

Register of Delegation of Authority – 2014 review – Summary of Changes

Delegation Title	Former Title	Nature of change	Comment
DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995			
Activities on Private Land		New delegation	Allow the Chief Executive Officer to undertake particular things as prescribed in Schedule 3.2 of the Act, on land that is not local government property.
Administer the City's local laws.	No change.	<ul style="list-style-type: none"> • Wording of delegation slightly amended. • Amendments to list of affected local laws. 	<ul style="list-style-type: none"> • Wording reflects correct intent to provide the capacity to administer the City's local laws. • <i>Parking Local Law 1998</i> deleted and <i>Parking Local Law 2013</i> inserted. • Former <i>Standing Orders Local Law 2005</i> deleted. <i>Meeting Procedures Local Law 2013</i> not listed as no delegable functions in local law.
Appointment of an Acting Chief Executive Officer.	Authority to appoint an Acting Chief Executive Officer.	Layout re-structured.	Conditional wording re-located to 'Conditions' section of the template.
Appointment of authorised persons.	Appointment of authorised officers.	Part 1. <ul style="list-style-type: none"> • Title amended. • Delegation re-worded. • Deletion of 1.2 • Inclusion of new 1.4 and 1.8 to delegation. New Part 2.	<ul style="list-style-type: none"> • Correct terminology. • 'Duties of an authorised person' is the key amendment. • This is not a function of an authorised person. Included as a new delegation (see Activities on Private Land). • Accounts for provisions of the <i>Local Government Act 1995</i> that enable appointment of authorised persons to perform particular functions (section 9.10) and to receive payment of modified penalties (section 9.17). • New part clarifies that Chief Executive Officer has authority to appoint authorised persons under the City's local laws.

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Delegation Title	Former Title	Nature of change	Comment
		Part 2 renumber as part 3.	This part is currently being reviewed as part of the review of delegations under other legislation however has been renumbered for the time being.
Choice of acceptable tenders from an expression of interest.	No change.	Wording of delegation amended.	Reflects action required in accordance with the <i>Local Government Act 1995</i> .
Choice of tender.	No change.	Wording of delegation amended and layout re-structured.	Reflects action required in accordance with the <i>Local Government Act 1995</i> .
	Choice of tender – Admiral Park clubroom redevelopment.	Deleted.	No longer required. Tender awarded.
Closing certain thoroughfares to vehicles.	No change.	Wording of delegation amended.	Reflects action required in accordance with the <i>Local Government Act 1995</i> .
Disposing of property.	No change.	<ul style="list-style-type: none"> Wording of delegation amended. Layout re-structured. 	<ul style="list-style-type: none"> Reflects action required in accordance with the <i>Local Government Act 1995</i>. Conditional wording re-located to 'Conditions' section of the template.
Extension of existing contracts.	Authority to extend contracts.	<ul style="list-style-type: none"> Title amended. Layout re-structured. 	<ul style="list-style-type: none"> New title better reflects nature of delegation. Conditional wording re-located to 'Conditions' section of the template.
Objection to the rate record.	No change.	Wording of delegation amended.	Reflects action required in accordance with the <i>Local Government Act 1995</i> .

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Delegation Title	Former Title	Nature of change	Comment
Opening of Fences	New	New delegation	Provide the authority to open fences on private land where an activity on such land allows a fence to be opened under Schedule 3.2 of the <i>Local Government Act 1995</i> .
Payments from Municipal Fund and Trust Fund – incurring liabilities and making payments.	Incurring liability and making payments.	<ul style="list-style-type: none"> • Wording of delegation amended. • Layout re-structured. 	<ul style="list-style-type: none"> • Reflects action required in accordance with the <i>Local Government Act 1995</i>. • Conditional wording re-located to 'Conditions' section of the template.
Payments from Municipal Fund and Trust Fund – bank accounts.	Payments from Municipal fund and Trust fund – signatories to bank accounts.	Wording of delegation amended.	Reflects action required in accordance with the <i>Local Government Act 1995</i> .
Power to invest.	No change.	<ul style="list-style-type: none"> • Wording of delegation amended. • Layout re-structured. 	<ul style="list-style-type: none"> • Reflects action required in accordance with the <i>Local Government Act 1995</i>. • Conditional wording re-located to 'sub-delegation conditions' section of the template.
Seeking expressions of interest.	No change.	<ul style="list-style-type: none"> • Wording of delegation amended. • Layout re-structured. 	<ul style="list-style-type: none"> • Reflects action required in accordance with the <i>Local Government Act 1995</i>. • Conditional wording re-located to 'sub-delegation conditions' section of the template.
Waiver of fees and granting of concessions.	Authority to waive fees.	<ul style="list-style-type: none"> • Title amended. • Layout re-structured. 	<ul style="list-style-type: none"> • New title better reflects nature of delegation. • Minor layout changes to accommodate new template structure.
Write off of monies.	Authority to write off of monies.	Title amended.	New title better reflects nature of delegation.

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Delegation Title	Former Title	Nature of change	Comment
DELEGATIONS TO COMMITTEES			
Art Collection and Advisory Committee.	No change.	Policy reference amended	<i>The City's Art and Memorabilia Collections Policy</i> correctly referenced.
Office Development Committee.	No change.	<ul style="list-style-type: none"> • Wording of delegation amended. • Layout re-structured. 	<ul style="list-style-type: none"> • Changes reflect Council's decision regarding the establishment of this committee. • Conditional wording added to reflect and provide clarity of the Terms of Reference of the committee that relates to the delegation.

ACTIVITIES ON PRIVATE LAND

Function delegated:	<u>Authority to do any of the things prescribed in Schedule 3.2 of the <i>Local Government Act 1995</i>, even though the land on which it is done is not local government property and the local government does not have the consent to do it.</u>
Delegated by:	<u>Council.</u>
Delegation to:	<u>Chief Executive Officer (00001).</u>
Conditions:	<u>Limited to those activities as listed in Schedule 3.2 of the <i>Local Government Act 1995</i>.</u>
Chief Executive Officer delegates to:	<u>Not applicable.</u>
Additional sub-delegation conditions:	<u>Nil.</u>
Legislation:	<u>Section 3.27 of the <i>Local Government Act 1995</i>.</u>
Policy:	<u>Not applicable.</u>
Adoption / Revision reference:	

~~AUTHORITY TO ADMINISTER THE CITY'S LOCAL LAWS~~

Function delegated:	<u>Authority to</u> To administer the City's local laws and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the City <u>under the City's local laws</u> , under the Local Government Act 1995.
Delegated by:	Council.
Delegated to:	Chief Executive Officer (00001).
Conditions:	Nil.
Chief Executive Officer delegates to:	Not applicable.
Additional sub-delegation conditions:	Nil.
Legislation:	Sections 3.18 and 5.42 of the <i>Local Government Act 1995</i> <i>Animals Local Law 1999</i> <i>Bushfire Prevention and Control Local Law 1998</i> <i>Extractive Industries Local Law 1998</i> <i>Health Local Law 1999</i> <i>Local Government and Public Property Local Law 1999</i> <i>Parking Local Law 1998</i> <u><i>Parking Local Law 2013</i></u> <i>Pest Plant Local Law 2012</i> <i>Private Property Local Law 1998</i> <i>Signs Local Law 1999</i> <i>Standing Orders Local Law 2005</i> <i>Trading in Public Places Local Law 1999</i>
Policy:	Nil.
Adoption / Revision reference:	CJ175-10/10, CJ107-06/11, CJ232-11/12; INT13/9868 (30 May 2013).

AUTHORITY TO APPOINT APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER

Function delegated:	Authority to make appointments to the position of Acting Chief Executive Officer. based on: (a) the City employee holding the substantive position of 'Director' and is designated a 'Senior Employee' as per Section 5.37 of the <i>Local Government Act 1995</i>; (b) Appointments being for no longer than 35 days, with all other appointments to the position of Acting Chief Executive Officer referred to the Council for determination.
Delegated by:	Council.
Delegation to:	Chief Executive Officer (00001).
Conditions:	Authority subject to: <u>1 the City employee holding the substantive position of 'Director' and is designated a 'Senior Employee' as per Section 5.37 of the <i>Local Government Act 1995</i>;</u> <u>2 appointments being for no longer than 35 days, with all other appointments to the position of Acting Chief Executive Officer referred to the Council for determination;</u> <u>3</u> the Chief Executive Officer advising Elected Members when a senior employee is to be designated Acting Chief Executive Officer, when circumstances require, during the following three month period.
Chief Executive Officer delegates to:	Not applicable.
Additional sub-delegation conditions:	Nil.
Legislation:	Section 5.39(1a)(a) of the <i>Local Government Act 1995</i> .
Policy:	Not applicable.
Adoption / Revision reference:	CJ220-10/05, CJ107-06/11.

APPOINTMENT OF AUTHORISED OFFICERS PERSONS

Function delegated:

The power Authority:

- 1 To appoint and authorise persons ~~under section 9.10 of the Local Government Act 1995~~ to exercise the powers and duties of an authorised person as set out in the *Local Government Act 1995* and listed hereunder:
 - 1.1 Section 3.25 – Notices requiring certain things to be done by owner or occupier of land;
 - ~~1.2 Section 3.27 – Things local governments can do on land that is not local government property;~~
 - ~~1.3~~2 Section 3.31 – Power to enter property;
 - ~~1.4~~3 Sections 3.39 to 3.48 – Power to remove, impound and disposal;
 - 1.4 Section 9.10 – Power to appoint authorised persons to perform particular functions;
 - 1.5 Section 9.11 – Persons committing breach of Act to give name, address and date of birth;
 - 1.6 Section 9.13 – Onus of proof in vehicle offences;
 - 1.7 Section 9.16 – Issue infringement notices;
 - 1.8 Section 9.17 – Receive payment of modified penalties;
 - ~~1.8~~9 Section 9.19 – Extension of time;
 - ~~1.9~~10 Section 9.20 – Withdrawal of notice;
 - ~~1.40~~11 Section 9.24 – Commencing prosecutions.
- 2 To appoint and authorise persons to exercise the powers and duties of an authorised person under the City's local laws.
- ~~2~~3 To appoint and authorise employees to exercise the powers and duties of a local government to administer and enforce the provisions of the:
 - ~~2~~3.1 *Health Act 1911;*
 - ~~2~~3.2 *Food Act 2008;*
 - ~~2~~3.3 *Animal Welfare Act 2002;*
 - ~~2~~3.4 *Dog Act 1976;*
 - ~~2~~3.5 *Bush Fires Act 1954;*
 - ~~2~~3.6 *Control of Vehicles (Off-road Areas) Act 1978;*

~~23.7~~ *Caravan Parks and Camping Grounds Act 1995*;

~~23.8~~ *Pest Plant Local Law 2012*;

~~23.9~~ *Cat Act 2011*.

Delegated by: Council.

Delegation to: Chief Executive Officer (00001).

Conditions: Nil.

Chief Executive Officer delegates to: Not applicable.

Additional sub-delegation conditions: Nil.

Legislation: Sections 3.24, ~~3.28~~ and 9.10 of the *Local Government Act 1995*.

Section 33 of the *Animal Welfare Act 2002*

Section 48 of the *Bush Fires Act 1954*

Section 17 of the *Caravan Parks and Camping Grounds Act 1995*

Section 38 of the *Control of Vehicles (Off-road Areas) Act 1978*

Sections 11 and 29 of the *Dog Act 1976*

Section 122 of the *Food Act 2008*

Sections 26 and 27 of the *Health Act 1911*

Section 110 of the *Agriculture and Related Resources Protection Act 1976*

Section 44 of the *Cat Act 2011*

Policy: Not applicable.

Adoption / Revision reference: CJ107-06/11; CJ027-03/12; CJ232-11/12; INT13/9868 (30 May 2013); CJ102-06/13.

CHOICE OF ACCEPTABLE TENDERS FROM AN EXPRESSION OF INTEREST

Function delegated:	A local government is to choose acceptable tenderers from expressions of interest received. <u>Authority to choose acceptable tenderers from expressions of interest received, from those persons who are considered to be capable of satisfactorily supplying the goods or services.</u>
Delegated by:	Council.
Delegation to:	Chief Executive Officer (00001).
Conditions:	Nil.
Chief Executive Officer delegates to:	Not applicable.
Additional sub-delegation conditions:	Nil.
Legislation:	Regulation 23(3) of the <i>Local Government (Functions and General) Regulations 1996</i> .
Policy:	Not applicable.
Adoption / Revision reference:	CJ60-08/98, CJ107-06/11.

CHOICE OF TENDER

Function delegated:	Valid tenders are to be assessed by the local government before deciding which tender to accept. A Local Government may decline to accept any tender. <u>Authority to decide which tender to accept.</u> <u>Authority to decline to accept any tender.</u>
Delegated by:	Council.
Delegation to:	Chief Executive Officer (00001).
Conditions:	Authority to accept tenders valued at less than \$300,000 Authority to decline to accept any tender
Chief Executive Officer delegates to:	Not applicable.
Additional sub-delegation conditions:	Nil.
Legislation:	Section 3.57 and 5.43 of the <i>Local Government Act 1995</i> . Regulation 18 of the <i>Local Government (Functions and General) Regulations 1996</i> .
Policy:	Not applicable.
Adoption / Revision reference:	CJ107-06/11.

~~CHOICE OF TENDER – ADMIRAL PARK CLUBROOM REDEVELOPMENT~~

~~**Function to be performed:** Valid tenders are to be assessed by the local government before deciding which tender to accept. A Local Government may decline to accept any tender.~~

~~**Delegated by:** Council~~

~~**Conditions:** Authority to accept tenders for the Admiral Park Clubroom redevelopment project subject to the price of tenders not exceeding \$858,990.~~

~~**Delegation to:** Chief Executive Officer (00001)~~

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

~~**Reference:** Sections 3.57, 5.42 and 5.43 of the *Local Government Act 1995*~~

~~Regulation 18 of the *Local Government (Functions and General) Regulations 1996*~~

~~GJ107-06/11~~

~~CJ084-05/13~~

CLOSING CERTAIN THOROUGHFARES TO VEHICLES

Function delegated:	A local government may close any thoroughfare that it manages to the passage of vehicles wholly or partially. <u>Authority to close any thoroughfare that the City manages, wholly or partially, to the passage of vehicles.</u>
Delegated by:	Council.
Delegation to:	Chief Executive Officer (00001).
Conditions:	Nil.
Chief Executive Officer delegates to:	Director Infrastructure Services (00184). Manager Infrastructure Management Services (00186).
Additional sub-delegation conditions:	Not applicable.
Legislation:	Sections 3.50 and 3.50A of the <i>Local Government Act 1995</i> .
Policy:	Not applicable.
Adoption / Revision reference:	CJ107-06/11.

DISPOSING OF PROPERTY

Function delegated:	<p>A local government may <u>Authority to</u> dispose of property –</p> <ol style="list-style-type: none">(1) at public auction;(2) by public tender;(3) by private treaty. <p>“Property” includes the whole or any part of the interest of a local government in property, but does not include money.</p>
Delegated by:	Council.
Delegation to:	Chief Executive Officer (00001).
Conditions:	<p>Authority limited to property valued at less than \$600,000.</p> <p><u>“Property” includes the whole or any part of the interest of a local government in property, but does not include money.</u></p>
Chief Executive Officer delegates to:	Not applicable.
Additional sub-delegation conditions:	Nil.
Legislation:	Section 3.58 of the <i>Local Government Act 1995</i> .
Policy:	Not applicable.
Adoption / Revision reference:	CJ107-06/11

~~AUTHORITY TO EXTEND CONTRACTS~~ **EXTENSION OF EXISTING CONTRACTS**

Function delegated: Authority to approve any contract extensions on tenders approved by the Council, ~~within the original terms and conditions approved by the Council, subject to satisfactory performance.~~

Delegated by: Council.

Delegation to: Chief Executive Officer (00001).

Conditions: ~~Authority subject to the Chief Executive Officer reporting to the Audit Committee on a six monthly basis on the exercise of this delegation.~~

Authority subject to:

- 1 the extension being within the original terms and conditions approved by the Council;
- 2 satisfactory performance of the contractor(s);
- 3 the Chief Executive Officer reporting to the Audit Committee on a six monthly basis on the exercise of this delegation.

Chief Executive Officer delegates to: Not applicable.

Additional sub-delegation conditions: Nil.

Legislation: Section 5.42-3.57 of the *Local Government Act 1995*.

Policy: Not applicable.

Adoption / Revision reference: CJ231-11/05.

OBJECTION TO THE RATE RECORD

Function delegated:	The local government is to promptly Authority to consider any objection to the rate record and may either disallow it or allow it, wholly or in part.
Delegated by:	Council.
Delegation to:	Chief Executive Officer (00001).
Conditions:	Nil.
Chief Executive Officer delegates to:	Director Corporate Services (00063). Manager Financial Services (00075). Team Leader Rating Services (00079).
Additional sub-delegation conditions:	Not applicable.
Legislation:	Section 6.76 of the <i>Local Government Act 1995</i> .
Policy:	Not applicable.
Adoption / Revision reference:	CJ107-06/11

OPENING OF FENCES

Function delegated: Authority to open a fence on private land.

Delegated by: Council.

Delegation to: Chief Executive Officer (00001).

Conditions: Limited to those activities that expressly states such authority under Schedule 3.2 of the *Local Government Act 1995*.

Chief Executive Officer delegates to: Not applicable.

Additional sub-delegation conditions: Nil.

Legislation: Section 3.36 of the *Local Government Act 1995*.

Policy: Not applicable.

Adoption / Revision reference:

PAYMENTS FROM MUNICIPAL FUND AND TRUST FUND - INCURRING LIABILITY LIABILITIES AND MAKING PAYMENTS

Function delegated: ~~The Chief Executive Officer is to ensure efficient systems and procedures are established to ensure proper authorisation for the incurring of liabilities and the making of payments.~~

~~The authority to approve requisitions and purchase orders and for the supply of goods and services and subsequent certification of services for which funds have been provided for in the Annual Budget.~~

Authority to incur liabilities and make payments from the municipal and trust funds.

Delegated by: Council.

Delegation to: Chief Executive Officer (00001).

- Conditions:**
- (1) Authority subject to funds being provided in the Annual Budget.
 - (2) Authority to Chief Executive Officer is unlimited ~~subject to annual budget limitations.~~
 - (3) Incurring liabilities and making payments to be undertaken in accordance with the City's procedures and systems for incurring liabilities and making payments.
 - (4) Authority which may be Delegated by the Chief Executive Officer to employees is subject to the maximum individual amount limits on payments defined by categories A, B, C, D and E as follows:
 - (i) Category A – unlimited individual amounts subject to annual budget limitations.
 - (ii) Category B – limited to \$2 million.
 - (iii) Category C – limited to \$250,000.
 - (iv) Category D – limited to \$25,000.
 - (v) Category E – limited to \$5,000.

Chief Executive Officer Category A delegates to:

- Director Corporate Services (00063).

Category B

- Manager City Projects (00859).
- Director Infrastructure Services (00184).
- Director Planning and Community Development (00105).
- Director Governance and Strategy (00648).

Category C

- Manager Financial Services (00075).
- Manager Information Technology (00094).
- Manager Infrastructure Management (00186).
- Manager Operation Services (00220).
- Manager Asset Management (00065).
- Manager Rangers Parking and Community Safety (00912).
- Manager Leisure and Cultural Services (00159).
- Manager Community Development and Library Services (00390).
- Team Leader Infrastructure Management Civil Projects Services (00490).
- Team Leader Landscaping and Conservation (00211).
- Coordinator Engineering Operations (00227).
- Coordinator Park Operations (00806).
- Team Leader Projects (00224).
- Executive Officer (00006).
- Coordinator Natural Areas and Capital Works Projects (01120).
- Design Engineer/Coordinator (01119).
- Manager Executive and Risk Services (01193)

Category D

- Manager Strategic and Organisational Development (000503).
- Manager Governance (00010).
- Manager Human Resources (00054).
- Manager Planning Services (00108).
- Manager Compliance and Regulatory Services (01093).
- Coordinator Fleet Management (00069).
- Coordinator Building Capital Works (00195).
- Coordinator Business Systems (00095).
- Coordinator Network Services (00770).
- Administration Coordinator (00187).
- Executive Liaison Officer (00007).
- Library Service Coordinator (00516).
- Coordinator Library Operations (00517).
- Team Leader Natural Areas (00506).
- Coordinator Rangers and City Watch (00607).
- Coordinator Traffic Project Engineer (00203).
- Coordinator Infrastructure Asset Management (00205).
- Waste and Recycle Policy Coordinator (00197).
- Coordinator Building Maintenance (00228).
- Coordinator Community Services (00175).
- Coordinator Leisure Centre (00612).
- Recreation Services Coordinator (00611).
- Coordinator Cultural Services (00166).
- Coordinator Urban Design and Policy (00111).
- Principal Environmental Health Officer (00114).
- Principal Events Officer (00168).

- Principal Legal Officer (00640).
- Coordinator Parking Services (00853).
- Community Safety Coordinator (00800).
- Coordinator Property Management (00497).
- Waste Operations Coordinator (00792).
- Internal Auditor (00008).
- Manager Marketing and Communications (01162).
- Executive Project Officer (00937).

Category E

- Executive Assistant to the Mayor (00003).
- Executive Assistant to the CEO (00002).
- Senior Financial Accountant (00078).
- Senior Management Accountant (00083).
- Team Leader Rating Services (00079).
- Coordinator Contracts and Purchasing (00068).
- Service Desk Team Leader (00101).
- Senior Leisure Officer (00639, 00637, 00617, 00638).
- Administration Officer Leisure and Cultural Services (00160).
- Coordinator Building Approvals (00113).
- Senior Librarian – Joondalup (00519).
- Senior Librarian – Whitford (00520).
- Senior Librarian – Woodvale (00522).
- Senior Librarian – Duncraig (00521).
- Senior Ranger (00212).
- Recreation Development Officer (00172, 00173).
- Collection Management Team Leader (00528).

Additional sub-delegation conditions: Nil.

Legislation: ~~Sections 5.44 and 6.5 of the *Local Government Act 1995*~~
Regulations 5, 8, 11 and 12 of the *Local Government (Financial Management) Regulations 1996*.

Policy: Not applicable.

Adoption / Revision reference: CJ107-06/11; INT12/13286 (15 June 2012); INT12/20354 (31 August 2012); INT12/24858 (19 October 2012); EMI12/6002; INT12/29775 (22 November 2012); INT13/9868 (30 May 2013)

**PAYMENTS FROM MUNICIPAL FUND AND TRUST FUND – SIGNATORIES
TO BANK ACCOUNTS**

Function delegated: ~~A Payment may be made from the Municipal Fund or the Trust Fund if the local government has delegated to the CEO the exercise of its power to make payments from those funds.~~

Authority to make payments from the Municipal Fund or the Trust Fund.

Delegated by: Council.

Delegation to: Chief Executive Officer (00001).

Conditions: Authority is subject to payments being made strictly in accordance with the signatory requirements set out in the following:

Cheques or EFT Payment Amounts	Combination of Signatories
Payments under \$10,000	Any one signatory
Payments of \$10,000 and over to payments under \$250,000	Any two signatories
Payments of \$250,000 and over	Any 1 of Category A and 1 of B signatories; or any 2 Category A signatories
Category A Signatories	Category B Signatories
Chief Executive Officer (00001)	Senior Management Accountant (00083)
Director Planning and Community Development (00105)	Senior Financial Accountant (00078)
Director Corporate Services (00063)	
Director Infrastructure Services (00184)	
Director Governance and Strategy (00648)	
Manager Financial Services (00075)	

	All Directors (00063, 000648, 00184, 00105).
	Manager Financial Services (00075).
Chief Executive Officer delegates to:	Senior Financial Accountant (00078).
	Senior Management Accountant (00083).
Additional sub-delegation conditions:	Not applicable.
Legislation:	Sections 6.7 and 6.9 of the <i>Local Government Act 1995</i> .
	Regulation <u>5, 11 and</u> 12 of the <i>Local Government (Financial Management) Regulations 1996</i> .
Policy:	Not applicable.
Adoption / Revision reference:	CJ107-06/11

POWER TO INVEST

Function delegated:	Money <u>Authority to invest funds</u> held in the municipal fund or the trust fund of the local government that is not, for the time being, required by the local government for any other purpose, may be invested in accordance with Part III of the <i>Trustees Act 1962</i> .
Delegated by:	Council.
Delegation to:	Chief Executive Officer (00001).
Conditions:	(1) Authority to Chief Executive Officer is unlimited. (2) Authority which may be Delegated by the Chief Executive Officer to employees is subject to the following maximum individual amounts: (i) Unlimited - Director Corporate Services (ii) Up to \$3 million - Manager Financial Services Up to \$1.5 million - Senior Management Accountant and Senior Financial Accountant <u>Authority to Chief Executive Officer is unlimited.</u>
Chief Executive Officer delegates to:	<ol style="list-style-type: none">1 Director Corporate Services (00063).2 Manager Financial Services (00075).3 Senior Management Accountant (00083) and Senior Financial Accountant (00078).
Additional sub-delegation conditions:	<u>Authority subject to the following maximum individual amounts:</u> <u>1 Unlimited - Director Corporate Services.</u> <u>2 Up to \$3 million - Manager Financial Services.</u> <u>3 Up to \$1.5 million - Senior Management Accountant and Senior Financial Accountant.</u>
Legislation:	Section 6.14 of the <i>Local Government Act 1995</i> .
Policy:	<i>Investment Policy</i> .
Adoption / Revision reference:	CJ107-06/11

SEEKING EXPRESSIONS OF INTEREST

Function delegated:	<p>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.</p> <p><u>Authority to seek expressions of interest with respect to the supply of goods or services, where it is considered that there is good reason to make a preliminary selection from among prospective tenderers.</u></p>
Delegated by:	Council.
Delegation to:	Chief Executive Officer (00001).
Conditions:	<p>Authority which may be Delegated by the Chief Executive Officer to employees is limited to the ability to seek expressions of interest only.</p> <p><u>Not applicable.</u></p>
Chief Executive Officer delegates to:	Director Corporate Services (00063). Manager Financial Services (00075).
Additional sub-delegation conditions:	<u>Limited to the ability to seek expressions of interest only.</u>
Legislation:	Regulation 21 of the <i>Local Government (Functions and General) Regulations 1996</i> .
Policy:	Not applicable.
Adoption / Revision reference:	CJ107-06/11

~~AUTHORITY TO WAIVE FEES~~ **WAIVER OF FEES** AND GRANTING OF
CONCESSIONS

Function delegated:	Authority to waive or grant a concession in relation to any amount of money which is owed to the City other than rates and service charges.
Delegated by:	Council.
Delegation to:	Chief Executive Officer (00001).
Conditions:	Nil.
Chief Executive Officer delegates to:	<ol style="list-style-type: none">1 All Directors (00063, 00648, 00184, 00105).2 Manager Leisure and Cultural Services (00159).3 Librarian – Duncraig (00575), Librarians – Joondalup (00558), (00559), (00560), Librarians – Whitford (00539) (x2), Librarian – Woodvale (00549), Librarian – Reference and Local Studies (00527).4 Coordinator Library Operations (00517), Library Service Coordinator (00516), Senior Librarian – Joondalup (00519), Senior Librarian – Whitford (00520), Senior Librarian – Woodvale (00522), Senior Librarian – Duncraig (00521), Digital Services Officer (01126).5 Manager Community Development and Library Services (00390).
Additional sub-delegation conditions:	<ol style="list-style-type: none">1 Not applicable.2 Limited to individual items to \$5,000 and limited to the hire and use of City facilities.3 Limited to waiving fines to the value of \$6.00 and under and waiving fines up to any value when a lost or damaged item is paid for by the customer.4 Limited to waiving fines to the value of \$6.00 and under; waiving fines up to any value when a lost or damaged item is paid for by the customer; waiving accounts up to \$150 for lost or damaged items in special circumstances.5 Limited to waiving fines and accounts to the value of \$6.00 and over; waiving the \$12.80 debt collection fee in special circumstances.
Legislation:	Section 6.12 of the <i>Local Government Act 1995</i> .
Policy:	<i>Facility Hire Subsidy Policy</i> .

**Adoption / Revision
reference:**

CJ107-06/11; INT12/17389; INT13/13646; INT13/16607;
INT13/16608; INT13/16265; INT13/16587; INT13/16588;
INT13/16589; INT13/16590; INT13/16592; INT13/16595;
INT13/16597; INT13/16598

~~AUTHORITY TO WRITE OFF OF MONIES~~

Function delegated	Authority to write off monies.
Delegated by:	Council.
Delegation to:	Chief Executive Officer (00001).
Conditions:	Subject to: (a) individual items to \$20,000; (b) a report being provided to the Audit Committee on a six monthly basis on the exercise of this delegation.
Chief Executive Officer delegates to:	1 Director Corporate Services (00063). 2 Manager Financial Services (00075). 3 Manager Community Development and Library Services (00390). 4 Team Leader Rating Services (00079).
Additional sub-delegation conditions:	1 Not applicable. 2 Individual items to \$5,000. 3 Individual items to \$500. 4 Individual items to \$50.
Legislation:	Section 6.12 of the <i>Local Government Act 1995</i> .
Policy:	Not applicable.
Adoption / Revision reference:	CJ78-03/99, CJ107-06/11; INT12/17389; INT13/13646; INT13/16608

ART COLLECTION AND ADVISORY COMMITTEE

Function delegated:	Authority to approve acquisitions for artworks within the available adopted budget funds.
Delegated by:	Council.
Delegation to:	Art Collection and Advisory Committee.
Conditions:	<p>(1) Committee authority to be exercised in accordance with <u><i>The City's Art and Memorabilia Collections Policy</i></u> City Policy—The City's Art and Memorabilia Collections.</p> <p>(2) Chief Executive Officer authorised to approve acquisitions for artworks up to \$15,000, approval for which is to be based on the written advice of the City's Art Consultant.</p>
Committee delegates to:	Not applicable.
Legislation:	Sections 5.16 and 5.42 of the <i>Local Government Act 1995</i> .
Policy:	<i>The City's Art and Memorabilia Collections Policy.</i>
Adoption / Revision reference:	CJ107-06/11

OFFICE DEVELOPMENT COMMITTEE

Function delegated:	<p>To provide direction on the location and scope of the planning and design of the Joondalup City Centre Commercial Office Development Project; and To determine the required reports and studies necessary to achieve the Council's vision for this Project.</p> <p><u>To make appropriate decisions on behalf of Council that are aligned with the Committee's Terms of Reference and in accordance with the constraints of the <i>Local Government Act 1995</i>.</u></p>
Delegated by:	Council.
Delegation to:	Office Development Committee.
Conditions:	<p>Nil.</p> <p><u>The Terms of Reference of the Office Development Committee are:</u></p> <p><u>To provide advice and make recommendations to Council on:</u></p> <ul style="list-style-type: none">• <u>the preferred location for the development of the Joondalup City Centre Commercial Office Development</u>• <u>the architectural design elements to be incorporated into the Joondalup City Centre Commercial Office Development</u>• <u>the core components to be included in the Joondalup City Centre Office Development</u>• <u>the development models and financial structures to progress the Joondalup City Centre Commercial Office Development, including expressions of interest</u>• <u>the options for the ongoing management and utilisation of the Joondalup City Centre Commercial Office Development.</u>
Committee delegates to:	Not applicable.
Additional sub-delegation conditions:	Nil.
Legislation:	Section 5.16 of the <i>Local Government Act 1995</i> .
Policy:	Not applicable.
Adoption / Revision reference:	CJ122-06/12