50,000 to \$100,000 Business Unit Managers, limit to \$50,000 (in conjunction with the Manager Contract Management <u>Manager Assets and Commissioning</u>)
Reference:	Policy 2.3.3

MEDIA CONTACT

- (1) **Function to be performed:** Authority to determine which officers may make statements to the media on behalf of the City of Joondalup

Power or Duty Assigned: Council

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officers

Chief Executive Officer delegates to: All Directors (where appropriate)
Business Unit Managers (where appropriate)

Reference: Policy 2.3.2

- (2) **Function to be performed:** Authority to approve media releases

Power or Duty Assigned: Chief Executive Officer

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: N/A

Chief Executive Officer delegates to: ~~Manager Marketing Services~~ Manager Marketing, Communications and Council Support

Reference: Policy 2.3.2

COUNCIL MEETINGS – ELECTRONIC SOUND RECORDING

Function to be performed:	The authority to allow a member of the public to listen to recorded proceedings of a Council meeting
Power or Duty Assigned:	Chief Executive Officer
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	N/A
Chief Executive Officer delegates to:	Manager Council Support Services <u>Manager Marketing, Communications and Council Support</u> Administrative Services Team Leader
Reference:	Policy 2.2.6

HEIGHT AND SCALE OF BUILDINGS WITHIN RESIDENTIAL AREA

Function to be performed:	Authority to provide an estimate on the natural ground level where land has been previously disturbed and no accurate records have been kept.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Director Planning and Development <u>Director Planning and Community Development</u> Manager Approval Services <u>Manager Planning, Approvals and Environmental Services</u> Co-ordinator Building Approvals Co-ordinator Planning Approvals
Reference:	Policy 3.1.9

ONLINE SERVICE PROVISION

Function to be performed:	Authority to approve requests from elected members or employees to transfer any digital files into Council equipment.
Power or Duty Assigned:	Chief Executive Officer
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	N/A
Chief Executive Officer delegates to:	Manager Information Services <u>Manager Information Management</u>
Reference:	Policy 4.2.2

COUNCIL RESERVES AND PARKS

- (1) **Function to be performed:** Authority to develop and maintain minor passive public open space with area less than four (4) hectares as non-reticulated or dry parks

Power or Duty Assigned: Chief Executive Officer

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: N/A

Chief Executive Officer delegates to: ~~Director Infrastructure Management~~ Director Infrastructure and Operations
Manager Operations Services

Reference: Policy 2.5.2

- (2) **Function to be performed:** Authority to approval passive reticulated parks.

Power or Duty Assigned: Chief Executive Officer

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: N/A

Chief Executive Officer delegates to: ~~Director Infrastructure Management~~ Director Infrastructure and Operations
Manager Operations Services

Reference: Policy 2.5.2

TOWN PLANNING DELEGATIONS

- 1 Council delegates authority to deal with applications for development approval, (including applications for approval of a home occupation, a use, applications for approval to commence development, composite applications and exercise of discretion under the Town Planning Scheme and the Residential Planning Codes in accordance with Clause 8.6 of the City of Joondalup District Planning Scheme No.2 and the powers contained in the Western Australian Planning Commission instrument of delegation under the State Planning Commission Act 1985, published in the Government Gazette of 28 November 1997 as amended) to:
- (a) the ~~Director Planning and Development~~Director Planning and Community Development (or ~~Manager Approval Services~~Manager Planning, Approvals and Environmental Services) of the City of Joondalup, following consultation with the Mayor and/or his/her nominee where the application has been advertised for comment and relevant planning objection (in the opinion of the ~~Director Planning & Development~~Director Planning and Community Development or the ~~Manager Approval Services~~Manager Planning, Approvals and Environmental Services) has been received, except where one or more Elected Members has first advised the ~~Manager, Approval Services~~Manager Planning, Approvals and Environmental Services of the City of Joondalup in writing in each case that the application should be referred to the Elected Members/Mayor for determination;
 - (b) the ~~Manager Approval Services~~Manager Planning, Approvals and Environmental Services, where a development application has been advertised and no valid planning objections have been received;
 - (c) each of the planners who is a member of the Approval Services Business Unit of the City of Joondalup (being the officers appointed to supervise the development control functions of the Council) for the following applications, except where one or more Elected Member has first advised the ~~Manager, Approval Services~~Manager Planning, Approvals and Environmental Services of the City of Joondalup in writing in each case that the application should be referred to the Elected Members/Mayor for determination;
 - (i) an approval in accordance with Council Policy and/or DPS2 requirements, except in the case where that application has been advertised;
 - (ii) the exercising of discretion permitted under the Residential Planning Codes for ~~setbacks—development standards~~ by up to 10% where it is considered that the reduced setback will not detrimentally affect the development, adjoining properties or the streetscape;
 - (iii) ~~the exercising of discretion under the provisions of DPS 2 to reduce building setbacks, carparking and/or landscaping by up to 10% where it is considered the reduced standard will not detrimentally affect the development, adjoining properties or the streetscape; and the exercising of discretion for setbacks permitted under the R-Codes where the adjoining~~

affected landowner/s have provided favourable comments and the reduced setback will not determinately affect the development or the streetscape. The setback reduction under this provision shall be limited to 1.5 metres. Setback reductions not supported by the officer shall be treated in accordance with point (a) above; and

- (iv) the exercising of discretion to determine whether or not advertising/neighbour consultation is required.
- (d) the Director of Planning and Development (or the Manager of Approval Services in his absence) for the provision of advice to external agencies regarding the determination of applications;

2 for the purpose of S.24 of the Town Planning and Development Act 1928, specifies the functions of the Council under s.24 of that Act as functions to be performed by the Chief Executive Officer, and further recognises:

- (a) the Chief Executive Officer may wish to delegate to any of the planners who is a member from time to time of the Business Unit which has responsibility for dealing with subdivision issues, the authority to deal with subdivision applications in the following categories:
 - (i) subdivision applications received which are generally consistent with District Planning Scheme No 2 or an approved or a Agreed Structure Plan (including Outline Development Plan and Development Guide Plan); including the issue of clearance certificates;
 - (ii) subdivision applications previously supported or not supported by Council and subsequently determined by the Western Australian Planning Commission (WAPC) consistent with the Council's recommendation;
 - (iii) applications for extension of subdivision approval issued by the Western Australian Planning Commission which were previously supported by Council;
 - (iv) applications for subdivision or amalgamation which result from conditions of development approval given by or on behalf of Council;
 - (v) applications for subdivision or amalgamation of lots which would allow the development of the land for uses permitted in the zone within which that land is situated; ~~including applications involving the excision of land for road widening, sump sites, school sites, etc;~~
 - (vi) applications for subdivision or amalgamation of lots solely involving excision of land for public purposes; ~~including, but without limiting the foregoing, road widenings, sump sites, school sites and community purpose sites.~~

for the purpose of the above powers of delegation, vacant lot strata and survey strata applications shall be regarded as subdivision.

- (b) the Chief Executive Officer should refer to the Council any subdivision application where the decision to support or not support the application would be inconsistent with Council Policy;

3 where decisions have been made by a delegate pursuant to any of the preceding delegations or a decision made by the Chief Executive Officer consequent upon the specification of functions related to subdivision, requires a schedule of decisions to be provided at a subsequent meeting of council, setting out in each case brief details of the land and the determination made, with a short summary explanation.

4

Delegates authority to the Director Planning and Community Development to issue notices under Clause 8.6 of District Planning Scheme No 2 with the aim of securing conformity with the Scheme.

7

HONORARY PARKING INSPECTORS

The following appointed persons in accordance with the Local Government Act 1995 and the provisions of the Justices Act 1902 are authorised as Honorary Parking Inspectors to act under and enforce the Parking Local Laws for the City of Joondalup as detailed hereunder:

Warwick Shopping Centre: SKIPPER Andrew Mark
BOWEN Greg
MCCOURT Patrick Michael
MOFFAT Euan

Glengarry Shopping Centre: BUTLER Vincent William
ANDERSON John Edward

Lakeside Shopping Centre: BRIGGS Michael Patrick

Padbury Primary School: NEWTON Julie Anne

Hillarys Boat Harbour: SCOTT James Alexander
GRAFEN Andrew Phillip
STEVEN Nigel Colin
FROOME Don J
ROMANO Gaetano
SPRY Francis Paul
OAKFORD Russell John

Whitford City Shopping Centre: TAYLOR Wayne
BANNISTER Adam John
CO CUP Steven Harvey
THOMAS Susanne
DELLA MORA Jordan
JARGER Marc

Local Laws Relating to Parking Facilities

Local Government (Parking for Disabled Persons) Regulations 1988

- * The CEO and Director Community Development have been delegated authority dated 21 December 1999 to appoint honorary parking inspectors.

Item CJ447-12/99 refers

LIBRARY CHARGES

Function to be performed:	Authority to waive, reduce or cancel library charges or grant an extension of time to pay library accounts.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Manager Library and Information Services All Branch Librarians All Assistant Librarians All Senior Library Clerks Adult Services Librarian <u>Youth Services Librarian</u> Community Information Librarian Reference Librarian Local Studies Librarian Librarians – Central Support Services Student Librarians
Reference:	Section 5.42 Local Government Act 1995 Policy 2.4.3

ANIMALS LOCAL LAW – ISSUING OF LICENCES, APPROVALS AND PERMITS

Function to be performed:	A local government may appoint persons or classes of persons to be authorised for the purpose of issuing licences, approvals and permits relating to the Animals Local Law.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	<ul style="list-style-type: none">• Manager Leisure and Ranger Services <u>Infrastructure Management Services</u>• Senior Ranger, Ranger Services• Senior Administration Officer, Leisure and Ranger Services• Customer Service Officer, Leisure & Ranger Services.<input type="checkbox"/> Manager Approval Services <u>Manager Planning, Approvals and Environmental Services</u><input type="checkbox"/> Co-ordinator Planning Approvals<input type="checkbox"/> Co-ordinator Building Approvals• Manager Community and Health Services• <u>Environmental Health Officers</u>
Reference:	Section 9.10 Local Government Act 1995

PARKING LOCAL LAW – ISSUING OF LICENCES, APPROVALS AND PERMITS

Function to be performed:	A local government may appoint persons or classes of persons to be authorised for the purpose of issuing licences, approvals and permits relating to the Parking Local Law.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	<ul style="list-style-type: none">• Manager Leisure and Ranger Services <u>Manager Infrastructure Management Services</u>• Senior Ranger, Ranger Services• Senior Administration Officer, Leisure and Ranger Services• Customer Service Officer, Leisure & Ranger Services.
Reference:	Section 9.10 Local Government Act 1995

SIGNS LOCAL LAW – ISSUING OF LICENCES, APPROVALS AND PERMITS

Function to be performed:	A local government may appoint persons or classes of persons to be authorised for the purpose of issuing licences, approvals and permits relating to the Signs Local Law.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	<ul style="list-style-type: none"> • Manager Leisure and Ranger Services <u>Manager Infrastructure Management Services</u> • Senior Ranger, Ranger Services • Senior Administration Officer, Leisure and Ranger Services • Customer Service Officer, Leisure & Ranger Services. • Senior Administration Officer, Infrastructure Management Services • Administration Officer, Infrastructure Management Services • Manager Approval Services <u>Manager Planning, Approvals and Environmental Services</u> <input type="checkbox"/> Co-ordinator Planning Approvals <input type="checkbox"/> Co-ordinator Building Approvals • <u>Principal Building Surveyor</u> • Pool Inspections Co-ordinator
Reference:	Section 9.10 Local Government Act 1995

BUSHFIRE PREVENTION AND CONTROL LOCAL LAW – ISSUING OF LICENCES, APPROVALS AND PERMITS

Function to be performed:	A local government may appoint persons or classes of persons to be authorised for the purpose of issuing licences, approvals and permits relating to the Bushfire Prevention and Control Local Law.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	<ul style="list-style-type: none">• Manager Leisure and Ranger Services <u>Manager Infrastructure Management Services</u>• Senior Ranger, Ranger Services• Senior Administration Officer, Leisure and Ranger Services• Customer Service Officer, Leisure & Ranger Services.
Reference:	Section 9.10 Local Government Act 1995

LOCAL GOVERNMENT AND PUBLIC PROPERTY LOCAL LAW – ISSUING OF LICENCES, APPROVALS AND PERMITS

Function to be performed:	A local government may appoint persons or classes of persons to be authorised for the purpose of issuing licences, approvals and permits relating to the Local Government and Public Property Local Law.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	<ul style="list-style-type: none">• Senior Administration Officer, Infrastructure Management Services• Administration Officer, Infrastructure Management Services• Manager Approval Services <u>Manager Planning, Approvals and Environmental Services</u>• Co-ordinator Planning Approvals• Co-ordinator Building Approvals
Reference:	Section 9.10 Local Government Act 1995

PRIVATE PROPERTY LOCAL LAW – ISSUING OF LICENCES, APPROVALS AND PERMITS

Function to be performed:	A local government may appoint persons or classes of persons to be authorised for the purpose of issuing licences, approvals and permits relating to the Private Property Local Law.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	<ul style="list-style-type: none">• Manager Approval Services <u>Manager Planning, Approvals and Environmental Services</u>• Co-ordinator Planning Approvals• Co-ordinator Building Approvals• Senior Administration Officer, Infrastructure <u>Management Services</u>• Administration Officer, Infrastructure Management <u>Services</u>
Reference:	Section 9.10 Local Government Act 1995

EXTRACTIVE INDUSTRIES LOCAL LAW – ISSUING OF LICENCES, APPROVALS AND PERMITS

Function to be performed:	A local government may appoint persons or classes of persons to be authorised for the purpose of issuing licences, approvals and permits relating to the Extractive Industries Local Law.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	<ul style="list-style-type: none">• Manager Approval Services <u>Manager Planning, Approvals and Environmental Services</u>• Co-ordinator Planning Approvals• Co-ordinator Building Approvals
Reference:	Section 9.10 Local Government Act 1995

**TRADING IN PUBLIC PLACES LOCAL LAW – ISSUING OF
LICENCES, APPROVALS AND PERMITS**

Function to be performed:	A local government may appoint persons or classes of persons to be authorised for the purpose of issuing licences, approvals and permits relating to Trading in Public Places Local Law.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	<ul style="list-style-type: none">• Manager Approval Services <u>Manager Planning, Approvals and Environmental Services</u>• Co-ordinator Planning Approvals• Co-ordinator Building Approvals• Manager Community and Health Services <u>Manager Planning, Approvals and Environmental Services</u>• Environmental Health Officers
Reference:	Section 9.10 Local Government Act 1995

HEALTH LOCAL LAW – ISSUING OF LICENCES,
APPROVALS AND PERMITS

Function to be performed:	A local government may appoint persons or classes of persons to be authorised for the purpose of issuing licences, approvals and permits relating to the Health Local Law.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	<div><div><div><div>• Manager Approval Services<u>Manager Planning, Approvals and Environmental Services</u></div><div><input type="checkbox"/> Co-ordinator Planning Approvals</div><div><input type="checkbox"/> Co-ordinator Building Approvals</div><div>• <u>Coordinator Health Operations</u></div><div>• <u>Principal Building Surveyor</u></div><div>• Manager Community and Health Services<u>Manager Planning, Approvals and Environmental Services</u></div><div>• Environmental Health Officers</div></div></div></div>
Reference:	Section 9.10 Local Government Act 1995

LOCAL LAWS – ISSUE OF NOTICES, CAUTIONS AND INFRINGEMENTS

Function to be performed:	A local government may appoint persons or classes of persons to be authorised for the purpose of issuing of notices, cautions and infringements relating to local laws.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	<ul style="list-style-type: none">• Senior Ranger, Ranger Services• Senior Administration Officer – Leisure and Ranger Services• All Rangers• Senior Administration Officer, Infrastructure Management Services• Administration Officer, Infrastructure Management Services• Manager Community and Health Services <u>Manager Planning, Approvals and Environmental Services</u>• Environmental Health Officers• Manager Approval Services <u>Manager Planning, Approvals and Environmental Services</u>• Co-ordinator Planning Approvals• Co-ordinator Building Approvals• <u>Principal Building Surveyor</u>• Planning Liaison Officer• <u>Manager Infrastructure Management Services</u>
Reference:	Section 9.10 Local Government Act 1995

LOCAL LAWS – EXTENSION OF PAYMENT TIME, WAIVER OR REDUCTION OF PENALTIES, WITHDRAWAL OF INFRINGEMENT NOTICES

Function to be performed:	Power to appoint “authorised persons” to grant extension of time to pay, waive or reduce penalties and withdraw infringement notices relating to local laws.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	<ul style="list-style-type: none">• Manager Leisure and Ranger Services <u>Manager Infrastructure Management Services</u>• Senior Ranger, Ranger Services• Senior Administration Officer, Leisure and Ranger Services• Customer Service Officer, Leisure & Ranger Services• Manager Infrastructure Management Services• Senior Administrator Officer, Infrastructure Management Services• Manager Community and Health Services <u>Manager Planning, Approvals and Environmental Services</u>• Manager Approval Services <u>Manager Planning, Approvals and Environmental Services</u>• Co-ordinator Planning Approvals• Co-ordinator Building Approvals
Reference:	Sections 6.12 and 9.10 Local Government Act 1995

LOCAL LAWS – APPOINTMENT OF PROSECUTION OFFICERS

Function to be performed:	<p>Classes of persons may be appointed as “prosecution officers” to manage recovery of unpaid infringement penalties through the Fines Enforcement Scheme, with authority to:</p> <ul style="list-style-type: none">• sign Enforcement Certificates to initiate prosecution (Section 16);• sign Withdrawal of Proceedings Notices (Section 22) for those matters already registered with Fines Enforcement; <p>relating to local laws.</p>
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	<ul style="list-style-type: none">• Manager Leisure and Ranger Services <u>Manager Infrastructure Management Services</u>• Senior Ranger, Ranger Services• Senior Administration Officer – Leisure and Ranger Services• Customer Service Officer, Leisure & Ranger Services
Reference:	Sections 16 and 22 Fines, Penalties and Infringement Notice Enforcement Act 1994

APPOINTMENT OF HONORARY PARKING INSPECTORS

Function to be performed:	Power to appoint, and to cancel previous appointments of, honorary parking inspectors to issue caution and infringement notices under the City of Joondalup Parking Local Law 1998 and the Local Government (Parking for Disabled Persons) Regulations 1988.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Director Community Development <u>Director Planning and Community Development</u>
Reference:	Section 5.42 Local Government Act 1995

LOCAL LAWS – APPOINTMENT OF BEACH INSPECTORS

Function to be performed:	Power to appoint beach inspectors and members of surf life saving clubs to carry out the provisions of Part 7 of the Local Government and Public Property Local Law.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Director Community Development <u>Director Planning and Community Development</u>
Reference:	Section 5.42 Local Government Act 1995

ALTERATIONS AND ADDITIONS TO COUNCIL PREMISES

Function to be performed:	To approve alterations and additions to Council premises by the lessee, where the market value is less than \$20,000 and provided that the Council and the particular Ward Councillors are notified of the request prior to approval.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer <u>All Directors</u>
Chief Executive Officer delegates to:	N/A
Reference:	Policy 2.5.5