

## ATTACHMENT 1

DELEGATION	PAGE NO	PROPOSED AMENDMENT
Duties when performing functions	14	Minor correction to position title.
Notice requiring certain things to be done by the owner or occupier of land	15	Additional delegation to: <ul style="list-style-type: none"> <li>• Manager Infrastructure Management and Ranger Services</li> </ul>
Power to remove and impound goods	17	Additional delegation to: <ul style="list-style-type: none"> <li>• All Rangers</li> </ul>
Impounded non-perishable goods	18	Additional delegation to: <ul style="list-style-type: none"> <li>• All Rangers</li> </ul>
Notice to collect goods if not confiscated	19	Additional delegation to: <ul style="list-style-type: none"> <li>• All Rangers</li> </ul>
Recover of impounding expenses	21	Additional delegation to: <ul style="list-style-type: none"> <li>• Senior Ranger</li> </ul>
Closing certain thoroughfares to vehicles	22	Minor correction to position title.
Affected owners to be notified of certain proposals	24	Minor correction to position title.
Public access to be maintained and plans kept	25	Minor correction to position title.
Accounts and records	49	Amendment of wording within 'function to be performed'.
Write off of monies	52	Additional delegations to: <ul style="list-style-type: none"> <li>• Manager Financial Services;</li> <li>• Team Leader Rating Services.</li> </ul> <p>Limit of monies that may be written off are specified.</p>
Agreement as to payment of rates and service charges	59	Additional delegation to: <ul style="list-style-type: none"> <li>• Team Leader Rating Services</li> </ul>
Rates or service charges recoverable in court	60	Amendment of wording within 'function to be performed'. <p>Deletion of delegation to:</p> <ul style="list-style-type: none"> <li>• Rates Officers</li> </ul> <p>Correction to reference section.</p>
Local Government may require lessee to pay rent.	61	Additional delegations to: <ul style="list-style-type: none"> <li>• Manager Financial Services</li> <li>• Team Leader Rating Services</li> </ul>

Objection to the rate record	62/63	Amendment of wording within "Function to be performed".  Additional delegations to: <ul style="list-style-type: none"> <li>• Manager Financial Services</li> <li>• Team Leader Rating Services</li> </ul>
Dangerous excavation in or near public thoroughfare	70	Minor correction to position title.
Crossing from public thoroughfare to private land or private thoroughfare	71	Minor correction to position title.
Requirement to construct and repair crossing	72	Minor correction to position title.  Additional delegation to: <ul style="list-style-type: none"> <li>• Senior Administration Officer, Infrastructure Management and Ranger Services</li> </ul>
Private works on, over or under public places	73	Minor correction to position title.
Financial Management duties of the Chief Executive Officer	87/88	Minor amendment to 'function to be performed'.  Correction to references section.
Staff uniforms	96	Additional delegation to: <ul style="list-style-type: none"> <li>• All Business Unit Managers</li> </ul>
Payment of fees, allowances and expenses and the provision of facilities to the Mayor, Deputy Mayor and Councillors	97/98	Amendment to title from "Travel/Accommodation - Elected Members and Staff"  Minor amendment to 'function to be performed'.  Additional delegations to: <ul style="list-style-type: none"> <li>• Manager Marketing Communications and Council Support</li> <li>• Manager Audit and Executive Services</li> </ul> Inclusion of 4 <sup>th</sup> section within delegation
Legal representation for present and former elected members and staff of the City	99	Minor amendment to 'function to be performed'.
Advertising - Child Care Centres	102	Delegation to be deleted as this is governed by the Signs Local Law.

Consulting Rooms	103	Delegation to be deleted as Policy 3.1.2 no longer exists.
Nomenclature - public facilities	104	Additional delegations to: <ul style="list-style-type: none"> <li>• Manager Approvals Planning and Environmental Services;</li> <li>• Coordinator Urban Design and Policy Services</li> <li>• Senior Cartographic Systems Officer</li> </ul>
Uniform Fencing - subdivision	105 /106	Various amendments to 'function to be performed'.  Additional delegations to: <ul style="list-style-type: none"> <li>• Manager Infrastructure Management and Ranger Services</li> <li>• Coordinator Urban Design and Policy</li> </ul>
Signatories to accounts	108	Additional delegation to: <ul style="list-style-type: none"> <li>• Director Planning and Community Development</li> </ul>
Payment of rates by instalment or special arrangement	110	Additional delegations to: <ul style="list-style-type: none"> <li>• Manager Financial Services</li> <li>• Team Leader Rating Services</li> <li>• Rating Officers</li> </ul>
Verge treatments - protective devices	119	Minor correction to position title.  Additional delegation to: <ul style="list-style-type: none"> <li>• Senior Administration Officer, Infrastructure Management and Ranger Services</li> </ul>
Sand drift control	120	Minor correction to position title.
Roadworks - opening up	122	Minor correction to position title.
Public Online Service Provision	133	Amendment of title from "Online Service Provision".  Amendment of 'function to be performed'.  Reference to include Policy 2.3.5
Town Planning Delegations	136 to 138	Various amendments as detailed.
Justices Act 1902	141	Amendments to authorised officers.
Honorary Parking Inspectors	143	Amendments to authorised persons.

Animals Local Law - Issuing of Licences, Approvals and Permits	147	Minor correction to position title.  Additional delegation to: <ul style="list-style-type: none"> <li>Coordinator Health and Environmental Services</li> </ul>
Parking Local Law - Issuing of Licences, Approvals and permits	148	Minor correction to position title.
Signs Local Law - Issuing of Licences, Approvals and Permits	149	Minor correction to position title.
Bushfire Prevention and Control Local Law - Issuing of Licences, Approvals and Permits	150	Minor correction to position title.
Trading in Public Places Local Law - Issuing of Licences, Approvals and Permits	154	Deletion of delegation to: <ul style="list-style-type: none"> <li>Principal Building Surveyor</li> </ul>
Health Local Law - Issuing of Licences, Approvals and Permits	155	Deletion of delegation to: <ul style="list-style-type: none"> <li>Principal Building Surveyor</li> </ul>
Local Laws - Issue of Notices, Cautions and Infringements	157	Minor correction to position title.
Local Laws - Extension of Payment Time, Waiver or Reduction of Penalties, Withdrawal of Infringement Notices	158	Minor correction to position title.
Local Laws - Appointment of Prosecution Officers	159	Minor correction to position title.
Appointment of Honorary Parking Inspectors	160	Deletion of delegation to: <ul style="list-style-type: none"> <li>Director Planning and Community Development</li> </ul> Additional delegations to: <ul style="list-style-type: none"> <li>Director Infrastructure and Operations</li> <li>Senior Ranger</li> <li>Senior Administration Officer, Infrastructure Management and Ranger Services</li> </ul>
Strata Title Certificate of Local Government	164	Inclusion of new delegation.



## DUTIES WHEN PERFORMING FUNCTIONS

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<b>Function to be performed:</b>	<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"><li>(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.</li><li>(ii) as little harm or inconvenience is caused and as little damage is done as is possible.</li><li>(iii) danger to any person or property does not arise from anything done on land.</li><li>(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.</li><li>(v) buildings, fences, and other structures are not disturbed nor damaged.</li><li>(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</li><li>(vii) any physical damage done to any land, premises or thing, is immediately made good unless compensation has been or is to be paid.</li></ul>
<b>Power or Duty Assigned:</b>	Local Government
<b>Power to Delegate:</b>	Yes
<b>Delegation Recommended:</b>	Yes
<b>Delegation to:</b>	Chief Executive Officer
<b>Chief Executive Officer delegates to:</b>	Director Infrastructure and Operations Manager Infrastructure Management & <u>Ranger</u> Services Manager Operations Services
<b>Reference:</b>	Section 3.21(1) Local Government Act 1995

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

<b>Function to be performed:</b>	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.
<b>Power or Duty Assigned:</b>	Local Government
<b>Power to Delegate:</b>	Yes
<b>Delegation Recommended:</b>	Yes
<b>Delegation to:</b>	Chief Executive Officer
<b>Chief Executive Officer delegates to:</b>	All Directors Manager Operations Services Manager, Approvals, Planning and Environmental Services <u>Manager Infrastructure Management &amp; Ranger Services</u> Coordinator Planning Approvals Principal Building Surveyor
<b>Reference:</b>	Section 3.24 Local Government Act 1995

**POWER TO REMOVE AND IMPOUND GOODS**

<b>Function to be performed:</b>	A local government may authorise an employee to remove and impound goods from a public place if the goods present a hazard to public safety or they obstruct the lawful use of any place.
<b>Power or Duty Assigned:</b>	Local Government
<b>Power to Delegate:</b>	Yes
<b>Delegation Recommended:</b>	Yes
<b>Delegation to:</b>	Chief Executive Officer
<b>Chief Executive Officer delegates to:</b>	All Directors <u>All Rangers</u>
<b>Reference:</b>	Section 3.39 Local Government Act 1995

**IMPOUNDED NON-PERISHABLE GOODS**

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<b>Function to be performed:</b>	When any non-perishable goods have been removed and impounded under Section 3.39 the local government is required to either institute a prosecution against the alleged offender, or give the alleged offender notice that the goods may be collected from a place specified during such hours as are specified.
<b>Power or Duty Assigned:</b>	Local Government
<b>Power to Delegate:</b>	Yes
<b>Delegation Recommended:</b>	Yes
<b>Delegation to:</b>	Chief Executive Officer
<b>Chief Executive Officer delegates to:</b>	All Directors <u>All Rangers</u>
<b>Reference:</b>	Section 3.42 Local Government Act 1995

**NOTICE TO COLLECT GOODS IF NOT CONFISCATED 119**

<b>Function to be performed:</b>	Where non-perishable goods have been removed and impounded and a prosecution is instituted, but the alleged offender is not convicted; or is convicted but the court does not order that the goods be confiscated, the local government is required to give the alleged offender notice that the goods may be collected from a place specified during such hours as are specified.
<b>Power or Duty Assigned:</b>	Local Government
<b>Power to Delegate:</b>	Yes
<b>Delegation Recommended:</b>	Yes
<b>Delegation to:</b>	Chief Executive Officer
<b>Chief Executive Officer delegates to:</b>	All Directors <u>All Rangers</u>
<b>Reference:</b>	Section 3.44 Local Government Act 1995



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**RECOVERY OF IMPOUNDING EXPENSES**

<b>Function to be performed:</b>	If goods are removed and impounded under Section 3.39 and the alleged offender is convicted, the local government may, by action in a court of competent jurisdiction, recover from the alleged offender the expenses incurred by the local government in removing and impounding them and in disposing of them.
<b>Power or Duty Assigned:</b>	Local Government
<b>Power to Delegate:</b>	Yes
<b>Delegation Recommended:</b>	Yes
<b>Delegation to:</b>	Chief Executive Officer
<b>Chief Executive Officer delegates to:</b>	All Directors <u>Senior Ranger</u>
<b>Reference:</b>	Section 3.48 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 and Operations  
Manager Infrastructure Management & Ranger Services

**Reference:** Section 3.50(4) Local Government Act 1995

## AFFECTED OWNERS TO BE NOTIFIED OF CERTAIN PROPOSALS

<b>Function to be performed:</b>	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.
<b>Power or Duty Assigned:</b>	Local Government
<b>Power to Delegate:</b>	Yes
<b>Delegation Recommended:</b>	Yes, If no objection
<b>Delegation to:</b>	Chief Executive Officer
<b>Chief Executive Officer delegates to:</b>	Director Infrastructure and Operations Manager Infrastructure Management & Ranger Services
<b>Reference:</b>	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 and Operations.  
Manager Infrastructure Management & Ranger Services

**Reference:** Section 3.52(4) Local Government Act 1995

## ACCOUNTS AND RECORDS

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<b>Function to be performed:</b>	The Chief Executive Officer has a duty to: <ul style="list-style-type: none"><li>• —ensure that there are kept, in accordance with the regulations, proper accounts and records of the transactions and affairs of the local government;</li><li>• <del>and the Chief Executive Officer has a duty to keep the</del> 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.</li></ul>
<b>Power or Duty Assigned:</b>	Local Government
<b>Power to Delegate:</b>	Yes
<b>Delegation Recommended:</b>	Yes
<b>Delegation to:</b>	Chief Executive Officer
<b>Chief Executive Officer delegates to:</b>	Director Corporate Services and Resource Management
<b>Reference:</b>	Section 6.5 Local Government Act 1995



## WRITE OFF OF MONIES

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**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 - individual items to \$50,000

**Chief Executive Officer delegates to:** Director Corporate Services and Resource Management  
- individual items to \$20,000  
Manager Financial Services - individual items to \$5,000  
Team Leader Rating Services - individual items to \$50.

**Reference:** Section 6.12(1)(c) Local Government Act 1995  
CJ78-03/99 refers

## AGREEMENT AS TO PAYMENT OF RATES AND SERVICE CHARGES

<b>Function to be performed:</b>	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.
<b>Power or Duty Assigned:</b>	Local Government
<b>Power to Delegate:</b>	Yes
<b>Delegation Recommended:</b>	Yes
<b>Delegation to:</b>	Chief Executive Officer
<b>Chief Executive Officer delegates to:</b>	Director Corporate Services and Resource Management Manager Financial Services <u>Team Leader Rating Services</u> Rates Officers
<b>Reference:</b>	Section 6.49 Local Government Act 1995 Policy 2.4.4

**RATES OR SERVICE CHARGES RECOVERABLE IN COURT**

<b>Function to be performed:</b>	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. <u>As part of the legal recovery of rates and charges in court, documents such as summonses and warrants are required to be duly authorised.</u>
<b>Power or Duty Assigned:</b>	Local Government
<b>Power to Delegate:</b>	Yes
<b>Delegation Recommended:</b>	Yes
<b>Delegation to:</b>	Chief Executive Officer
<b>Chief Executive Officer delegates to:</b>	Director Corporate Services and Resource Management. Manager Financial Services Rates Officers
<b>Reference:</b>	Section <del>5.65</del> <u>6.56</u> (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 Corporate Services and Resource Management  
Manager Financial Services  
Team Leader Rating Services

**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 Corporate Services and Resource Management.  
Manager Financial Services

**Reference:** Section 6.60(4) Local Government Act 1995

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**OBJECTION TO THE RATE RECORD**

- (1) **Function to be performed:** The local government may, on application by a person ~~proposed~~proposing 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 Corporate Services and Resource Management  
Manager Financial Services  
Team Leader Rating Services

**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 Corporate Services and Resource Management.  
Manager Financial Services  
Team Leader Rating Services

**Reference:** Section 6.76(5) Local Government Act 1995



- (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 Corporate Services and Resource Management  
Manager Financial Services  
Team Leader Rating Services

**Reference:** Section 6.76(6) Local Government Act 1995

**DANGEROUS EXCAVATION IN OR NEAR PUBLIC  
THOROUGHFARE**

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<b>Function to be performed:</b>	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.
<b>Power or Duty Assigned:</b>	Local Government
<b>Power to Delegate:</b>	Yes
<b>Delegation Recommended:</b>	Yes
<b>Delegation to:</b>	Chief Executive Officer
<b>Chief Executive Officer delegates to:</b>	Director Infrastructure and Operations Manager Infrastructure Management & Ranger Services
<b>Reference:</b>	Section 11(1) Local Government (Uniform Local Provisions) Regulations 1996

## CROSSING FROM PUBLIC THOROUGHFARE TO PRIVATE LAND OR PRIVATE THOROUGHFARE

<b>Function to be performed:</b>	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.
<b>Power or Duty Assigned:</b>	Local Government
<b>Power to Delegate:</b>	Yes
<b>Delegation Recommended:</b>	Yes
<b>Delegation to:</b>	Chief Executive Officer
<b>Chief Executive Officer delegates to:</b>	Manager Approvals, Planning and Environmental Services All Building Surveyors Manager Infrastructure Management & Ranger Services Senior Administration Officer, Infrastructure Management and Ranger Services
<b>Reference:</b>	Section 12(1) Local Government (Uniform Local Provisions) Regulations 1996

**REQUIREMENT TO CONSTRUCT AND REPAIR CROSSING**

<b>Function to be performed:</b>	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.
<b>Power or Duty Assigned:</b>	Local Government
<b>Power to Delegate:</b>	Yes
<b>Delegation Recommended:</b>	Yes
<b>Delegation to:</b>	Chief Executive Officer
<b>Chief Executive Officer delegates to:</b>	Director Infrastructure and Operations Manager Infrastructure Management & Ranger Services <u>Senior Administration Officer, Infrastructure</u> <u>Management &amp; Ranger Services</u>
<b>Reference:</b>	Section 13(1) Local Government (Uniform Local Provisions) Regulations 1996

**PRIVATE WORKS ON, OVER OR UNDER PUBLIC PLACES** 135

<b>Function to be performed:</b>	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.
<b>Power or Duty Assigned:</b>	Local Government
<b>Power to Delegate:</b>	Yes
<b>Delegation Recommended:</b>	Yes
<b>Delegation to:</b>	Chief Executive Officer
<b>Chief Executive Officer delegates to:</b>	Director Infrastructure and Operations Manager Infrastructure Management & Ranger Services
<b>Reference:</b>	Section 17(2) Local Government (Uniform Local Provisions) 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~~ for 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 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)(a) Local Government (Financial Management) Regulations 1996

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- (3) **Function to be performed:** The Chief Executive Officer is to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures (and not less than once in every 4 financial years) and report to the local government the results of those reviews.

**Power or Duty Assigned:** Chief Executive Officer

**Power to Delegate:** Yes

**Delegation Recommended:** Yes

**Delegation to:** N/A

**Chief Executive Officer delegates to:** N/A

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

**STAFF UNIFORMS****138**

**Function to be performed:** Authority to issue approved corporate uniforms.

**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  
All Business Unit Managers

**Reference:** Policy 2.1.6

**TRAVEL/ACCOMMODATION – ELECTED MEMBERS AND STAFF****PAYMENT OF FEES, ALLOWANCES AND EXPENSES & THE  
PROVISION OF FACILITIES TO THE MAYOR, DEPUTY MAYOR  
AND COUNCILLORS**

- (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  
Manager Marketing Communications and Council Support

**Reference:** Policy 2.2.13

- (2) **Function to be performed:** Authority to arrange registration, 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 Marketing, Communications and Council Support (subject to budget limitations)

**Reference:** Policy 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 Corporate Services and Resource Management  
Manager Marketing Communications and Council Support

**Reference:** Policy 2.2.13

- (4) **Function to be performed:** The authority to process elected members' claim forms relating to reimbursement of expenses.

**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 Communications and Council Support  
Manager Audit and Executive Services

**Reference:** Policy 2.2.13

## LEGAL REPRESENTATION FOR PRESENT AND FORMER ELECTED MEMBERS AND STAFF OF THE CITY

- (1) **Function to be performed:** In cases of urgency, the Chief Executive Officer may authorise interim assistance for legal representation. The ceiling for legal assistance is set at \$3,000. In cases of emergency, the Chief Executive Officer may approve applications for additional assistance, not exceeding \$3,000 per application.

**Power or Duty Assigned:** Chief Executive Officer

**Power to Delegate:** Yes

**Delegation Recommended:** Yes

**Delegation to:** Chief Executive Officer (limit of \$3,000 per application)

**Chief Executive Officer delegates to:** N/A

**Reference:** Policy 2.2.8

- (2) **Function to be performed:** Where it is decided to retain legal representation on behalf of the City following the grant of an application for assistance under the policy G8, the Chief Executive Officer may, unless otherwise resolved by the Council, obtain from a separate firm of solicitors advice in relation to the application of the policy in the circumstances of the case.

**Power or Duty Assigned:** Chief Executive Officer

**Power to Delegate:** Yes

**Delegation Recommended:** Yes

**Delegation to:** N/A

**Chief Executive Officer delegates to:** N/A

**Reference:** Policy 2.2.8



**ADVERTISING - CHILD CARE CENTRES**

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<b>Function to be performed:</b>	<del>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.</del>
<b>Power or Duty Assigned:</b>	<del>Chief Executive Officer</del>
<b>Power to Delegate:</b>	<del>Yes</del>
<b>Delegation Recommended:</b>	<del>Yes</del>
<b>Delegation to:</b>	<del>Chief Executive Officer</del>
<b>Chief Executive Officer delegates to:</b>	<del>Manager Approvals, Planning and Environmental Services Coordinator Planning Approvals</del>
<b>Reference:</b>	<del>Policy 3.1.1</del>

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**CONSULTING ROOMS**

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

**NOMENCLATURE – PUBLIC FACILITIES**

<b>Function to be performed:</b>	Authority to name streets and reserves, and the allocation of house numbers.
<b>Power or Duty Assigned:</b>	Chief Executive Officer
<b>Power to Delegate:</b>	Yes
<b>Delegation Recommended:</b>	Yes
<b>Delegation to:</b>	Chief Executive Officer
<b>Chief Executive Officer delegates to:</b>	All Directors <u>Manager, Approvals Planning and Environmental Services</u> <u>Coordinator, Urban Design and Policy Services</u> <u>Senior Cartographic Systems Officer</u>
<b>Reference:</b>	Policy 3.1.5

## 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 Approvals, Planning and Environmental Services  
Coordinator Urban Design and Policy

**Reference:** Policy 3.1.6

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

**Power or Duty Assigned:** ~~Council~~ Chief Executive Officer

**Power to Delegate:** Yes

**Delegation Recommended:** Yes

**Delegation to:** ~~Chief Executive Officer~~ N/A

**Chief Executive Officer delegates to:** Manager Approvals, Planning and Environmental Services  
Manager Infrastructure Management and Ranger Services  
Coordinator Urban Design and Policy

**Reference:** Policy 3.1.6

- (3) **Function to be performed:** Authority to approve or refuse the standard and style of uniform fencing where residential lots are proposed to directly abut public open space, drainage sites, pedestrian accessways and major roads. Additionally, to approve or refuse the standard and style of uniform 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:** CouncilChief Executive Officer
- Power to Delegate:** Yes
- Delegation Recommended:** Yes
- Delegation to:** Chief Executive OfficerN/A
- Chief Executive Officer delegates to:** Manager Approvals, Planning and Environmental Services  
Coordinator Urban Design and Policy  
Manager Infrastructure Management and Ranger Services
- Reference:** Policy 3.1.6

**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:**

Municipal Account and Trust Fund (Both)

- Chief Executive Officer
- Director Corporate Services and Resource Management
- Director Planning and Community Development

Director Resource Management Advance Account

- Chief Executive Officer
- Director Corporate Services and Resource Management
- Director Planning and Community Development
- Manager Financial Services
- Statutory Accountant

(where the value of each cheque exceeds \$9999.99, any two of the above)

**Reference:** Policy 2.4.1



## PAYMENT OF RATES BY INSTALMENTS OR SPECIAL ARRANGEMENT

<b>Function to be performed:</b>	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.
<b>Power or Duty Assigned:</b>	Chief Executive Officer
<b>Power to Delegate:</b>	Yes
<b>Delegation Recommended:</b>	Yes
<b>Delegation to:</b>	N/A
<b>Chief Executive Officer delegates to:</b>	Director Corporate Services and Resource Management <u>Manager Financial Services</u> <u>Team Leader Rating Services</u> <u>Rating Officers</u>
<b>Reference:</b>	Policy 2.4.4

**VERGE TREATMENTS – PROTECTIVE DEVICES****149**

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

**SAND DRIFT CONTROL**

150

- (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 and Operations  
Manager Infrastructure Management & Ranger 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

**ROADWORKS – OPENING UP**

151

**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 and Operations  
Manager Infrastructure Management & Ranger Services

**Reference:** Policy 5.3.5

**PUBLIC ONLINE SERVICE PROVISION**

**Function to be performed:** ~~Authority to approve requests from elected members or employees to transfer any digital files into Council equipment.~~

Authority to approve requests for Online Services to be provided to elected members, employees and the public in a controlled fashion.

**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 Management

**Reference:** Policy 4.2.2  
Policy 2.3.5

**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 Community Development (or Manager Approvals, Planning 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 and Community Development or the Manager Approvals, Planning and Environmental Services) has been received, except where one or more Elected Members has first advised the Manager Approvals, Planning 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 Approvals, Planning and Environmental Services, where a development application has been advertised and no valid planning objections have been received;~~
  - (e) 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 Approvals, Planning 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; and no valid planning objections have been received. (Note: The Manager Approvals Planning and Environmental Services shall determine whether an objection has relevant planning validity).
    - (ii) the exercising of discretion permitted under the "Performance Criteria" of the Residential Planning Design Codes for development standards by up to 10% where it is considered that the reduced ~~setback standard~~ will not detrimentally affect the development, adjoining properties or the streetscape;
    - (iii) the exercising of discretion for setbacks permitted under the "Performance Criteria" of the Residential Design 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.

(v) The exercising of discretion under the provisions of DPS2 to reduce development standards by up to 10% where it is considered the reduced standard will not detrimentally affect the development, adjoining properties or the streetscape.

(dc) the Director of Planning and Development (or the Manager, Approvals, Planning and Environmental 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 town planners who is a~~ are members of the Approvals, Planning and Environmental Services business unit of the City of Joondalup ~~from time to time of the Business Unit which has responsibility and are responsible ffor 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 Agreed Structure 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)~~(v) subdivision applications, which are in accordance with the requirements of the City of Joondalup District Planning Scheme No 2 and Council Policies; 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;

(vi) applications for subdivision ~~or amalgamation~~ of lots solely involving excision of land for public purposes;

(vii) the issuing of subdivision clearances and endorsement of deposited plans.

for the purpose of the above powers of delegation, vacant lot strata, ~~and survey~~ strata and amalgamation 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 With regard to breaches of District Planning Scheme No 2, dDelegates authority to the Director Planning and Community Development to issue notices under Clause 8.6 of District Planning Scheme No 2proceed with appropriate legal action, with the aim of securing conformity with the Scheme.

**JUSTICES ACT 1902**

- 1 The following appointed persons listed below are authorised in accordance with the Justices Act 1902, to make complaints and act under and enforce the various Acts, Regulations and Local Laws for the Municipality of the City of Joondalup as detailed hereunder:

HROVATIN Paul  
HEINZE Tony  
MIDDLETON David  
WHYBORN Ian  
ROSS Peter  
CAVE-SMITH Annaliese  
GRYGORCEWICZ Robert  
SMITH Gavin John  
CLARK John  
MARAFIOTI Bruno  
RANDELL Ron John  
HERANGI Tamara Louise

- Local Government Act 1995 (Section 9.10)
- Dog Act 1976, Regulations and Local Laws thereunder.
- Control of Vehicles (Off Road Areas) Act 1978 and Regulations thereunder.
- Bush Fires Act 1954, Regulations and Local Laws thereunder.
- Litter Act 1979 and Regulations thereunder.
- Spearguns Control Act 1955 and Regulations thereunder.
- Local Laws

**HONORARY PARKING INSPECTORS****157**

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:

<b>Warwick Shopping Centre:</b>	SKIPPER Andrew Mark BOWEN Greg MOFFAT Euan
<b>Glengarry Shopping Centre:</b>	BUTLER Vincent William
<b>Lakeside Shopping Centre:</b>	<del>BRIGGS Michael Patrick</del> <u>BRIGGS Michael Patrick</u> <u>BAKER Stephen Robert</u> <u>MELLING Peter John</u> <u>BRADSHAW Teresa Ann</u> <u>WEYMOUTH Brandon</u> <u>STRONG Paul</u>
<b>Padbury Primary School:</b>	<del>NEWTON Julie Anne</del>
<b>Hillarys Boat Harbour:</b>	GRAFEN Andrew Phillip STEVEN Nigel Colin FROOME Don J ROMANO Gaetano OAKFORD Russell John LAMMAS Nathan <u>CLAYDON Nathan David</u> <u>BADDELEY Christopher</u> <u>LESO Michael</u> <u>GARRICK Peter Karl</u>
<b>Whitford City Shopping Centre:</b>	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*

**ANIMALS LOCAL LAW – ISSUING OF LICENCES,  
APPROVALS AND PERMITS**

158

<b>Function to be performed:</b>	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.
<b>Power or Duty Assigned:</b>	Local Government
<b>Power to Delegate:</b>	Yes
<b>Delegation Recommended:</b>	Yes
<b>Delegation to:</b>	Chief Executive Officer
<b>Chief Executive Officer delegates to:</b>	<ul style="list-style-type: none"><li>• Manager Infrastructure Management <u>&amp; Ranger Services</u></li><li>• Senior Ranger, Ranger Services</li><li>• Senior Administration Officer, Infrastructure Management and Ranger Services</li><li>• Administration Officer, Infrastructure Management and Ranger Services</li><li>• Customer Service Officer, Infrastructure Management and Ranger Services.</li><li>• Manager Approvals, Planning and Environmental Services</li><li>• Environmental Health Officers</li><li>• <u>Coordinator Health and Environmental Services</u></li></ul>
<b>Reference:</b>	Section 9.10 Local Government Act 1995



**PARKING LOCAL LAW – ISSUING OF LICENCES,  
APPROVALS AND PERMITS**

159

<b>Function to be performed:</b>	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.
<b>Power or Duty Assigned:</b>	Local Government
<b>Power to Delegate:</b>	Yes
<b>Delegation Recommended:</b>	Yes
<b>Delegation to:</b>	Chief Executive Officer
<b>Chief Executive Officer delegates to:</b>	<ul style="list-style-type: none"><li>• Manager Infrastructure Management &amp; Ranger Services</li><li>• Senior Ranger, Ranger Services</li><li>• Senior Administration Officer, Infrastructure Management and Ranger Services</li><li>• Administration Officer, Infrastructure Management and Ranger Services</li><li>• Customer Service Officer, Infrastructure Management and Ranger Services.</li></ul>
<b>Reference:</b>	Section 9.10 Local Government Act 1995



**SIGNS LOCAL LAW – ISSUING OF LICENCES,  
APPROVALS AND PERMITS**

160

<b>Function to be performed:</b>	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.
<b>Power or Duty Assigned:</b>	Local Government
<b>Power to Delegate:</b>	Yes
<b>Delegation Recommended:</b>	Yes
<b>Delegation to:</b>	Chief Executive Officer
<b>Chief Executive Officer delegates to:</b>	<ul style="list-style-type: none"><li>• Manager Infrastructure Management &amp; Ranger Services</li><li>• Senior Ranger, Ranger Services</li><li>• Senior Administration Officer, Infrastructure Management and Ranger Services</li><li>• Customer Service Officer, Infrastructure Management and Ranger Services.</li><li>• Administration Officer, Infrastructure Management and Ranger Services</li><li>• Manager Approvals, Planning and Environmental Services</li><li>• Principal Building Surveyor</li><li>• Pool Inspections Co-ordinator</li></ul>
<b>Reference:</b>	Section 9.10 Local Government Act 1995

161

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

<b>Function to be performed:</b>	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.
<b>Power or Duty Assigned:</b>	Local Government
<b>Power to Delegate:</b>	Yes
<b>Delegation Recommended:</b>	Yes
<b>Delegation to:</b>	Chief Executive Officer
<b>Chief Executive Officer delegates to:</b>	<ul style="list-style-type: none"><li>• Manager Infrastructure Management &amp; Ranger Services</li><li>• Senior Ranger, Ranger Services</li><li>• Senior Administration Officer, Infrastructure Management and Ranger Services</li><li>• Administration Officer, Infrastructure Management and Ranger Services</li><li>• Customer Service Officer, Infrastructure Management and Ranger Services.</li></ul>
<b>Reference:</b>	Section 9.10 Local Government Act 1995

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

<b>Function to be performed:</b>	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.
<b>Power or Duty Assigned:</b>	Local Government
<b>Power to Delegate:</b>	Yes
<b>Delegation Recommended:</b>	Yes
<b>Delegation to:</b>	Chief Executive Officer
<b>Chief Executive Officer delegates to:</b>	<ul style="list-style-type: none"><li>• Manager Approvals, Planning and Environmental Services</li><li>• Co-ordinator Planning Approvals</li><li><input type="checkbox"/> Principal Building Surveyor</li><li>• Coordinator Health &amp; Environmental Services</li></ul>
<b>Reference:</b>	Section 9.10 Local Government Act 1995

**HEALTH LOCAL LAW – ISSUING OF LICENCES,  
APPROVALS AND PERMITS**

163

<b>Function to be performed:</b>	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.
<b>Power or Duty Assigned:</b>	Local Government
<b>Power to Delegate:</b>	Yes
<b>Delegation Recommended:</b>	Yes
<b>Delegation to:</b>	Chief Executive Officer
<b>Chief Executive Officer delegates to:</b>	<ul style="list-style-type: none"><li>• Manager Approvals, Planning and Environmental Services</li><li>• Coordinator Health &amp; Environmental Services</li><li>• <del>Principal Building Surveyor</del></li><li>• Environmental Health Officers</li></ul>
<b>Reference:</b>	Section 9.10 Local Government Act 1995

**LOCAL LAWS – ISSUE OF NOTICES, CAUTIONS AND INFRINGEMENTS****164**

<b>Function to be performed:</b>	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.
<b>Power or Duty Assigned:</b>	Local Government
<b>Power to Delegate:</b>	Yes
<b>Delegation Recommended:</b>	Yes
<b>Delegation to:</b>	Chief Executive Officer
<b>Chief Executive Officer delegates to:</b>	<ul style="list-style-type: none"><li>• Senior Ranger, Ranger Services</li><li>• Senior Administration Officer – Infrastructure Management and Ranger Services</li><li>• All Rangers</li><li>• Administration Officer, Infrastructure Management and Ranger Services</li><li>• Customer Service Officer, Infrastructure Management and Ranger Services</li><li>• Manager Approvals, Planning and Environmental Services</li><li>• Environmental Health Officers</li><li>• Co-ordinator Planning Approvals</li><li>• Principal Building Surveyor</li><li>• Planning Liaison Officer</li><li>• Manager Infrastructure Management &amp; Ranger Services</li><li>• Coordinator Health &amp; Environmental Services</li></ul>
<b>Reference:</b>	Section 9.10 Local Government Act 1995

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

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



**LOCAL LAWS – APPOINTMENT OF PROSECUTION OFFICERS**

<b>Function to be performed:</b>	<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"><li>• sign Enforcement Certificates to initiate prosecution (Section 16);</li><li>• sign Withdrawal of Proceedings Notices (Section 22) for those matters already registered with Fines Enforcement;</li></ul> <p>relating to local laws.</p>
<b>Power or Duty Assigned:</b>	Local Government
<b>Power to Delegate:</b>	Yes
<b>Delegation Recommended:</b>	Yes
<b>Delegation to:</b>	Chief Executive Officer
<b>Chief Executive Officer delegates to:</b>	<ul style="list-style-type: none"><li>• Manager Infrastructure Management &amp; Ranger Services</li><li>• Senior Ranger, Ranger Services</li><li>• Senior Administration Officer – Infrastructure Management and Ranger Services</li><li>• Administration Officer, Infrastructure Management and Ranger Services</li><li>• Customer Service Officer, Infrastructure Management and Ranger Services</li></ul>
<b>Reference:</b>	Sections 16 and 22 Fines, Penalties and Infringement Notice Enforcement Act 1994

**APPOINTMENT OF HONORARY PARKING INSPECTORS**

167

<b>Function to be performed:</b>	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.										
<b>Power or Duty Assigned:</b>	Local Government										
<b>Power to Delegate:</b>	Yes										
<b>Delegation Recommended:</b>	Yes										
<b>Delegation to:</b>	Chief Executive Officer										
<b>Chief Executive Officer delegates to:</b>	<table><tr><td><del>Director Planning and Community Development</del></td><td></td></tr><tr><td><u>Director Infrastructure &amp; Operations</u></td><td></td></tr><tr><td><u>Senior Ranger</u></td><td></td></tr><tr><td><u>Senior Administration Officer, Infrastructure</u></td><td></td></tr><tr><td><u>Management &amp; Ranger Services</u></td><td></td></tr></table>	<del>Director Planning and Community Development</del>		<u>Director Infrastructure &amp; Operations</u>		<u>Senior Ranger</u>		<u>Senior Administration Officer, Infrastructure</u>		<u>Management &amp; Ranger Services</u>	
<del>Director Planning and Community Development</del>											
<u>Director Infrastructure &amp; Operations</u>											
<u>Senior Ranger</u>											
<u>Senior Administration Officer, Infrastructure</u>											
<u>Management &amp; Ranger Services</u>											
<b>Reference:</b>	Section 5.42 Local Government Act 1995										

**STRATA TITLE CERTIFICATE OF LOCAL GOVERNMENT**

<b><u>Function to be performed:</u></b>	<u>Where a favorable determination has been made by a Local Government, it shall issue a certificate required by section 5B(2) or 8 as the case may be under the Strata Titles Act 1985</u>
<b><u>Power or Duty Assigned:</u></b>	<u>Local Government</u>
<b><u>Power to Delegate:</u></b>	<u>Yes</u>
<b><u>Delegation Recommended:</u></b>	<u>Yes</u>
<b><u>Delegation to:</u></b>	<u>Chief Executive Officer</u>
<b><u>Chief Executive Officer delegates to:</u></b>	<u>Manager Approvals, Planning and Environmental Services. Principal Building Surveyor.</u>
<b><u>Reference:</u></b>	<u>Division 3 Section 23(4) and (5) of the Strata Titles Act 1985.</u>