

**Annual Review of Delegations – 2018 – Schedule of Changes**

No.	Affected Delegation	Change	Rationale
1	Appointment of Authorised Persons	Amend by deleting parts 1.9 and 1.10.	These parts authorised persons to extend time for the payment of infringements, or withdraw infringements. Changes to the <i>Local Government Act 1995</i> amended this by removing the power from authorised persons and vesting it with a Chief Executive Officer. This has resulted in a new delegation from the CEO to specific officers who had previously been authorised to undertake these functions.
2	Authority to Approve of Alterations and Additions to City Premises	Delete.	Approval for minor building alterations is an operational matter that does not require a delegation.
3	<p><i>Building Act 2011</i> – Building and Demolition Permit Applications; Building Approval Certificates, Certificates of Building Compliance, Construction Compliance and Design Compliance</p> <p><i>Building Act 2011</i> – Occupancy Permits, Building Orders and Associated Functions</p>	Amend by splitting into component parts and delegating to Chief Executive Officer rather than individual officers.	The changes to the grouping of the delegations better aligns with workflow processes, extent of authority and aims to improve service delivery.
4	<i>Building Act 2011</i> – Issuing Certificates of Building Compliance, Construction Compliance and Design Compliance	Amended delegation arising from split of delegation in Part 3 above.	<p>The changes to the grouping of the delegations better aligns with workflow processes, extent of authority and aims to improve service delivery.</p> <p>The delegation is made by Council direct to officers, subject to the delegated officers being qualified in accordance the <i>Building Services (Registration) Regulations 2011</i>.</p>

## Annual Review of Delegations – 2018 – Schedule of Changes

No.	Affected Delegation	Change	Rationale
5	<i>Building Act 2011</i> – Granting Building and Demolition Permit Applications; Building Approval Certificates, Building Approval Certificates Strata, Occupancy Permits and Associated Functions	Amended delegation arising from split of delegation in Part 3 above and focuses on the <u>granting</u> of applications.	<p>Aligns to the standard practice of delegating from Council to the Chief Executive Officer, who in turn will delegate to appropriate officers. Officers are not required to meet any qualification standard to administratively <u>grant/issue</u> the applications, certificates or permits, which have been subjected to a regulatory assessment by qualified personnel.</p> <p>The changes to the grouping of the delegations better aligns with workflow processes, extent of authority and improve service delivery.</p>
6	<i>Building Act 2011</i> – Refusing Building and Demolition Permit Applications; Building Approval Certificates, Building Approval Certificates Strata, Occupancy Permits and Associated Functions	Amended delegation arising from split of delegation in Part 3 above and focuses on the <u>refusal</u> of applications.	<p>Aligns to the standard practice of delegating from Council to the Chief Executive Officer, who in turn will delegate to appropriate officers.</p> <p>The changes to the grouping of the delegations better aligns with workflow processes and extent of authority with refusals limited to a senior group of officers.</p>
7	<i>Building Act 2011</i> – Building Orders and Associated Functions	Amended delegation arising from split of delegation in Part 3 above and focuses on the serving of building orders.	<p>Aligns to the standard practice of delegating from Council to the Chief Executive Officer, who in turn will delegate to appropriate officers.</p> <p>The changes to the grouping of the delegations better aligns with workflow processes and extent of authority with issuing of orders limited to a senior group of officers.</p> <p>A condition requiring the issuing of orders be reported to Council has been deleted, as this is an operational enforcement matter that may be required following extensive action by the City to address areas of non-compliance with the <i>Building Act 2011</i>.</p>



# **REGISTER OF DELEGATION OF AUTHORITY**

<b>Review</b>		
<b>Reviewed By</b>	<b>Date Approved</b>	<b>Resolution / TRIM Number</b>
Council	28 June 2011	(CJ107-06/11)
Council	26 June 2012	CJ108-06/12 / 07032
Chief Executive Officer	30 May 2013	INT13/9868
Council	25 June 2013	CJ094-06/13
Council	24 June 2014	CJ091-06/14
Chief Executive Officer	30 June 2014	INT14/15493
Council	21 October 2014	CJ180-10/14
Chief Executive Officer	13 May 2015	INT15/11342
Council	23 June 2015	CJ095-06/15
Chief Executive Officer	1 June 2016	INT16/19021
Council	28 June 2016	CJ091-06/16
Chief Executive Officer	29 May 2017	INT17/24978
Council	27 June 2017	CJ091-06/17
Council	26 June 2018	CJxx-05/18

## INTRODUCTION

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

The Act provides that the following are decisions that cannot be delegated to the Chief Executive Officer:

- Any power or duty that requires a decision of an absolute majority or 75% majority of the local government.
- Accepting a tender which exceeds an amount determined by the local government.
- Appointing an auditor.
- Acquiring or disposing of any property valued at an amount determined by the local government.
- Any of the local government's powers under Sections 5.98, 5.99 and 5.100 of the Act.
- Borrowing money on behalf of the local government.
- Hearing or determining an objection of a kind referred to in Section 9.5.
- The power under Section 9.49A (4) to authorise a person to sign documents on behalf of the local government.
- Any power or duty that requires the approval of the Minister or Governor.
- Such other duties or powers that may be prescribed by the Act.

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

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

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

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

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

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

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

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

## CONTENTS

REGISTER OF DELEGATION OF AUTHORITY .....	1
INTRODUCTION.....	3
CONTENTS .....	4
PART 1 – DELEGATIONS UNDER THE <i>LOCAL GOVERNMENT ACT 1995</i> .....	5
ACKNOWLEDGE RECEIPT OF PRIMARY AND ANNUAL RETURNS .....	6
ACTIVITIES ON PRIVATE LAND .....	7
ADMINISTER THE CITY’S LOCAL LAWS .....	8
APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER .....	9
APPOINTMENT OF AUTHORISED PERSONS .....	10
CHOICE OF ACCEPTABLE TENDERS FROM AN EXPRESSION OF INTEREST.....	12
CHOICE OF TENDER.....	13
CLOSING CERTAIN THOROUGHFARES TO VEHICLES.....	14
DISPOSING OF PROPERTY .....	15
ESTABLISHING PANELS OF PRE-QUALIFIED SUPPLIERS.....	16
EXTENSION OF EXISTING CONTRACTS .....	17
INFRINGEMENTS – EXTENSION OF TIME TO PAY AND WITHDRAWAL OF NOTICES ..	18
OBJECTION TO THE RATE RECORD .....	19
OPENING OF FENCES .....	20
PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS .....	21
AUTHORISING PAYMENT FROM THE TRUST FUND .....	25
PAYMENTS FROM MUNICIPAL FUND AND TRUST FUND – SIGNATORIES TO BANK ACCOUNTS.....	27
POWER TO INVEST.....	29
SEEKING EXPRESSIONS OF INTEREST.....	30
WAIVER OF FEES AND GRANTING OF CONCESSIONS .....	31
WRITE OFF OF MONIES.....	33
PART 2 – DELEGATIONS TO COMMITTEES .....	34
PART 3 – DELEGATIONS UNDER OTHER LEGISLATION.....	35
AMENDMENTS TO THE PARKING SCHEMES.....	36
AUTHORISED PERSONS UNDER THE <i>BUILDING ACT 2011</i> .....	37
<i>BUILDING ACT 2011</i> – ISSUING CERTIFICATES OF BUILDING COMPLIANCE, CONSTRUCTION COMPLIANCE AND DESIGN COMPLIANCE .....	42
<i>BUILDING ACT 2011</i> – GRANTING BUILDING AND DEMOLITION PERMIT APPLICATIONS, BUILDING APPROVAL CERTIFICATES, BUILDING APPROVAL CERTIFICATE STRATA, OCCUPANCY PERMITS.....	43
<i>BUILDING ACT 2011</i> – REFUSING BUILDING AND DEMOLITION PERMIT APPLICATIONS, BUILDING APPROVAL CERTIFICATES, BUILDING APPROVAL CERTIFICATE STRATA, OCCUPANCY PERMITS.....	44
<i>BUILDING ACT 2011</i> – BUILDING ORDERS.....	45
<i>BUSH FIRES ACT 1954</i> – FUNCTIONS OF A LOCAL GOVERNMENT .....	46
<i>CAT ACT 2011</i> – POWERS AND DUTIES OF A LOCAL GOVERNMENT .....	47
<i>DISTRICT PLANNING SCHEME NO. 2</i> – DELEGATIONS - GENERAL .....	48
<i>DISTRICT PLANNING SCHEME NO. 2</i> – DETERMINE FUTURE APPLICATIONS FOR RENEWAL OF HOME BUSINESS .....	54
<i>DOG ACT 1976</i> – POWERS AND DUTIES OF A LOCAL GOVERNMENT .....	55
<i>FOOD ACT 2008</i> – FUNCTIONS OF AN ENFORCEMENT AGENCY .....	56
<i>PLANNING AND DEVELOPMENT ACT 2005</i> – POWERS AS TO ILLEGAL DEVELOPMENT .....	57
<i>PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015</i> – DETERMINE DEVELOPMENT APPLICATIONS FOR DISPLAY HOMES.....	58
<i>PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015</i> – DETERMINE DEVELOPMENT APPLICATIONS FOR ‘UNLISTED USE (BICYCLE HIRE)’ ..	59
<i>PUBLIC HEALTH ACT 2016</i> – FUNCTIONS OF AN ENFORCEMENT AGENCY .....	60
APPENDIX 1 – LIST OF AMENDMENTS.....	61

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

## ACKNOWLEDGE RECEIPT OF PRIMARY AND ANNUAL RETURNS

<b>Function delegated:</b>	To provide written acknowledgement of the receipt of Primary and Annual Returns in accordance with section 5.77 of the <i>Local Government Act 1995</i> .
<b>Delegated by:</b>	Chief Executive Officer (00001).
<b>Delegation to:</b>	Director Governance and Strategy (00648).
<b>Conditions:</b>	Nil.
<b>Legislation:</b>	Section 5.77 of the <i>Local Government Act 1995</i>
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	INT13/7349 (8 April 2013).

**ACTIVITIES ON PRIVATE LAND**

<b>Function delegated:</b>	Authority to do any of the things prescribed in Schedule 3.2 of the <i>Local Government Act 1995</i> , even though the land on which it is done is not local government property and the local government does not have the consent to do it.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Limited to those activities as listed in Schedule 3.2 of the <i>Local Government Act 1995</i> .
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Nil.
<b>Legislation:</b>	Section 3.27 of the <i>Local Government Act 1995</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ091-06/14

**ADMINISTER THE CITY'S LOCAL LAWS**

<b>Function delegated:</b>	Authority to administer the City's local laws and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the City under the City's local laws.
<b>Delegated by:</b>	Council.
<b>Delegated to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Nil.
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Nil.
<b>Legislation:</b>	Sections 3.18 and 5.42 of the <i>Local Government Act 1995</i> <i>Animals Local Law 1999</i> <del><i>Bushfire Prevention and Control Local Law 1998</i></del> <del><i>Extractive Industries Local Law 1998</i></del> <i>Health Local Law 1999</i> <i>Local Government and Public Property Local Law 2014</i> <i>Parking Local Law 2013</i> <i>Pest Plant Local Law 2012</i> <del><i>Signs Local Law 1999</i></del> <del><i>Waste Local Law 2017</i></del>
<b>Policy:</b>	Nil.
<b>Adoption / Revision reference:</b>	CJ175-10/10, CJ107-06/11, CJ232-11/12; INT13/9868 (30 May 2013); CJ091-06/16.

**APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER**

<b>Function delegated:</b>	Authority to make appointments to the position of Acting Chief Executive Officer.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Authority subject to: <ol style="list-style-type: none"><li>1 the City employee holding the substantive position of 'Director' and is designated a 'Senior Employee' as per Section 5.37 of the <i>Local Government Act 1995</i>;</li><li>2 appointments being for no longer than 35 days, with all other appointments to the position of Acting Chief Executive Officer referred to the Council for determination;</li><li>3 the Chief Executive Officer advising Elected Members when a senior employee is to be designated Acting Chief Executive Officer, when circumstances require, during the following three month period.</li></ol>
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Nil.
<b>Legislation:</b>	Section 5.39(1a)(a) of the <i>Local Government Act 1995</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ220-10/05, CJ107-06/11.

## APPOINTMENT OF AUTHORISED PERSONS

<b>Function delegated:</b>	<p>Authority:</p> <ol style="list-style-type: none"> <li>1 To appoint and authorise persons to exercise the powers and duties of an authorised person as set out in the <i>Local Government Act 1995</i> and listed hereunder:             <ol style="list-style-type: none"> <li>1.1 Section 3.25 – Notices requiring certain things to be done by owner or occupier of land;</li> <li>1.2 Section 3.31 – Power to enter property;</li> <li>1.3 Sections 3.39 to 3.48 – Power to remove, impound and disposal;</li> <li>1.4 Section 9.10 – Power to appoint authorised persons to perform particular functions;</li> <li>1.5 Section 9.11 – Persons committing breach of Act to give name, address and date of birth;</li> <li>1.6 Section 9.13 – Onus of proof in vehicle offences;</li> <li>1.7 Section 9.16 – Issue infringement notices;</li> <li>1.8 Section 9.17 – Receive payment of modified penalties;</li> <li><del>1.9 Section 9.19 – Extension of time;</del></li> <li><del>1.10 Section 9.20 – Withdrawal of notice;</del></li> <li>1.9 Section 9.24 – Commencing prosecutions.</li> </ol> </li> <li>2 To appoint and authorise persons to exercise the powers and duties of an authorised person under the City's local laws.</li> </ol>
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Nil.
<b>Chief Executive Officer delegates to:</b>	Manager Leisure and Cultural Services (00159).
<b>Additional sub-delegation conditions:</b>	Authority extended to appoint members of a surf life saving club as authorised persons for the purposes of clause 5.3 of the <i>City of Joondalup Local Government and Public Property Local Law 2014</i> (patrol, close beaches).
<b>Legislation:</b>	Sections 3.24 and 9.10 of the <i>Local Government Act 1995</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ107-06/11; CJ027-03/12; CJ232-11/12; INT13/9868 (30 May 2013); CJ102-06/13; CJ091-06/14; CJ180-10/14, INT18/56; INT18/15225

**~~AUTHORITY TO APPROVE OF ALTERATIONS AND ADDITIONS TO CITY PREMISES~~**

<b>Function delegated:</b>	<del>Authority to approve of alterations and additions to City premises by the lessee, where the cost is less than \$50,000, subject to the exercise of the delegation being reported to the Audit Committee on an annual basis.</del>
<b>Delegated by:</b>	<del>Council.</del>
<b>Delegated to:</b>	<del>Chief Executive Officer (00001).</del>
<b>Conditions:</b>	<del>Authority subject to: 1 the cost of the alterations or additions being less than \$50,000; and 2 the Chief Executive Officer reporting the exercise of the delegation to the Audit Committee on an annual basis.</del>
<b>Chief Executive Officer delegates to:</b>	<del>Director Infrastructure Services (00184).</del>
<b>Additional sub-delegation conditions:</b>	<del>Nil.</del>
<b>Legislation:</b>	<del>Section 5.42 of the <i>Local Government Act 1995</i>.</del>
<b>Policy:</b>	<del>Not applicable.</del>
<b>Adoption / Revision Reference:</b>	<del>CJ260-11/12; INT13/9868 (30 May 2013);</del>

**CHOICE OF ACCEPTABLE TENDERS FROM AN EXPRESSION OF INTEREST**

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

**CHOICE OF TENDER**

<b>Function delegated:</b>	Authority to decide which tender to accept. Authority to decline to accept any tender.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Authority to accept tenders valued at less than \$350,000
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Nil.
<b>Legislation:</b>	Section 3.57 and 5.43 of the <i>Local Government Act 1995</i> . Regulation 18 of the <i>Local Government (Functions and General) Regulations 1996</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ107-06/11; CJ095-06/15

**CLOSING CERTAIN THOROUGHFARES TO VEHICLES**

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

**DISPOSING OF PROPERTY**

<b>Function delegated:</b>	Authority to dispose of property – (1) at public auction; (2) by public tender; (3) by private treaty.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Authority limited to property valued at less than \$600,000. “Property” includes the whole or any part of the interest of a local government in property, but does not include money.
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Nil.
<b>Legislation:</b>	Section 3.58 of the <i>Local Government Act 1995</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ107-06/11

**ESTABLISHING PANELS OF PRE-QUALIFIED SUPPLIERS**

<b>Function delegated:</b>	Authority to decide which applications to accept for inclusion on a panel of pre-qualified suppliers. Authority to decline to accept any application for inclusion on a panel of pre-qualified suppliers. Authority to enter into a contract or contracts, for the supply of goods or services with a pre-qualified supplier.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Authority extends to the supply of goods/services valued at less than \$350,000.
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Nil.
<b>Legislation:</b>	<i>Local Government Act 1995.</i> <i>Regulations 24AB, 24AH and 24AJ of the Local Government (Functions and General) Regulations 1996.</i>
<b>Policy:</b>	<i>Purchasing Policy.</i>
<b>Adoption / Revision reference:</b>	CJ091-06/16

**EXTENSION OF EXISTING CONTRACTS**

<b>Function delegated:</b>	Authority to approve any contract extensions on tenders approved by the Council.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Authority subject to: <ol style="list-style-type: none"><li>1 the extension being within the original terms and conditions approved by the Council;</li><li>2 satisfactory performance of the contractor(s);</li><li>3 the Chief Executive Officer reporting to the Audit Committee on a six monthly basis on the exercise of this delegation.</li></ol>
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Nil.
<b>Legislation:</b>	Section 3.57 of the <i>Local Government Act 1995</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ231-11/05.

**INFRINGEMENTS – EXTENSION OF TIME TO PAY AND WITHDRAWAL OF NOTICES**

<b>Function delegated:</b>	Authority to extend the period within which a modified penalty may be paid or withdraw an infringement notice.
<b>Delegated by:</b>	Chief Executive Officer (00001).
<b>Delegation to:</b>	Director Corporate Services (00063). Manger Rangers, Parking and Community Safety (00912). Coordinator Parking Services (00853). Coordinator City Rangers (00607).
<b>Conditions:</b>	Nil.
<b>Legislation:</b>	Sections 9.19 and 9.20 of the <i>Local Government Act 1995</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	INT18/15225

**OBJECTION TO THE RATE RECORD**

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

**OPENING OF FENCES**

<b>Function delegated:</b>	Authority to open a fence on private land.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Limited to those activities that expressly states such authority under Schedule 3.2 of the <i>Local Government Act 1995</i> .
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Nil.
<b>Legislation:</b>	Section 3.36 of the <i>Local Government Act 1995</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ091-06/14

**PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS**

**Function delegated:** Authority to incur liabilities and make payments from the municipal fund.

**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.
- (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 delegates to: Category A**

- 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).
- Senior Development Engineer (00490).
- Senior Landscape Architect / Team Leader Landscaping and Conservation (00211).
- Coordinator Engineering Operations (00227).
- Coordinator Park Operations (00806).
- Team Leader Projects (00224).
- Coordinator Natural Areas and Capital Works Projects (01120).
- Coordinator Civil Design and Construction (01119).
- Manager Executive and Risk Services (01193).
- Executive Officer (00007).
- Coordinator Waste Services (00762).

#### **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).
- Library Service Coordinator (00516).
- Coordinator Library Operations (00517).
- Team Leader Natural Areas (00506).
- Coordinator City Rangers (00607).
- Coordinator Transport Engineering (00203).
- Coordinator Infrastructure Asset Management (00205).
- Waste Design and Contract Officer (00197).

- Coordinator Building Maintenance (00228).
- Coordinator Community Development (00175).
- Coordinator Leisure Centre (00612).
- Coordinator Recreation Services (00611).
- Coordinator Cultural Services (00166).
- Coordinator Urban Design and Policy (00111).
- Principal Environmental Health Officer (00114).
- Principal Events Officer (00168).
- Principal Legal Officer (00640).
- Coordinator Parking Services (00853).
- Community Safety Coordinator (00800).
- Coordinator Property Management (00497).
- Business Performance Analyst (01200).
- Manager Marketing and Communications (01162).
- Senior Projects Officer (00937).
- Senior Civil Projects Officer (00208).
- Senior Civil Projects Officer (00210).
- Electrical Project Engineer (01244).

### **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).
- Administration Officer Leisure and Cultural Services (00160).
- Coordinator Building Approvals (00113).
- Branch Librarian – Joondalup (00519).
- Branch Librarian – Whitford (00520).
- Branch Librarian – Woodvale (00522).
- Branch Librarian – Duncraig (00521).
- Senior Ranger (00212, 00219).
- Recreation Development Officer (00172, 00173).
- Collection Management Team Leader (00528).

- Team Leader Youth Services (00182).
- Team Leader Community Development (01224).
- Team Leader Marketing and Customer Service (01432)
- Team Leader Leisure and Aqua Programs (01434).
- Team Leader Aqua and Facility Programs (01435).
- Systems Administrator (01436).
- Team Leader Health and Fitness (01433).
- Verge Coordinator (01468).

**Additional sub-delegation conditions:** Nil.

**Legislation:** Regulations 5, 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); INT14/18637; CJ091-06/14; INT15/5981; INT15/11342; CJ095-06/15; INT15/25509; EMI16/1160; INT16/3378; INT17/40500; EMI17/9582; INT17/59664; INT18/5995

**AUTHORISING PAYMENT FROM THE TRUST FUND**

<b>Function delegated:</b>	Authority to make payments from the trust fund.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Making payments to be undertaken in accordance with the City's procedures and systems for making payments from the trust fund.

<b>Chief Executive Officer delegates to:</b>	<ul style="list-style-type: none"><li>• Director Corporate Services (00063).</li><li>• Director Infrastructure Services (00184).</li><li>• Director Planning and Community Development (00105).</li><li>• Director Governance and Strategy (00648).</li><li>• Manager Financial Services (00075).</li><li>• Manager Infrastructure Management (00186).</li><li>• Manager Operation Services (00220).</li><li>• Manager Asset Management (00065).</li><li>• Manager Leisure and Cultural Services (00159).</li><li>• Manager Governance (00010).</li><li>• Manager Compliance and Regulatory Services (01093).</li><li>• Administration Coordinator (00187).</li><li>• Coordinator Leisure Centre (00612) – to a maximum of \$25,000.</li><li>• Coordinator Recreation Services (00611) – to a maximum of \$25,000.</li><li>• Recreation Development Officer (00172, 00173) – to a maximum of \$5,000.</li><li>• Team Leader Marketing and Customer Service (01432) – to a maximum of \$5,000.</li><li>• Team Leader Leisure and Aqua Programs (01434) – to a maximum of \$5,000.</li><li>• Team Leader Aqua and Facility Programs (01435) – to a maximum of \$5,000.</li><li>• Systems Administrator (01436) – to a maximum of \$5,000.</li><li>• Team Leader Health and Fitness (01433).</li></ul>
--	---

**Additional sub-delegation conditions:** Nil.

**Legislation:** Regulations 5, 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); INT14/18637; CJ091-06/14; INT15/5981; CJ095-06/15; INT15/25855; INT15/25509; EMI17/9582; INT17/59664

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

**Function delegated:** 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:

<b>Cheques or EFT Payment Amounts</b>	<b>Combination of Signatories</b>
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
<b>Category A Signatories</b>	<b>Category B Signatories</b>
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)	

**Chief Executive Officer delegates to:** All Directors (00063, 000648, 00184, 00105).  
Manager Financial Services (00075).  
Senior Financial Accountant (00078).

Senior Management Accountant (00083).

**Additional sub-delegation conditions:** Not applicable.

**Legislation:** Sections 6.7 and 6.9 of the *Local Government Act 1995*.  
Regulation 5, 11 and 12 of the *Local Government (Financial Management) Regulations 1996*.

**Policy:** Not applicable.

**Adoption / Revision reference:** CJ107-06/11; CJ091-06/14

**POWER TO INVEST**

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

**SEEKING EXPRESSIONS OF INTEREST**

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

## WAIVER OF FEES AND GRANTING OF CONCESSIONS

<b>Function delegated:</b>	Authority to waive or grant a concession in relation to any amount of money which is owed to the City other than rates and service charges.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Additional subsidies and waiver of hire fees under the <i>Facility Hire Subsidy Policy</i> limited to \$5,000 per request.
<b>Chief Executive Officer delegates to:</b>	<ol style="list-style-type: none"> <li>1 All Directors (00063, 00648, 00184, 00105).</li> <li>2 Manager Leisure and Cultural Services (00159).</li> <li>3 Librarian – Duncairg (00575), Librarians – Joondalup (00558), (00559), (00560), Librarian – Whitford (00539), Librarians – Woodvale (00549) (x2), Reference and Local History Librarian (00527); Adult and Seniors Services Officer (00525); Youth and Children’s Services Officer (00524); Youth and Children’s Services Officer (01231); Cataloguer (00532); Cataloguer (00531).</li> <li>4 Coordinator Library Operations (00517), Library Service Coordinator (00516), Branch Librarian – Joondalup (00519), Branch Librarian – Whitford (00520), Branch Librarian – Woodvale (00522), Branch Librarian – Duncairg (00521), Digital Services Officer (01126); Reference and Local History Team Leader (00526); Collection Management Team Leader (00528).</li> <li>5 Manager Community Development and Library Services (00390).</li> <li>6 Manager Compliance and Regulatory Services (01093).</li> </ol>
<b>Additional sub-delegation conditions:</b>	<ol style="list-style-type: none"> <li>1 Not applicable.</li> <li>2 Limited to individual items to \$5,000 and limited to the hire and use of City facilities.</li> <li>3 Limited to waiving fines to the value of \$50 and under and waiving fines up to any value when a lost or damaged item is paid for by the customer, <b>SUBJECT TO</b> a quarterly report on fines and fees that have been waived being submitted to the Manager Financial Services.</li> <li>4 Limited to waiving fines to the value of \$50 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, <b>SUBJECT TO</b> a quarterly report on</li> </ol>

finances and fees that have been waived being submitted to the Manager Financial Services.

- 5 (a) Limited to waiving fines and accounts to the value of \$50 and over; waiving the \$12.80 debt collection fee in special circumstances, **SUBJECT TO** a quarterly report on fines and fees that have been waived being submitted to the Manager Financial Services.
  - (b) Limited to waiver of hire fees for use of library facilities to a maximum of \$1,000.
  - (c) Limited to waiver of fees for community transport hire up to \$500 per group per year.
- 6 Limited to waiving the City's Building Permit Application fee for applications submitted by not-for-profit charitable organisations.

**Legislation:**

Section 6.12 of the *Local Government Act 1995*.

**Policy:**

*Facility Hire Subsidy Policy*.

**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; CJ243-12/14; INT14/18637; INT15/5981; INT15/11342; INT17/24978

**WRITE OFF OF MONIES**

<b>Function delegated</b>	Authority to write off monies.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Subject to: <ul style="list-style-type: none"> <li>(a) individual items to \$20,000;</li> <li>(b) a report being provided to the Audit Committee on a six monthly basis on the exercise of this delegation.</li> </ul>
<b>Chief Executive Officer delegates to:</b>	<ul style="list-style-type: none"> <li>1 Director Corporate Services (00063).</li> <li>2 Manager Financial Services (00075).</li> <li>3 Manager Community Development and Library Services (00390).</li> <li>4 Team Leader Rating Services (00079).</li> </ul>
<b>Additional sub-delegation conditions:</b>	<ul style="list-style-type: none"> <li>1 Not applicable.</li> <li>2 Individual items to \$5,000.</li> <li>3 Individual items to \$500.</li> <li>4 Individual items to \$50.</li> </ul>
<b>Legislation:</b>	Section 6.12 of the <i>Local Government Act 1995</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ78-03/99, CJ107-06/11; INT12/17389; INT13/13646; INT13/16608

## **PART 2 – DELEGATIONS TO COMMITTEES**

Council has determined there be no delegation of authority to Committees at its meeting held on 28 June 2016.

## **PART 3 – DELEGATIONS UNDER OTHER LEGISLATION**

**AMENDMENTS TO THE PARKING SCHEMES**

<b>Function delegated:</b>	Authority to approve and implement amendments to parking schemes adopted by Council in relation to: <ul style="list-style-type: none"><li>• time limits, conditions and prohibitions in streets and parking stations;</li><li>• the designation of visitor and authorised vehicle parking.</li></ul>
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Authority to be exercised consistently with the provisions of the <i>City of Joondalup Parking Local Law 2013</i> .
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	<i>City of Joondalup Parking Local Law 2013</i> .
<b>Policy:</b>	<i>Dedicated Car Parking for Seniors and Parents with Prams Policy.</i> <i>Joondalup City Centre Car Parking for Commercial Development Policy.</i> <i>Parking Schemes Policy.</i>
<b>Adoption / Revision Reference:</b>	CJ073-05/08, CJ183-08/09, CJ107-06/11,

**AUTHORISED PERSONS UNDER THE *BUILDING ACT 2011***

<b>Function delegated:</b>	Authority to appoint authorised persons for the purposes of the <i>Building Act 2011</i> and <i>Building Regulations 2012</i> in relation to buildings and incidental structures located, or proposed to be located in the City's district.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Nil.
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	Section 96(3) of the <i>Building Act 2011</i> . Section 127 of the <i>Building Act 2011</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision Reference:</b>	CJ027-03/12; CJ095-06/15

**~~BUILDING ACT 2011 – BUILDING AND DEMOLITION PERMIT APPLICATIONS,  
BUILDING APPROVAL CERTIFICATES, CERTIFICATES OF BUILDING  
COMPLIANCE, CONSTRUCTION COMPLIANCE AND DESIGN COMPLIANCE~~**

<b>Function delegated:</b>	<del>Authority to approve or refuse to grant or modify building and demolition permit applications, building approval certificates, certificates of building compliance, construction compliance and design compliance.</del>
<b>Delegated by:</b>	<del>Council.</del>
<b>Delegation to:</b>	<del>Persons as described in the attached Schedule who are qualified in accordance with the <i>Local Government (Building Surveyors) Regulations 2008</i>.</del>
<b>Conditions:</b>	<del>As described in the attached Schedule.</del>
<b>Legislation:</b>	<del>Division 2 of Part 2 of the <i>Building Act 2011</i>. Divisions 1, 2 and 3 of Part 4 of the <i>Building Act 2011</i>. <i>Local Government (Building Surveyors) Regulations 2008</i></del>
<b>Policy:</b>	<del>Not applicable.</del>
<b>Adoption / Revision reference:</b>	<del>CJ027-03/12; INT12/23123 (2 October 2012); CJ180-10/14; EMI15/1629</del>

DELEGATION TO	DESCRIPTION OF AUTHORITY BEING DELEGATED	POWER BEING DELEGATED	CONDITIONS
<p><b>MANAGER COMPLIANCE AND REGULATORY SERVICES (01093)</b></p> <p><b>COORDINATOR BUILDING APPROVALS (00113)</b></p>	<p><del>PERMIT APPLICATIONS / CERTIFICATES OF BUILDING DESIGN, BUILDING APPROVAL CERTIFICATES AND CERTIFICATES OF CONSTRUCTION COMPLIANCE.</del></p> <p><del>Approve (or refuse) permit applications or certificates</del></p>	<p><del>Division 2 of Part 2 of the Building Act 2011</del></p> <p><del>Divisions 1, 2 and 3 of Part 4 of the Building Act 2011</del></p>	<p><del>Unrestricted assessment and certification.</del></p>
<p><b>SENIOR BUILDING SURVEYOR (00153, 00148)</b></p> <p><b>Level 1</b></p>	<p><del>PERMIT APPLICATIONS / CERTIFICATES OF BUILDING DESIGN, BUILDING APPROVAL CERTIFICATES AND CERTIFICATES OF CONSTRUCTION COMPLIANCE.</del></p> <p><del>Approve permit applications or certificates</del></p>	<p><del>Division 2 of Part 2 of the Building Act 2011</del></p> <p><del>Divisions 1, 2 and 3 of Part 4 of the Building Act 2011</del></p>	<p><del>Unrestricted assessment and certification.</del></p>
<p><b>BUILDING SURVEYOR (00150, 00151, 00154)</b></p> <p><b>Level 2</b></p>	<p><del>PERMIT APPLICATIONS / CERTIFICATES OF BUILDING DESIGN, BUILDING APPROVAL CERTIFICATES AND CERTIFICATES OF CONSTRUCTION COMPLIANCE.</del></p> <p><del>Approve permit applications or certificates</del></p>	<p><del>Division 2 of Part 2 of the Building Act 2011</del></p> <p><del>Divisions 1, 2 and 3 of Part 4 of the Building Act 2011</del></p>	<p><del>Restricted to assessing and certifying compliance of buildings that are no more than three storeys and 2,000m<sup>2</sup> in total floor area.</del></p>
<p><b>ASSISTANT BUILDING SURVEYOR (01068)</b></p>	<p><del>PERMIT APPLICATIONS / CERTIFICATES OF BUILDING DESIGN, BUILDING APPROVAL CERTIFICATES AND CERTIFICATES OF CONSTRUCTION COMPLIANCE.</del></p> <p><del>Approve permit applications or certificates</del></p>	<p><del>Division 2 of Part 2 of the Building Act 2011</del></p> <p><del>Divisions 1, 2 and 3 of Part 4 of the Building Act 2011</del></p>	<p><del>Restricted to assessing and certifying compliance of buildings not greater than 500m<sup>2</sup> and not more than two storeys.</del></p>

<b>DELEGATION TO</b>	<b>DESCRIPTION OF AUTHORITY BEING DELEGATED</b>	<b>POWER BEING DELEGATED</b>	<b>CONDITIONS</b>
<p><b>ASSISTANT BUILDING SURVEYOR (00615)</b></p> <p><b>ADMINISTRATION OFFICER (00109, 00110, 00131, 00132, 00133)</b></p> <p><b>DEVELOPMENT COMPLIANCE OFFICER (00119, 00120, 00155, 00614)</b></p>	<p><b>BUILDING PERMIT APPLICATIONS</b></p> <p>Approve permit applications.</p>	<p>Division 2 of Part 2 of the Building Act 2011</p> <p>Divisions 1, 2 and 3 of Part 4 of the Building Act 2011</p>	<p>Restricted to approving applications that have been certified by a suitably qualified Building Surveyor.</p>

~~**BUILDING ACT 2011 – OCCUPANCY PERMITS, BUILDING ORDERS AND ASSOCIATED FUNCTIONS**~~

<b>Function delegated:</b>	<del>Authority to grant or issue occupancy permits, issue building orders and notices and perform associated functions of a permit authority pursuant to the <i>Building Act 2011</i>.</del>
<b>Delegated by:</b>	<del>Council.</del>
<b>Delegation to:</b>	<del>Manager Compliance and Regulatory Services (01093). Coordinator Building Approvals (00113). Senior Building Surveyor (00153, 00148). Coordinator Compliance (01094).</del>
<b>Conditions:</b>	<del>Subject to the qualification requirements of the <i>Local Government (Building Surveyors) Regulations 2008</i>.  Advise Council upon issue of notices.</del>
<b>Officers sub-delegate to:</b>	<del>Not applicable.</del>
<b>Legislation:</b>	<del><i>Building Act 2011</i>. <i>Local Government (Building Surveyors) Regulations 2008</i></del>
<b>Policy:</b>	<del>Not applicable.</del>
<b>Adoption / Revision reference:</b>	<del>CJ027-03/12; CJ180-10/14; CJ095-06/15</del>

**BUILDING ACT 2011 – ISSUING CERTIFICATES OF BUILDING COMPLIANCE,  
CONSTRUCTION COMPLIANCE AND DESIGN COMPLIANCE**

<b><u>Function delegated:</u></b>	<u>Authority to issue certificates of building compliance, construction compliance and design compliance.</u>
<b><u>Delegated by:</u></b>	<u>Council.</u>
<b><u>Delegation to:</u></b>	<u>Director Planning and Community Development (00105). Manager Compliance and Regulatory Services (01093). Coordinator Building Approvals (00113). Senior Building Surveyor (00153, 00148). Building Surveyor (00150). Assistant Building Surveyor (00154, 00615, 01068, 00151).</u>
<b><u>Conditions:</u></b>	<u>Subject to meeting the qualification requirements in accordance with <i>Building Services (Registration) Regulations 2011</i>.</u>
<b><u>Legislation:</u></b>	<u>Division 2 of Part 2 of the <i>Building Act 2011</i>. Divisions 1, 2 and 3 of Part 4 of the <i>Building Act 2011</i>. Section 127 of the <i>Building Act 2011</i>. <i>Building Services (Registration) Regulations 2011</i>.</u>
<b><u>Policy:</u></b>	<u>Not applicable.</u>
<b><u>Adoption / Revision reference:</u></b>	<u>CJ027-03/12; INT12/23123 (2 October 2012); CJ180-10/14; EMI15/1629</u>

**BUILDING ACT 2011 – GRANTING BUILDING AND DEMOLITION PERMIT APPLICATIONS, BUILDING APPROVAL CERTIFICATES, BUILDING APPROVAL CERTIFICATE STRATA, OCCUPANCY PERMITS**

<b><u>Function delegated:</u></b>	<u>Authority to grant building and demolition permit applications, building approval certificates, building approval certificate strata, occupancy permits.</u>
<b><u>Delegated by:</u></b>	<u>Council.</u>
<b><u>Delegation to:</u></b>	<u>Chief Executive Officer (00001).</u>
<b><u>Conditions:</u></b>	<u>Nil.</u>
<b><u>Officers sub-delegate to:</u></b>	<u>Director Planning and Community Development (00105).</u> <u>Manager Compliance and Regulatory Services (01093).</u> <u>Coordinator Building Approvals (00113).</u> <u>Senior Building Surveyor (00148, 00153).</u> <u>Building Surveyor (00150).</u> <u>Assistant Building Surveyor (00154, 00615, 01068, 00151).</u> <u>Development Compliance Officer (00119, 00120, 00155, 00614).</u> <u>Administration Officer (00110, 00131, 00132, 00133, 00109).</u> <u>Personal Assistant – Director Planning and Community Development (00106).</u>
<b><u>Legislation:</u></b>	<u>Section 127 of the <i>Building Act 2011</i>.</u>
<b><u>Policy:</u></b>	<u>Not applicable.</u>
<b><u>Adoption / Revision reference:</u></b>	<u>CJ027-03/12; CJ180-10/14; CJ095-06/15</u>

**BUILDING ACT 2011 – REFUSING BUILDING AND DEMOLITION PERMIT  
APPLICATIONS, BUILDING APPROVAL CERTIFICATES, BUILDING  
APPROVAL CERTIFICATE STRATA, OCCUPANCY PERMITS**

<b><u>Function delegated:</u></b>	<u>Authority to refuse building and demolition permit applications, building approval certificates, building approval certificate strata, occupancy permits.</u>
<b><u>Delegated by:</u></b>	<u>Council.</u>
<b><u>Delegation to:</u></b>	<u>Chief Executive Officer (00001).</u>
<b><u>Conditions:</u></b>	<u>Nil.</u>
<b><u>Officers sub-delegate to:</u></b>	<u>Director Planning and Community Development (00105).</u> <u>Manager Compliance and Regulatory Services (01093).</u> <u>Coordinator Building Approvals (00113).</u> <u>Senior Building Surveyor (00148, 00153).</u>
<b><u>Legislation:</u></b>	<u>Section 60 of the <i>Building Act 2011</i>.</u> <u>Section 127 of the <i>Building Act 2011</i>.</u>
<b><u>Policy:</u></b>	<u>Not applicable.</u>
<b><u>Adoption / Revision reference:</u></b>	<u>CJ027-03/12; CJ180-10/14; CJ095-06/15</u>

**BUILDING ACT 2011 – BUILDING ORDERS**

<b><u>Function delegated:</u></b>	<u>Authority to serve a building order.</u>
<b><u>Delegated by:</u></b>	<u>Council.</u>
<b><u>Delegation to:</u></b>	<u>Chief Executive Officer (00001).</u>
<b><u>Conditions:</u></b>	<u>Nil.</u>
<b><u>Officers sub-delegate to:</u></b>	<u>Director Planning and Community Development (00105).</u> <u>Manager Compliance and Regulatory Services (01093).</u> <u>Coordinator Compliance (01094).</u>
<b><u>Legislation:</u></b>	<u>Division 5 of Part 8 of the <i>Building Act 2011</i>.</u> <u>Section 127 of the <i>Building Act 2011</i>.</u>
<b><u>Policy:</u></b>	<u>Not applicable.</u>
<b><u>Adoption / Revision reference:</u></b>	<u>CJ027-03/12; CJ180-10/14; CJ095-06/15</u>

***BUSH FIRES ACT 1954 – FUNCTIONS OF A LOCAL GOVERNMENT***

<b>Function delegated:</b>	Authority to perform the functions of the local government under the <i>Bush Fires Act 1954</i> .
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Cannot be sub-delegated.
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	Section 48 of the <i>Bush Fires Act 1954</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ180-10/14

**CAT ACT 2011 – POWERS AND DUTIES OF A LOCAL GOVERNMENT**

<b>Function delegated:</b>	Authority to exercise the powers or discharge the duties of the local government under the <i>Cat Act 2011</i> .
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Nil.
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	Section 44 of the <i>Cat Act 2011</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ102-06/13; CJ180-10/14

**DISTRICT PLANNING SCHEME NO. 2 – DELEGATIONS - GENERAL**

- (1) **Function delegated:** The following powers conferred or imposed on Council or the local government under the Scheme:
- (a) the approval of an application for development approval for the purpose of a 'single house', an 'ancillary dwelling' or up to 10 'grouped dwellings', 'multiple dwellings' or 'aged or dependent persons' dwellings', or any associated, ancillary or incidental development where:
    - (i) there have not been any objections to the application received; and
    - (ii) in the case of applications for development approval that require a Bushfire Attack Level assessment in accordance with State Planning Policy 3.7 – *Planning in Bushfire Prone Areas* (SPP 3.7) the development:
      - (a) has a Bushfire Attack Level of less than 40; and
      - (b) where the Bushfire Attack Level is 12.5, 19 or 29:
        - (i) is not a vulnerable land use as defined under SPP 3.7; and
        - (ii) complies with clause 6.5 of SPP 3.7; and
    - (iii) the Deemed-to-Comply requirements of the Residential Design Codes and/or replacement Deemed-to-Comply requirements of the *Residential Development Local Planning Policy* have been satisfied (where applicable), and the development satisfies any applicable standards and requirements of the Scheme, any approved structure plan, activity centre plan or local development plan and all other applicable Local Planning Policies; or
    - (iv) the Local Housing Objectives of the *Residential Development Local Planning Policy* have been satisfied; or
    - (v) in the case of applications for development approval where the development does not meet the Deemed-to-Comply requirements of the *Residential Design Codes* or the requirements of any applicable standards or requirements of the Scheme, any approved structure plan, activity centre plan, local development plan, or local planning policy, provided:

- (a) the plot ratio of the development does not exceed the maximum requirement of Table 4 of the Residential Design Codes by more than 10% of that requirement;
  - (b) the building setbacks of development are not less than those specified under the Deemed-to-Comply requirements of the Residential Design Codes, or any applicable approved structure plan, activity centre plan, local development plan or local planning policy by more than 1.5 metres;
  - (c) any outbuilding is not in the primary or secondary setback area stipulated in Table 1 or Table 4 of the Residential Design Codes or any applicable approved structure plan, activity centre plan, local development plan or local planning policy;
  - (d) the height and/or length of boundary wall(s) does not exceed the amounts set out in the Deemed-to-Comply Requirements of the Residential Design Codes or any applicable approved structure plan, activity centre plan, local development plan or local planning policy by more than 10% of those requirements, and where there are boundary walls to no more than two (2) separate boundaries;
  - (e) the height of the proposed fill or retaining wall within the primary street setback area does not exceed 1.2 metres above natural ground level; and-
  - (f) the height of non visually permeable fencing within the primary street setback area does not exceed 1.2 metres above natural ground level (as measured from the midpoint of the verge) for more than 25% of the frontage of the lot.
- (b) the approval of an application for development approval for the purposes of a class of use listed in Table 1 (Zoning Table) of the Scheme other than a 'single house', 'ancillary dwelling', 'grouped dwelling', 'multiple dwelling', 'aged or dependent persons' dwelling' or any associated, ancillary or incidental development where:
- (i) there have not been any objections to the application received; and
  - (ii) the application is not required to be considered by the Joondalup Design Reference Panel; and

- (iii) in the case of applications for development approval that require a Bushfire Attack Level assessment in accordance with State Planning Policy 3.7 – *Planning in Bushfire Prone Areas* (SPP 3.7) the development:
  - (a) has a Bushfire Attack Level of less than 40; and
  - (b) where the Bushfire Attack Level is 12.5, 19 or 29:
    - (i) is not a vulnerable land use as defined under SPP 3.7; and
    - (ii) complies with clause 6.5 of SPP 3.7; and
- (iv) the development satisfies any applicable standards and requirements of the Scheme, any approved structure plan, activity centre plan or local development plan and all applicable Local Planning Policies; or
- (v) an application proposes a variation to the applicable setback requirements of up to 100% for patio(s), verandah(s), shade sail(s), portico(s), retaining wall(s) not greater than 1.2 metres above natural ground level in height or outbuilding(s); or
- (vi) the amount of car parking provided is not less than a car parking shortfall for that site previously approved; or
- (vii) the application is for a class of sign under the *Signs Local Planning Policy* and the development does not exceed the applicable requirements by greater than 10%; or
- (viii) the application is for the renewal of a Home Business - Category 2 or Home Business - Category 3, where no complaints or objections have been received since the previous approval was issued.

**Delegated by:** Council.

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

- Conditions:**
- 1 The delegations are to have effect for a period of two years from and including 28 June 2017.
  - 2 The Chief Executive Officer is to cause a report of the exercise of powers and functions to be prepared and presented to each ordinary meeting of Council.

<b>Chief Executive Officer delegates to:</b>	Senior Urban Planner (00115, 00609, 00778, 00122, 00125). Coordinator Planning Approvals (00112, 01313). Coordinator Urban Design and Policy (00111).
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	Clause 82 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Section 5.42 of the <i>Local Government Act 1995</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision Reference:</b>	CJ229-12/11, CJ003-02/12, CJ075-05/12; CJ094-06/13; CJ123-07/13; CJ180-10/14; CJ167-10/15; INT15/36323
<b>(2) Function delegated:</b>	The following powers conferred or imposed on the Council or the local government under the Scheme and the <i>Planning and Development Act 2005</i> : <ul style="list-style-type: none"> <li>(a) the determination of an application for development approval for the purpose of a 'single house', 'ancillary dwelling' and/or up to 10 'grouped dwellings', 'multiple dwellings', or 'aged or dependent persons' dwellings', or any associated, ancillary or incidental development;</li> <li>(b) the determination of an application for development approval for 'land sales office (temporary)' and/or 'display home' or any associated, ancillary or incidental development;</li> <li>(c) the determination of an application for development approval for the purpose of a class of use listed in Table 1 (Zoning Table) of the Scheme or any associated, ancillary or incidental development (other than a 'single house', 'ancillary dwelling', 'grouped dwelling', 'multiple dwelling', 'aged or dependent persons' dwelling', 'land sales office (temporary)' or 'display home') provided: <ul style="list-style-type: none"> <li>(i) building setbacks for buildings other than for those set out in 1(b)(v) of these delegations, as set out in the Scheme or any applicable approved structure plan, activity centre plan or local development plan, are not less than the required amount by more than 1.5 metres;</li> <li>(ii) the amount of car parking provided is not less than the standards and requirements set out in</li> </ul> </li> </ul>

- the Scheme or any applicable approved structure plan, activity centre plan or local development plan by more than 10%;
- (iii) the landscaping between a car parking area and the street as set out under the Scheme or an applicable approved structure plan, activity centre plan or local development plan achieves an average width of not less than 1.5 metres;
  - (iv) the overall amount of landscaping provided for the site does not vary the standards and requirements set out in the Scheme or any applicable approved structure plan, activity centre plan or local development plan by more than 10% of that requirement;
  - (v) the development is located on a non-residential coastal site and complies with *Height of Non-Residential Buildings Local Planning Policy*; and
  - (vi) the development is not for 'short stay accommodation' abutting the 'Residential' zone.
- (d) the direction under clause 64(3) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* to advertise an application for development approval.
  - (e) the determination under clause 64(2) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* whether a departure from the requirements of the Scheme is of a minor nature and whether to waive the requirement for the advertising of the application, providing it is not an application that would otherwise require advertising under the Scheme.
  - (f) the determination under clause 63(2) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* whether to waive or vary the requirement for plans and other information to be submitted with an application.
  - (g) the determination under clause 61(1)(f) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* whether works are temporary for the purposes of the Scheme and the length of time that such 'development' is permitted to remain in the requested location.
  - (h) the decision whether an application for development approval may affect any other statutory, public or planning authority, and shall therefore require them to be provided a copy of the application for objections and

recommendations under clause 66(1) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	<ol style="list-style-type: none"><li>1 The delegations are to have effect for a period of 2 years from and including 28 June 2017.</li><li>2 The Chief Executive Officer is to cause a report of the exercise of powers and functions to be prepared and presented to each ordinary meeting of Council.</li></ol>
<b>Chief Executive Officer delegates to:</b>	Manager Planning Services (0108). Director Planning and Community Development (00105).
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	Clause 82 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> . Section 5.42 of the <i>Local Government Act 1995</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision Reference:</b>	CJ229-12/11, CJ003-02/12, CJ075-05/12; CJ094-06/13; CJ123-07/13; CJ180-10/14; CJ167-10/15; INT15/36323

***DISTRICT PLANNING SCHEME NO. 2 – DETERMINE FUTURE APPLICATIONS FOR RENEWAL OF HOME BUSINESS***

<b>Function delegated:</b>	Authority to determine future applications for renewal of the Home Business Category 2 (Music/Drum School) at 6 (Lot 397) Melrose Crest, Kinross.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Authority subject to no changes to the operation of the business being made.
<b>Chief Executive Officer delegates to:</b>	Manager Planning Services (00108).
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	Clause 82 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
<b>Policy:</b>	<i>Home Business Policy</i> .
<b>Adoption / Revision reference:</b>	CJ198-09/09, CJ107-06/11; CJ091-06/14; CJ180-10/14; CJ167-10/15; INT15/36323

**DOG ACT 1976 – POWERS AND DUTIES OF A LOCAL GOVERNMENT**

<b>Function delegated:</b>	Authority to exercise the powers or discharge the duties of the local government under the <i>Dog Act 1976</i> including the authority to delegate the powers and duties of a local government to other persons.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Nil.
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	Section 10AA of the <i>Dog Act 1976</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ180-10/14

**FOOD ACT 2008 – FUNCTIONS OF AN ENFORCEMENT AGENCY**

<b>Function delegated:</b>	Authority to exercise the powers or discharge the duties of the local government, as an enforcement agency under the <i>Food Act 2008</i> .
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Nil.
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	Section 118(2)(b) of the <i>Food Act 2008</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ180-10/14; CJ095-06/15

**PLANNING AND DEVELOPMENT ACT 2005 – POWERS AS TO ILLEGAL DEVELOPMENT**

<b>Function delegated:</b>	Authority to exercise all the powers and functions of the local government under sections 214(2), (3) and (5) of the <i>Planning and Development Act 2005</i> .
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Nil.
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	Section 5.42(1)(b) of the <i>Local Government Act 1995</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ180-10/14

**PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES)  
REGULATIONS 2015 – DETERMINE DEVELOPMENT APPLICATIONS FOR  
DISPLAY HOMES**

<b>Function delegated:</b>	Authority to determine development applications for 'Display Homes' on Lots 2004 – 2008, 2010 – 2012, 2017 – 2020, and 2022 – 2024 Venice Entrance, Iluka.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Effective for two years from 28 June 2017.
<b>Chief Executive Officer delegates to:</b>	Director Planning and Community Development (00105). Manager Planning Services (00108)
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	Section 5.42 of the <i>Local Government Act 1995</i> . Clauses 82 and 83 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ206-12/15; INT16/1626;

**PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES)  
REGULATIONS 2015 – DETERMINE DEVELOPMENT APPLICATIONS FOR  
'UNLISTED USE (BICYCLE HIRE)'**

<b>Function delegated:</b>	Authority to determine development applications for 'Unlisted Use (Bicycle Hire)'.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Nil.
<b>Chief Executive Officer delegates to:</b>	Director Planning and Community Development (00105). Manager Planning Services (00108)
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	Section 5.42 of the <i>Local Government Act 1995</i> . Clause 82 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ135-09/16

***PUBLIC HEALTH ACT 2016 – FUNCTIONS OF AN ENFORCEMENT AGENCY***

<b>Function delegated:</b>	Authority to exercise all of the powers and duties conferred or imposed on a local government, as an enforcement agency, under the <i>Public Health Act 2016</i> .
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Nil.
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	Section 21 of the <i>Public Health Act 2016</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ012-02/17

**APPENDIX 1 – LIST OF AMENDMENTS**

This appendix reflects those changes made during the course of the year, other than at the time of the annual review of the register.

<b>Amendments</b>			
<b>Delegation</b>	<b>Date Approved</b>	<b>Resolution / TRIM Number</b>	<b>Amendment</b>
Authorised Persons under the Building Act 2011	20 March 2012	CJ027-03/12	Insertion of delegation as a result of the new Building Act 2011
Certificates of Classification, Licences, Notices and Associated Functions under the Local Government (Miscellaneous Provisions) Act 1960	20 March 2012	CJ027-03/12	Deletion of delegation as a result of new Building Act 2011
Occupancy Permits, Building Orders and Associated Functions under the Building Act 2011	20 March 2012	CJ027-03/12	Insertion of delegation as a result of the new Building Act 2011
Permit Applications, Certificate of Design Compliance, Certificate of Construction Compliance and Building Approval Certificates	20 March 2012	CJ027-03/12	Insertion of delegation as a result of the new Building Act 2011
Town Planning Delegations - General	15 May 2012	CJ075-05/12	Revised delegations in accordance with the District Planning Scheme No 2
Incurring Liability and Making Payments	15 June 2012	INT12/13286	Add to Category C (up to \$250,000) the position of Coordinator Natural Areas and Capital Works Projects.
Office Development Committee	26 June 2012	CJ122-06/12	Add new delegation to the Office Development Committee.
Incurring Liability and Making Payments	31 August 2012	INT12/20354	Add to Category E (up to \$5,000) the position of Collection Management Team Leader.
Permit Applications / Certificates of Building Design, Building Approval Certificates and Certificates of	2 October 2012	INT12/23123	Remove Position No. 00150 from Building Surveyor classification to Assistant Building Surveyor classification, in accordance with advice from HR and Coordinator

<b>Amendments</b>			
<b>Delegation</b>	<b>Date Approved</b>	<b>Resolution / TRIM Number</b>	<b>Amendment</b>
Construction Compliance			Building Approvals.
Incurring Liability and Making Payments	19 October 2012	INT12/24858	Add to Category D (up to \$25,000) the position of Internal Auditor.
Approve alterations and additions to City premises by a lessee, where cost is less than \$50,000	20 November 2012	CJ260-11/12	Insertion of delegation to CEO as a result of Council resolution.
Incurring Liability and Making Payments	22 November 2012	EMI12/6002	Change title of 'Manager Governance and Marketing' to 'Manager Governance', following restructure.
Incurring Liability and Making Payments	22 November 2012	EMI12/6002 INT12/29775	Add 'Acting Manager Marketing and Communications', following restructure.
Administer the City's Local Laws AND Appointing Authorised Officers	20 November 2012	CJ232-11/12 RGS00813	Add <i>Pest Plant Local Law 2012</i> to list of local laws; Add ability for CEO to appoint authorised persons to enforce the provisions of the <i>City of Joondalup Pest Plant Local Law 2012</i> .
Acknowledge Receipt of Primary and Annual Returns	8 April 2013	INT13/7349	Addition of new delegation from CEO to Director Governance and Strategy
Choice of Tender – Admiral Park Clubroom redevelopment	27 May 2013	CJ084-05/13 INT13/10876	Insertion of new delegation from Council to Chief Executive Officer – to accept tenders for the Admiral Park Clubroom redevelopment project subject to the price of tenders not exceeding \$858,990.
Administer the City's Local Laws.	30 May 2013	INT13/9868	Replacing " <i>Agriculture and Related Resources Protection Act 1976</i> " with " <i>Pest Plant Local Law 2012</i> " within the reference list.
Appointment of Authorised Officers.	30 May 2013	INT13/9868	Replacing " <i>Agriculture and Related Resources Protection Act 1976</i> " with " <i>Pest Plant Local Law 2012</i> " within the reference list.
Incurring Liability and Making Payments.	30 May 2013	INT13/9868	<ul style="list-style-type: none"> <li>Amending the title of "Senior Librarian – Duncraig/Sorrento" to "Senior Librarian Duncraig".</li> </ul>

<b>Amendments</b>			
<b>Delegation</b>	<b>Date Approved</b>	<b>Resolution / TRIM Number</b>	<b>Amendment</b>
			<ul style="list-style-type: none"> <li>Amending various position titles within the Infrastructure Services Directorate.</li> <li>Inclusion of "Design Engineer / Coordinator (01119)" to Category C.</li> <li>Inclusion of "Executive Project Officer (00937)" to Category D.</li> </ul>
Authority to Approve of Alterations and Additions to City Premises.	30 May 2013	INT13/9868	Inclusion of Director Infrastructure Services.
Certificate of local government required by <i>Strata Titles Act 1985</i> .	25 June 2013	CJ094-06/13	<ul style="list-style-type: none"> <li>Amend description of function to be performed.</li> <li>Add "Coordinator Urban Design and Policy (00111)".</li> <li>Amend legislative references.</li> </ul>
Subdivision and Development Control: Part 10 – <i>Planning and Development Act 2005</i> .	25 June 2013	CJ094-06/13	<ul style="list-style-type: none"> <li>Amend position numbers.</li> <li>Add "Senior Urban Planner (00115, 00609)".</li> </ul>
Town Planning Delegations – General.	25 June 2013	CJ094-06/13	<ul style="list-style-type: none"> <li>Add "Coordinator Urban Design and Policy (00111)"</li> <li>Amend "Senior Urban Planner 00122, 00125)" to "Senior Planning Officer (00122, 00125)".</li> <li>Various typographical and wording amendments.</li> </ul>
Appointment of Authorised Officers	25 June 2013	CJ102-06/13	CEO appointed as an authorised person to undertake all the powers and duties of the local government under the <i>Cat Act 2011</i> .
Town Planning Delegations – General	16 July 2013	CJ123-07/13	Inclusion of new paragraph (b) to Part 2 enabling DPCD and MPS to determine applications for planning approval for the unlisted use of "Ancillary Dwelling", where the subject land is zoned 'Residential'.
Authority to Waive Fees	25 July 2013	INT13/16608 INT13/16607 INT13/16265 INT13/16587	Insertion of new delegation to various library officers to waive fees and accounts within specified parameters.

<b>Amendments</b>			
<b>Delegation</b>	<b>Date Approved</b>	<b>Resolution / TRIM Number</b>	<b>Amendment</b>
		INT13/16588 INT13/16589 INT13/16590 INT13/16592 INT13/16595 INT13/16597 INT13/16598	
Authority to Write off Monies	25 July 2013	INT13/16608	Insertion of new delegation to Manager Community Development and Library Services to write off bad debts up to \$500.
Incurring Liability and Making Payments	16 August 2013	INT13/16228	Inclusion of "Manager Executive and Risk" (1193) to Category C.
Choice of Tender – Bramston Park development project	19 August 2014	CJ145-08/14	Insertion of new delegation from Council to Chief Executive Officer – to accept tenders for the <ul style="list-style-type: none"> <li>• Bramston Park floodlighting works subject to the price of tenders not exceeding \$387,712; and</li> <li>• Bramston Park development project (minus the floodlighting works) subject to the price of tenders not exceeding \$1,949,238.</li> </ul>
Waiver of Fees and Granting of Concessions	9 December 2014	CJ243-12/14	Insertion of new conditions, limiting CEO to \$5,000.
Waiver of Fees and Granting of Concessions	16 February 2015	INT15/5981	<ul style="list-style-type: none"> <li>• Inclusion of various library staff with differing limits of authority.</li> <li>• Change of title from Senior Librarian to Branch Librarian (throughout document).</li> <li>• Added new additional condition from CEO to library staff, requiring quarterly reporting of waivers.</li> </ul>
Incurring Liability and	17 March 2015	INT14/18637	Inclusion of the following staff to Category D:

<b>Amendments</b>			
<b>Delegation</b>	<b>Date Approved</b>	<b>Resolution / TRIM Number</b>	<b>Amendment</b>
Making Payments			<ul style="list-style-type: none"> <li>• Co-ordinator Civil Projects (Peter Ross – 00208)</li> <li>• Co-ordinator Civil Projects (Jeff Giles – 00210)</li> <li>• Co-ordinator Electrical Projects (Tony Rowan – 01244)</li> </ul>
Building and Demolition Permit Applications	23 March 2015	EMI15/1629	Title of position number 00110 changed from “Administration Team Leader” to “Administration Officer”.
Authorising Payment from the Trust Fund	29 July 2015	INT15/25509	Inclusion of: <ul style="list-style-type: none"> <li>• Coordinator Leisure Centre (00612) – up to a maximum of \$25,000</li> <li>• Coordinator Recreation Services (00611) – up to a maximum of \$25,000</li> <li>• Recreation Development Officer (00172, 00173) – up to a maximum of \$5,000</li> <li>• Senior Leisure Officer (00617, 00637, 00638, 00639) – up to a maximum of \$5,000.</li> </ul>
Authorising Payment from the Trust Fund	4 August 2015	INT15/25855	Inclusion of Administration Coordinator - position number 00187 (Infrastructure Services) to authorise payments from the trust fund.
District Planning Scheme No. 2 – Delegations – General	6 October 2015 (to take effect from 19 October 2015)	CJ167-10/15	Revocation of delegations to: <ul style="list-style-type: none"> <li>• Senior Urban Planners (position numbers 00115, 00609, 00778, 00122, 00125)</li> <li>• Coordinator Planning Approvals (00112)</li> <li>• Coordinator Urban Design and Policy (00111)</li> <li>• Manager Planning Services (00108)</li> <li>• Director Planning and Community Development (00105).</li> </ul>
District Planning Scheme No. 2 – Determine Future Applications for Renewal of Home Business	6 October 2015 (to take effect from 19 October 2015)	CJ167-10/15	Revocation of delegation to Manager Planning Services.

<b>Amendments</b>			
<b>Delegation</b>	<b>Date Approved</b>	<b>Resolution / TRIM Number</b>	<b>Amendment</b>
District Planning Scheme No. 2 – Delegations – General	6 October 2015 (to take effect from 19 October 2015)	CJ167-10/15	Delegation to Chief Executive Officer in accordance with clause 82 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
District Planning Scheme No. 2 – Determine Future Applications for Renewal of Home Business	6 October 2015 (to take effect from 19 October 2015)	CJ167-10/15	Delegation to Chief Executive Officer in accordance with clause 82 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
District Planning Scheme No. 2 – Delegations – General	19 October 2015	INT15/36323	Sub-delegation from Chief Executive Officer to: <ul style="list-style-type: none"> <li>• Senior Urban Planners (position numbers 00115, 00609, 00778, 00122, 00125)</li> <li>• Coordinator Planning Approvals (00112, 01313)</li> <li>• Coordinator Urban Design and Policy (00111)</li> <li>• Manager Planning Services (00108)</li> <li>• Director Planning and Community Development (00105).</li> </ul>
District Planning Scheme No. 2 – Determine Future Applications for Renewal of Home Business	19 October 2015	INT15/36323	Sub-delegation from Chief Executive Officer to: <ul style="list-style-type: none"> <li>• Senior Urban Planners (position numbers 00115, 00609, 00778, 00122, 00125)</li> <li>• Coordinator Planning Approvals (00112, 01313)</li> <li>• Coordinator Urban Design and Policy (00111)</li> <li>• Manager Planning Services (00108)</li> <li>• Director Planning and Community Development (00105).</li> </ul>
Clause 85 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> – Determine development applications for 'Display Homes' on Lots 2004-	Effective from 15 December 2015	CJ206-12/15	New delegation.

<b>Amendments</b>			
<b>Delegation</b>	<b>Date Approved</b>	<b>Resolution / TRIM Number</b>	<b>Amendment</b>
2008, 2010-2012, 2017-2020, and 2022-2024 Venice Entrance, Iluka.			
Clause 85 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> – Determine development applications for 'Display Homes' on Lots 2004-2008, 2010-2012, 2017-2020, and 2022-2024 Venice Entrance, Iluka.	8 January 2016	INT16/1626	Sub-delegation from Acting Chief Executive Officer to: <ul style="list-style-type: none"> <li>• Director Planning and Community Development (00105)</li> <li>• Manager Planning Services (00108).</li> </ul>
Payments from Municipal Fund – Incurring Liabilities and Making Payments	2/2/2016	EMI16/1160 INT16/3378	Executive Officer title changed and increase in Delegation limit from \$25,000 to \$250,000.
<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> – Determine Development Applications for 'Unlisted Use (Bicycle Hire)'	20 September 2016	CJ135-09/16 INT16/36170	Delegate function to Chief Executive Officer to determine development applications for 'Unlisted Use (Bicycle Hire)'
<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> – Determine Development Applications for 'Unlisted Use (Bicycle Hire)'	21 September 2016	INT16/36191	CEO sub-delegates function to Director Planning and Community Development and Manager Planning Services to determine development applications for 'Unlisted Use (Bicycle Hire)'
Accepting Tenders – Refurbishment of Sorrento Football (Soccer) Clubrooms	18 October 2016	CJ177-10/16	New delegation to accept tenders for the Sorrento Football (Soccer) Clubrooms refurbishment project subject to the price of tenders not exceeding \$583,000.
Accepting Tenders – Refurbishment of Sorrento Tennis Clubrooms	18 October 2016	CJ177-10/16	New delegation to accept tenders for the Sorrento Tennis Clubrooms refurbishment project subject to the price of tenders not exceeding \$532,000.

<b>Amendments</b>			
<b>Delegation</b>	<b>Date Approved</b>	<b>Resolution / TRIM Number</b>	<b>Amendment</b>
<i>Building Act 2011</i> – Building and Demolition permit applications, building approval certificates, certificates of building compliance, construction compliance and design compliance	31 October 2016	EMI16/10097	Removal of position number 00149 as the position was re-classified from 'Building Surveyor' to "Planning/Building Officer" and is unable to undertake the delegated duties of a Building Surveyor.
Payments from Municipal Fund – Incurring Liabilities and Making Payments	6/12/2016	EMI16/11313	Re-titling of position from 'Waste and Recycle Policy Coordinator' to "Waste Design and Contract Officer".
Health Act 1911 – Appointment of Deputy	21/2/2017	CJ012-02/17	Deletion of delegation in accordance with legislative changes to the <i>Health Act 1911</i> .
Public Health Act 2016 – Functions of an Enforcement Agency	21/2/2017	CJ012-02/17	New delegation in accordance with <i>Public Health Act 2016</i> .
Payments from Municipal Fund – Incurring Liabilities and Making Payments	2/5/2017	EMI17/4516	Changes to titles of various positions within Infrastructure Management Services.
Payments from Municipal Fund – Incurring Liabilities and Making Payments	2/5/2017		Change to title of position from 'Executive Project Officer' to "Senior Projects Officer".
Authority to determine development applications for 'Display Homes' on Lots 2004 – 2008, 2010 – 2012, 2017 – 2020, and 2022 – 2024 Venice Entrance, Iluka	27/06/2017	CJ091-06/17	Extended delegation for a further 2 years ending from 28 June 2017
The authority to approve, grant or modify building demolition permit applications, building approval certificates, certificates of building compliance, construction compliance and design compliance in accordance with the conditions	27/06/2017	CJ091-06/17	Change of delegation to the Building Surveyor (position number 00150)

<b>Amendments</b>			
<b>Delegation</b>	<b>Date Approved</b>	<b>Resolution / TRIM Number</b>	<b>Amendment</b>
associated with a Level 2 Building Surveyor			
Various	9/8/2017	Primary Returns List 7 August 2017	Change of various position titles.
Payments from Municipal Fund – Incurring Liabilities and Making Payments	14/8/2017	INT17/40500	Reclassify Waste Services Coordinator (00762) from Category D to Category C (\$250,000 limit).
Payments from Municipal Fund – Incurring Liabilities and Making Payments	September/November 2017	EMI17/9582	Amended various titles and position numbers resulting from CLC restructure.
Authorising Payments from Trust Fund	September/November 2017	EMI17/9582	Amended various titles and position numbers resulting from CLC restructure.
Appointment of Authorised Persons	January 2018	INT18/56	MLCS delegated authority to appoint SLSC members as authorised persons to patrol and close beaches.
Payments from Municipal Fund – Incurring Liabilities and Making Payments	February 2018	INT18/5995	New role created – Acting Verge Coordinator and authorised to expend funds up to \$5,000 (Category E). Also added additional Senior Ranger (00219) to Category E.
Infringements – Extension of Time to Pay and Withdrawal of Notices	April 2018	INT18/15225	New delegation arising from change to sections 9.19 and 9.20 of the <i>Local Government Act 1995</i> .



# **REGISTER OF DELEGATION OF AUTHORITY**

<b>Review</b>		
<b>Reviewed By</b>	<b>Date Approved</b>	<b>Resolution / TRIM Number</b>
Council	28 June 2011	(CJ107-06/11)
Council	26 June 2012	CJ108-06/12 / 07032
Chief Executive Officer	30 May 2013	INT13/9868
Council	25 June 2013	CJ094-06/13
Council	24 June 2014	CJ091-06/14
Chief Executive Officer	30 June 2014	INT14/15493
Council	21 October 2014	CJ180-10/14
Chief Executive Officer	13 May 2015	INT15/11342
Council	23 June 2015	CJ095-06/15
Chief Executive Officer	1 June 2016	INT16/19021
Council	28 June 2016	CJ091-06/16
Chief Executive Officer	29 May 2017	INT17/24978
Council	27 June 2017	CJ091-06/17
Council	26 June 2018	CJxx-05/18

## INTRODUCTION

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

The Act provides that the following are decisions that cannot be delegated to the Chief Executive Officer:

- Any power or duty that requires a decision of an absolute majority or 75% majority of the local government.
- Accepting a tender which exceeds an amount determined by the local government.
- Appointing an auditor.
- Acquiring or disposing of any property valued at an amount determined by the local government.
- Any of the local government's powers under Sections 5.98, 5.99 and 5.100 of the Act.
- Borrowing money on behalf of the local government.
- Hearing or determining an objection of a kind referred to in Section 9.5.
- The power under Section 9.49A (4) to authorise a person to sign documents on behalf of the local government.
- Any power or duty that requires the approval of the Minister or Governor.
- Such other duties or powers that may be prescribed by the Act.

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

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

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

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

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

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

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

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

**CONTENTS**

REGISTER OF DELEGATION OF AUTHORITY .....	1
INTRODUCTION.....	3
CONTENTS .....	4
PART 1 – DELEGATIONS UNDER THE <i>LOCAL GOVERNMENT ACT 1995</i> .....	5
ACKNOWLEDGE RECEIPT OF PRIMARY AND ANNUAL RETURNS .....	6
ACTIVITIES ON PRIVATE LAND .....	7
ADMINISTER THE CITY'S LOCAL LAWS .....	8
APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER .....	9
APPOINTMENT OF AUTHORISED PERSONS .....	10
CHOICE OF ACCEPTABLE TENDERS FROM AN EXPRESSION OF INTEREST.....	11
CHOICE OF TENDER.....	12
CLOSING CERTAIN THOROUGHFARES TO VEHICLES .....	13
DISPOSING OF PROPERTY .....	14
ESTABLISHING PANELS OF PRE-QUALIFIED SUPPLIERS.....	15
EXTENSION OF EXISTING CONTRACTS .....	16
INFRINGEMENTS – EXTENSION OF TIME TO PAY AND WITHDRAWAL OF NOTICES ..	17
OBJECTION TO THE RATE RECORD .....	18
OPENING OF FENCES .....	19
PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS .....	20
AUTHORISING PAYMENT FROM THE TRUST FUND .....	24
PAYMENTS FROM MUNICIPAL FUND AND TRUST FUND – SIGNATORIES TO BANK ACCOUNTS .....	26
POWER TO INVEST .....	28
SEEKING EXPRESSIONS OF INTEREST.....	29
WAIVER OF FEES AND GRANTING OF CONCESSIONS .....	30
WRITE OFF OF MONIES.....	32
PART 2 – DELEGATIONS TO COMMITTEES .....	33
PART 3 – DELEGATIONS UNDER OTHER LEGISLATION.....	34
AMENDMENTS TO THE PARKING SCHEMES.....	35
AUTHORISED PERSONS UNDER THE <i>BUILDING ACT 2011</i> .....	36
<i>BUILDING ACT 2011</i> – ISSUING CERTIFICATES OF BUILDING COMPLIANCE, CONSTRUCTION COMPLIANCE AND DESIGN COMPLIANCE .....	37
<i>BUILDING ACT 2011</i> – GRANTING BUILDING AND DEMOLITION PERMIT APPLICATIONS, BUILDING APPROVAL CERTIFICATES, BUILDING APPROVAL CERTIFICATE STRATA, OCCUPANCY PERMITS.....	38
<i>BUILDING ACT 2011</i> – REFUSING BUILDING AND DEMOLITION PERMIT APPLICATIONS, BUILDING APPROVAL CERTIFICATES, BUILDING APPROVAL CERTIFICATE STRATA, OCCUPANCY PERMITS.....	39
<i>BUILDING ACT 2011</i> – BUILDING ORDERS.....	40
<i>BUSH FIRES ACT 1954</i> – FUNCTIONS OF A LOCAL GOVERNMENT .....	41
<i>CAT ACT 2011</i> – POWERS AND DUTIES OF A LOCAL GOVERNMENT .....	42
<i>DISTRICT PLANNING SCHEME NO. 2</i> – DELEGATIONS - GENERAL .....	43
<i>DISTRICT PLANNING SCHEME NO. 2</i> – DETERMINE FUTURE APPLICATIONS FOR RENEWAL OF HOME BUSINESS .....	49
<i>DOG ACT 1976</i> – POWERS AND DUTIES OF A LOCAL GOVERNMENT .....	50
<i>FOOD ACT 2008</i> – FUNCTIONS OF AN ENFORCEMENT AGENCY .....	51
<i>PLANNING AND DEVELOPMENT ACT 2005</i> – POWERS AS TO ILLEGAL DEVELOPMENT .....	52
<i>PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015</i> – DETERMINE DEVELOPMENT APPLICATIONS FOR DISPLAY HOMES.....	53
<i>PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015</i> – DETERMINE DEVELOPMENT APPLICATIONS FOR 'UNLISTED USE (BICYCLE HIRE)' ..	54
<i>PUBLIC HEALTH ACT 2016</i> – FUNCTIONS OF AN ENFORCEMENT AGENCY .....	55
APPENDIX 1 – LIST OF AMENDMENTS.....	56

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

### ACKNOWLEDGE RECEIPT OF PRIMARY AND ANNUAL RETURNS

<b>Function delegated:</b>	To provide written acknowledgement of the receipt of Primary and Annual Returns in accordance with section 5.77 of the <i>Local Government Act 1995</i> .
<b>Delegated by:</b>	Chief Executive Officer (00001).
<b>Delegation to:</b>	Director Governance and Strategy (00648).
<b>Conditions:</b>	Nil.
<b>Legislation:</b>	Section 5.77 of the <i>Local Government Act 1995</i>
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	INT13/7349 (8 April 2013).

**ACTIVITIES ON PRIVATE LAND**

<b>Function delegated:</b>	Authority to do any of the things prescribed in Schedule 3.2 of the <i>Local Government Act 1995</i> , even though the land on which it is done is not local government property and the local government does not have the consent to do it.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Limited to those activities as listed in Schedule 3.2 of the <i>Local Government Act 1995</i> .
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Nil.
<b>Legislation:</b>	Section 3.27 of the <i>Local Government Act 1995</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ091-06/14

**ADMINISTER THE CITY'S LOCAL LAWS**

<b>Function delegated:</b>	Authority to administer the City's local laws and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the City under the City's local laws.
<b>Delegated by:</b>	Council.
<b>Delegated to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Nil.
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Nil.
<b>Legislation:</b>	Sections 3.18 and 5.42 of the <i>Local Government Act 1995</i> <i>Animals Local Law 1999</i> <i>Health Local Law 1999</i> <i>Local Government and Public Property Local Law 2014</i> <i>Parking Local Law 2013</i> <i>Pest Plant Local Law 2012</i> <i>Waste Local Law 2017</i>
<b>Policy:</b>	Nil.
<b>Adoption / Revision reference:</b>	CJ175-10/10, CJ107-06/11, CJ232-11/12; INT13/9868 (30 May 2013); CJ091-06/16.

**APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER**

<b>Function delegated:</b>	Authority to make appointments to the position of Acting Chief Executive Officer.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Authority subject to: <ol style="list-style-type: none"><li>1 the City employee holding the substantive position of 'Director' and is designated a 'Senior Employee' as per Section 5.37 of the <i>Local Government Act 1995</i>;</li><li>2 appointments being for no longer than 35 days, with all other appointments to the position of Acting Chief Executive Officer referred to the Council for determination;</li><li>3 the Chief Executive Officer advising Elected Members when a senior employee is to be designated Acting Chief Executive Officer, when circumstances require, during the following three month period.</li></ol>
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Nil.
<b>Legislation:</b>	Section 5.39(1a)(a) of the <i>Local Government Act 1995</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ220-10/05, CJ107-06/11.

## APPOINTMENT OF AUTHORISED PERSONS

<b>Function delegated:</b>	<p>Authority:</p> <ol style="list-style-type: none"> <li>1 To appoint and authorise persons to exercise the powers and duties of an authorised person as set out in the <i>Local Government Act 1995</i> and listed hereunder: <ol style="list-style-type: none"> <li>1.1 Section 3.25 – Notices requiring certain things to be done by owner or occupier of land;</li> <li>1.2 Section 3.31 – Power to enter property;</li> <li>1.3 Sections 3.39 to 3.48 – Power to remove, impound and disposal;</li> <li>1.4 Section 9.10 – Power to appoint authorised persons to perform particular functions;</li> <li>1.5 Section 9.11 – Persons committing breach of Act to give name, address and date of birth;</li> <li>1.6 Section 9.13 – Onus of proof in vehicle offences;</li> <li>1.7 Section 9.16 – Issue infringement notices;</li> <li>1.8 Section 9.17 – Receive payment of modified penalties;</li> <li>1.9 Section 9.24 – Commencing prosecutions.</li> </ol> </li> <li>2 To appoint and authorise persons to exercise the powers and duties of an authorised person under the City's local laws.</li> </ol>
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Nil.
<b>Chief Executive Officer delegates to:</b>	Manager Leisure and Cultural Services (00159).
<b>Additional sub-delegation conditions:</b>	Authority extended to appoint members of a surf life saving club as authorised persons for the purposes of clause 5.3 of the <i>City of Joondalup Local Government and Public Property Local Law 2014</i> (patrol, close beaches).
<b>Legislation:</b>	Sections 3.24 and 9.10 of the <i>Local Government Act 1995</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ107-06/11; CJ027-03/12; CJ232-11/12; INT13/9868 (30 May 2013); CJ102-06/13; CJ091-06/14; CJ180-10/14, INT18/56; INT18/15225

**CHOICE OF ACCEPTABLE TENDERS FROM AN EXPRESSION OF INTEREST**

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

**CHOICE OF TENDER**

<b>Function delegated:</b>	Authority to decide which tender to accept. Authority to decline to accept any tender.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Authority to accept tenders valued at less than \$350,000
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Nil.
<b>Legislation:</b>	Section 3.57 and 5.43 of the <i>Local Government Act 1995</i> . Regulation 18 of the <i>Local Government (Functions and General) Regulations 1996</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ107-06/11; CJ095-06/15

**CLOSING CERTAIN THOROUGHFARES TO VEHICLES**

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

**DISPOSING OF PROPERTY**

<b>Function delegated:</b>	Authority to dispose of property – (1) at public auction; (2) by public tender; (3) by private treaty.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Authority limited to property valued at less than \$600,000. “Property” includes the whole or any part of the interest of a local government in property, but does not include money.
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Nil.
<b>Legislation:</b>	Section 3.58 of the <i>Local Government Act 1995</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ107-06/11

**ESTABLISHING PANELS OF PRE-QUALIFIED SUPPLIERS**

<b>Function delegated:</b>	Authority to decide which applications to accept for inclusion on a panel of pre-qualified suppliers. Authority to decline to accept any application for inclusion on a panel of pre-qualified suppliers. Authority to enter into a contract or contracts, for the supply of goods or services with a pre-qualified supplier.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Authority extends to the supply of goods/services valued at less than \$350,000.
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Nil.
<b>Legislation:</b>	<i>Local Government Act 1995.</i> <i>Regulations 24AB, 24AH and 24AJ of the Local Government (Functions and General) Regulations 1996.</i>
<b>Policy:</b>	<i>Purchasing Policy.</i>
<b>Adoption / Revision reference:</b>	CJ091-06/16

**EXTENSION OF EXISTING CONTRACTS**

<b>Function delegated:</b>	Authority to approve any contract extensions on tenders approved by the Council.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Authority subject to: <ol style="list-style-type: none"><li>1 the extension being within the original terms and conditions approved by the Council;</li><li>2 satisfactory performance of the contractor(s);</li><li>3 the Chief Executive Officer reporting to the Audit Committee on a six monthly basis on the exercise of this delegation.</li></ol>
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Nil.
<b>Legislation:</b>	Section 3.57 of the <i>Local Government Act 1995</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ231-11/05.

## INFRINGEMENTS – EXTENSION OF TIME TO PAY AND WITHDRAWAL OF NOTICES

<b>Function delegated:</b>	Authority to extend the period within which a modified penalty may be paid or withdraw an infringement notice.
<b>Delegated by:</b>	Chief Executive Officer (00001).
<b>Delegation to:</b>	Director Corporate Services (00063). Manger Rangers, Parking and Community Safety (00912). Coordinator Parking Services (00853). Coordinator City Rangers (00607).
<b>Conditions:</b>	Nil.
<b>Legislation:</b>	Sections 9.19 and 9.20 of the <i>Local Government Act 1995</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	INT18/15225

**OBJECTION TO THE RATE RECORD**

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

**OPENING OF FENCES**

<b>Function delegated:</b>	Authority to open a fence on private land.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Limited to those activities that expressly states such authority under Schedule 3.2 of the <i>Local Government Act 1995</i> .
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Nil.
<b>Legislation:</b>	Section 3.36 of the <i>Local Government Act 1995</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ091-06/14

**PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS**

**Function delegated:** Authority to incur liabilities and make payments from the municipal fund.

**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.
- (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 delegates to: Category A**

- 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).
- Senior Development Engineer (00490).
- Senior Landscape Architect / Team Leader Landscaping and Conservation (00211).
- Coordinator Engineering Operations (00227).
- Coordinator Park Operations (00806).
- Team Leader Projects (00224).
- Coordinator Natural Areas and Capital Works Projects (01120).
- Coordinator Civil Design and Construction (01119).
- Manager Executive and Risk Services (01193).
- Executive Officer (00007).
- Coordinator Waste Services (00762).

#### **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).
- Library Service Coordinator (00516).
- Coordinator Library Operations (00517).
- Team Leader Natural Areas (00506).
- Coordinator City Rangers (00607).
- Coordinator Transport Engineering (00203).
- Coordinator Infrastructure Asset Management (00205).
- Waste Design and Contract Officer (00197).

- Coordinator Building Maintenance (00228).
- Coordinator Community Development (00175).
- Coordinator Leisure Centre (00612).
- Coordinator Recreation Services (00611).
- Coordinator Cultural Services (00166).
- Coordinator Urban Design and Policy (00111).
- Principal Environmental Health Officer (00114).
- Principal Events Officer (00168).
- Principal Legal Officer (00640).
- Coordinator Parking Services (00853).
- Community Safety Coordinator (00800).
- Coordinator Property Management (00497).
- Business Performance Analyst (01200).
- Manager Marketing and Communications (01162).
- Senior Projects Officer (00937).
- Senior Civil Projects Officer (00208).
- Senior Civil Projects Officer (00210).
- Electrical Project Engineer (01244).

#### **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).
- Administration Officer Leisure and Cultural Services (00160).
- Coordinator Building Approvals (00113).
- Branch Librarian – Joondalup (00519).
- Branch Librarian – Whitford (00520).
- Branch Librarian – Woodvale (00522).
- Branch Librarian – Duncraig (00521).
- Senior Ranger (00212, 00219).
- Recreation Development Officer (00172, 00173).
- Collection Management Team Leader (00528).

- Team Leader Youth Services (00182).
- Team Leader Community Development (01224).
- Team Leader Marketing and Customer Service (01432)
- Team Leader Leisure and Aqua Programs (01434).
- Team Leader Aqua and Facility Programs (01435).
- Systems Administrator (01436).
- Team Leader Health and Fitness (01433).
- Verge Coordinator (01468).

**Additional sub-delegation conditions:** Nil.

**Legislation:** Regulations 5, 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); INT14/18637; CJ091-06/14; INT15/5981; INT15/11342; CJ095-06/15; INT15/25509; EMI16/1160; INT16/3378; INT17/40500; EMI17/9582; INT17/59664; INT18/5995

**AUTHORISING PAYMENT FROM THE TRUST FUND**

<b>Function delegated:</b>	Authority to make payments from the trust fund.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Making payments to be undertaken in accordance with the City's procedures and systems for making payments from the trust fund.

<b>Chief Executive Officer delegates to:</b>	<ul style="list-style-type: none"><li>• Director Corporate Services (00063).</li><li>• Director Infrastructure Services (00184).</li><li>• Director Planning and Community Development (00105).</li><li>• Director Governance and Strategy (00648).</li><li>• Manager Financial Services (00075).</li><li>• Manager Infrastructure Management (00186).</li><li>• Manager Operation Services (00220).</li><li>• Manager Asset Management (00065).</li><li>• Manager Leisure and Cultural Services (00159).</li><li>• Manager Governance (00010).</li><li>• Manager Compliance and Regulatory Services (01093).</li><li>• Administration Coordinator (00187).</li><li>• Coordinator Leisure Centre (00612) – to a maximum of \$25,000.</li><li>• Coordinator Recreation Services (00611) – to a maximum of \$25,000.</li><li>• Recreation Development Officer (00172, 00173) – to a maximum of \$5,000.</li><li>• Team Leader Marketing and Customer Service (01432) – to a maximum of \$5,000.</li><li>• Team Leader Leisure and Aqua Programs (01434) – to a maximum of \$5,000.</li><li>• Team Leader Aqua and Facility Programs (01435) – to a maximum of \$5,000.</li><li>• Systems Administrator (01436) – to a maximum of \$5,000.</li><li>• Team Leader Health and Fitness (01433).</li></ul>
--	---

**Additional sub-delegation conditions:** Nil.

**Legislation:** Regulations 5, 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); INT14/18637; CJ091-06/14; INT15/5981; CJ095-06/15; INT15/25855; INT15/25509; EMI17/9582; INT17/59664

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

**Function delegated:** 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:

<b>Cheques or EFT Payment Amounts</b>	<b>Combination of Signatories</b>
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
<b>Category A Signatories</b>	<b>Category B Signatories</b>
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)	

**Chief Executive Officer delegates to:** All Directors (00063, 000648, 00184, 00105).  
Manager Financial Services (00075).  
Senior Financial Accountant (00078).

Senior Management Accountant (00083).

**Additional sub-delegation conditions:** Not applicable.

**Legislation:** Sections 6.7 and 6.9 of the *Local Government Act 1995*.  
Regulation 5, 11 and 12 of the *Local Government (Financial Management) Regulations 1996*.

**Policy:** Not applicable.

**Adoption / Revision reference:** CJ107-06/11; CJ091-06/14

**POWER TO INVEST**

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

**SEEKING EXPRESSIONS OF INTEREST**

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

## WAIVER OF FEES AND GRANTING OF CONCESSIONS

<b>Function delegated:</b>	Authority to waive or grant a concession in relation to any amount of money which is owed to the City other than rates and service charges.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Additional subsidies and waiver of hire fees under the <i>Facility Hire Subsidy Policy</i> limited to \$5,000 per request.
<b>Chief Executive Officer delegates to:</b>	<ol style="list-style-type: none"> <li>1 All Directors (00063, 00648, 00184, 00105).</li> <li>2 Manager Leisure and Cultural Services (00159).</li> <li>3 Librarian – Dun Craig (00575), Librarians – Joondalup (00558), (00559), (00560), Librarian – Whitford (00539), Librarians – Woodvale (00549) (x2), Reference and Local History Librarian (00527); Adult and Seniors Services Officer (00525); Youth and Children’s Services Officer (00524); Youth and Children’s Services Officer (01231); Cataloguer (00532); Cataloguer (00531).</li> <li>4 Coordinator Library Operations (00517), Library Service Coordinator (00516), Branch Librarian – Joondalup (00519), Branch Librarian – Whitford (00520), Branch Librarian – Woodvale (00522), Branch Librarian – Dun Craig (00521), Digital Services Officer (01126); Reference and Local History Team Leader (00526); Collection Management Team Leader (00528).</li> <li>5 Manager Community Development and Library Services (00390).</li> <li>6 Manager Compliance and Regulatory Services (01093).</li> </ol>
<b>Additional sub-delegation conditions:</b>	<ol style="list-style-type: none"> <li>1 Not applicable.</li> <li>2 Limited to individual items to \$5,000 and limited to the hire and use of City facilities.</li> <li>3 Limited to waiving fines to the value of \$50 and under and waiving fines up to any value when a lost or damaged item is paid for by the customer, <b>SUBJECT TO</b> a quarterly report on fines and fees that have been waived being submitted to the Manager Financial Services.</li> <li>4 Limited to waiving fines to the value of \$50 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, <b>SUBJECT TO</b> a quarterly report on</li> </ol>

finances and fees that have been waived being submitted to the Manager Financial Services.

- 5 (a) Limited to waiving fines and accounts to the value of \$50 and over; waiving the \$12.80 debt collection fee in special circumstances, **SUBJECT TO** a quarterly report on fines and fees that have been waived being submitted to the Manager Financial Services.
  - (b) Limited to waiver of hire fees for use of library facilities to a maximum of \$1,000.
  - (c) Limited to waiver of fees for community transport hire up to \$500 per group per year.
- 6 Limited to waiving the City's Building Permit Application fee for applications submitted by not-for-profit charitable organisations.

**Legislation:** Section 6.12 of the *Local Government Act 1995*.

**Policy:** *Facility Hire Subsidy Policy*.

**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; CJ243-12/14; INT14/18637; INT15/5981; INT15/11342; INT17/24978

**WRITE OFF OF MONIES**

<b>Function delegated</b>	Authority to write off monies.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Subject to: <ul style="list-style-type: none"> <li>(a) individual items to \$20,000;</li> <li>(b) a report being provided to the Audit Committee on a six monthly basis on the exercise of this delegation.</li> </ul>
<b>Chief Executive Officer delegates to:</b>	<ul style="list-style-type: none"> <li>1 Director Corporate Services (00063).</li> <li>2 Manager Financial Services (00075).</li> <li>3 Manager Community Development and Library Services (00390).</li> <li>4 Team Leader Rating Services (00079).</li> </ul>
<b>Additional sub-delegation conditions:</b>	<ul style="list-style-type: none"> <li>1 Not applicable.</li> <li>2 Individual items to \$5,000.</li> <li>3 Individual items to \$500.</li> <li>4 Individual items to \$50.</li> </ul>
<b>Legislation:</b>	Section 6.12 of the <i>Local Government Act 1995</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ78-03/99, CJ107-06/11; INT12/17389; INT13/13646; INT13/16608

## **PART 2 – DELEGATIONS TO COMMITTEES**

Council has determined there be no delegation of authority to Committees at its meeting held on 28 June 2016.

## **PART 3 – DELEGATIONS UNDER OTHER LEGISLATION**

**AMENDMENTS TO THE PARKING SCHEMES**

<b>Function delegated:</b>	Authority to approve and implement amendments to parking schemes adopted by Council in relation to: <ul style="list-style-type: none"><li>• time limits, conditions and prohibitions in streets and parking stations;</li><li>• the designation of visitor and authorised vehicle parking.</li></ul>
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Authority to be exercised consistently with the provisions of the <i>City of Joondalup Parking Local Law 2013</i> .
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	<i>City of Joondalup Parking Local Law 2013</i> .
<b>Policy:</b>	<i>Dedicated Car Parking for Seniors and Parents with Prams Policy.</i> <i>Joondalup City Centre Car Parking for Commercial Development Policy.</i> <i>Parking Schemes Policy.</i>
<b>Adoption / Revision Reference:</b>	CJ073-05/08, CJ183-08/09, CJ107-06/11,

**AUTHORISED PERSONS UNDER THE *BUILDING ACT 2011***

<b>Function delegated:</b>	Authority to appoint authorised persons for the purposes of the <i>Building Act 2011</i> and <i>Building Regulations 2012</i> in relation to buildings and incidental structures located, or proposed to be located in the City's district.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Nil.
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	Section 96(3) of the <i>Building Act 2011</i> . Section 127 of the <i>Building Act 2011</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision Reference:</b>	CJ027-03/12; CJ095-06/15

***BUILDING ACT 2011 – ISSUING CERTIFICATES OF BUILDING COMPLIANCE,  
CONSTRUCTION COMPLIANCE AND DESIGN COMPLIANCE***

<b>Function delegated:</b>	Authority to issue certificates of building compliance, construction compliance and design compliance.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Director Planning and Community Development (00105). Manager Compliance and Regulatory Services (01093). Coordinator Building Approvals (00113). Senior Building Surveyor (00153, 00148). Building Surveyor (00150). Assistant Building Surveyor (00154, 00615, 01068, 00151).
<b>Conditions:</b>	Subject to meeting the qualification requirements in accordance with <i>Building Services (Registration) Regulations 2011</i> .
<b>Legislation:</b>	Division 2 of Part 2 of the <i>Building Act 2011</i> . Divisions 1, 2 and 3 of Part 4 of the <i>Building Act 2011</i> . Section 127 of the <i>Building Act 2011</i> . <i>Building Services (Registration) Regulations 2011</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ027-03/12; INT12/23123 (2 October 2012); CJ180-10/14; EMI15/1629

**BUILDING ACT 2011 – GRANTING BUILDING AND DEMOLITION PERMIT  
APPLICATIONS, BUILDING APPROVAL CERTIFICATES, BUILDING  
APPROVAL CERTIFICATE STRATA, OCCUPANCY PERMITS**

<b>Function delegated:</b>	Authority to grant building and demolition permit applications, building approval certificates, building approval certificate strata and occupancy permits.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Nil.
<b>Officers sub-delegate to:</b>	Director Planning and Community Development (00105). Manager Compliance and Regulatory Services (01093). Coordinator Building Approvals (00113). Senior Building Surveyor (00148, 00153). Building Surveyor (00150). Assistant Building Surveyor (00154, 00615, 01068, 00151). Development Compliance Officer (00119, 00120, 00155, 00614). Administration Officer (00110, 00131, 00132, 00133, 00109). Personal Assistant – Director Planning and Community Development (00106).
<b>Legislation:</b>	Section 127 of the <i>Building Act 2011</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ027-03/12; CJ180-10/14; CJ095-06/15

***BUILDING ACT 2011 – REFUSING BUILDING AND DEMOLITION PERMIT APPLICATIONS, BUILDING APPROVAL CERTIFICATES, BUILDING APPROVAL CERTIFICATE STRATA, OCCUPANCY PERMITS***

<b>Function delegated:</b>	Authority to refuse building and demolition permit applications, building approval certificates, building approval certificate strata and occupancy permits.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Nil.
<b>Officers sub-delegate to:</b>	Director Planning and Community Development (00105). Manager Compliance and Regulatory Services (01093). Coordinator Building Approvals (00113). Senior Building Surveyor (00148, 00153).
<b>Legislation:</b>	Section 60 of the <i>Building Act 2011</i> . Section 127 of the <i>Building Act 2011</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ027-03/12; CJ180-10/14; CJ095-06/15

**BUILDING ACT 2011 – BUILDING ORDERS**

<b>Function delegated:</b>	Authority to serve a building order.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Nil.
<b>Officers sub-delegate to:</b>	Director Planning and Community Development (00105). Manager Compliance and Regulatory Services (01093). Coordinator Compliance (01094).
<b>Legislation:</b>	Division 5 of Part 8 of the <i>Building Act 2011</i> . Section 127 of the <i>Building Act 2011</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ027-03/12; CJ180-10/14; CJ095-06/15

**BUSH FIRES ACT 1954 – FUNCTIONS OF A LOCAL GOVERNMENT**

<b>Function delegated:</b>	Authority to perform the functions of the local government under the <i>Bush Fires Act 1954</i> .
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Cannot be sub-delegated.
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	Section 48 of the <i>Bush Fires Act 1954</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ180-10/14

**CAT ACT 2011 – POWERS AND DUTIES OF A LOCAL GOVERNMENT**

<b>Function delegated:</b>	Authority to exercise the powers or discharge the duties of the local government under the <i>Cat Act 2011</i> .
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Nil.
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	Section 44 of the <i>Cat Act 2011</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ102-06/13; CJ180-10/14

**DISTRICT PLANNING SCHEME NO. 2 – DELEGATIONS - GENERAL**

- (1) **Function delegated:** The following powers conferred or imposed on Council or the local government under the Scheme:
- (a) the approval of an application for development approval for the purpose of a 'single house', an 'ancillary dwelling' or up to 10 'grouped dwellings', 'multiple dwellings' or 'aged or dependent persons' dwellings', or any associated, ancillary or incidental development where:
    - (i) there have not been any objections to the application received; and
    - (ii) in the case of applications for development approval that require a Bushfire Attack Level assessment in accordance with State Planning Policy 3.7 – *Planning in Bushfire Prone Areas* (SPP 3.7) the development:
      - (a) has a Bushfire Attack Level of less than 40; and
      - (b) where the Bushfire Attack Level is 12.5, 19 or 29:
        - (i) is not a vulnerable land use as defined under SPP 3.7; and
        - (ii) complies with clause 6.5 of SPP 3.7; and
    - (iii) the Deemed-to-Comply requirements of the Residential Design Codes and/or replacement Deemed-to-Comply requirements of the *Residential Development Local Planning Policy* have been satisfied (where applicable), and the development satisfies any applicable standards and requirements of the Scheme, any approved structure plan, activity centre plan or local development plan and all other applicable Local Planning Policies; or
    - (iv) the Local Housing Objectives of the *Residential Development Local Planning Policy* have been satisfied; or
    - (v) in the case of applications for development approval where the development does not meet the Deemed-to-Comply requirements of the *Residential Design Codes* or the requirements of any applicable standards or requirements of the Scheme, any approved structure plan, activity centre plan, local development plan, or local planning policy, provided:

- (a) the plot ratio of the development does not exceed the maximum requirement of Table 4 of the Residential Design Codes by more than 10% of that requirement;
  - (b) the building setbacks of development are not less than those specified under the Deemed-to-Comply requirements of the Residential Design Codes, or any applicable approved structure plan, activity centre plan, local development plan or local planning policy by more than 1.5 metres;
  - (c) any outbuilding is not in the primary or secondary setback area stipulated in Table 1 or Table 4 of the Residential Design Codes or any applicable approved structure plan, activity centre plan, local development plan or local planning policy;
  - (d) the height and/or length of boundary wall(s) does not exceed the amounts set out in the Deemed-to-Comply Requirements of the Residential Design Codes or any applicable approved structure plan, activity centre plan, local development plan or local planning policy by more than 10% of those requirements, and where there are boundary walls to no more than two (2) separate boundaries;
  - (e) the height of the proposed fill or retaining wall within the primary street setback area does not exceed 1.2 metres above natural ground level; and-
  - (f) the height of non visually permeable fencing within the primary street setback area does not exceed 1.2 metres above natural ground level (as measured from the midpoint of the verge) for more than 25% of the frontage of the lot.
- (b) the approval of an application for development approval for the purposes of a class of use listed in Table 1 (Zoning Table) of the Scheme other than a 'single house', 'ancillary dwelling', 'grouped dwelling', 'multiple dwelling', 'aged or dependent persons' dwelling' or any associated, ancillary or incidental development where:
- (i) there have not been any objections to the application received; and
  - (ii) the application is not required to be considered by the Joondalup Design Reference Panel; and

- (iii) in the case of applications for development approval that require a Bushfire Attack Level assessment in accordance with State Planning Policy 3.7 – *Planning in Bushfire Prone Areas* (SPP 3.7) the development:
  - (a) has a Bushfire Attack Level of less than 40; and
  - (b) where the Bushfire Attack Level is 12.5, 19 or 29:
    - (i) is not a vulnerable land use as defined under SPP 3.7; and
    - (ii) complies with clause 6.5 of SPP 3.7; and
- (iv) the development satisfies any applicable standards and requirements of the Scheme, any approved structure plan, activity centre plan or local development plan and all applicable Local Planning Policies; or
- (v) an application proposes a variation to the applicable setback requirements of up to 100% for patio(s), verandah(s), shade sail(s), portico(s), retaining wall(s) not greater than 1.2 metres above natural ground level in height or outbuilding(s); or
- (vi) the amount of car parking provided is not less than a car parking shortfall for that site previously approved; or
- (vii) the application is for a class of sign under the *Signs Local Planning Policy* and the development does not exceed the applicable requirements by greater than 10%; or
- (viii) the application is for the renewal of a Home Business - Category 2 or Home Business - Category 3, where no complaints or objections have been received since the previous approval was issued.

**Delegated by:** Council.

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

- Conditions:**
- 1 The delegations are to have effect for a period of two years from and including 28 June 2017.
  - 2 The Chief Executive Officer is to cause a report of the exercise of powers and functions to be prepared and presented to each ordinary meeting of Council.

<b>Chief Executive Officer delegates to:</b>	Senior Urban Planner (00115, 00609, 00778, 00122, 00125). Coordinator Planning Approvals (00112, 01313). Coordinator Urban Design and Policy (00111).
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	Clause 82 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Section 5.42 of the <i>Local Government Act 1995</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision Reference:</b>	CJ229-12/11, CJ003-02/12, CJ075-05/12; CJ094-06/13; CJ123-07/13; CJ180-10/14; CJ167-10/15; INT15/36323
<b>(2) Function delegated:</b>	The following powers conferred or imposed on the Council or the local government under the Scheme and the <i>Planning and Development Act 2005</i> : <ul style="list-style-type: none"> <li>(a) the determination of an application for development approval for the purpose of a 'single house', 'ancillary dwelling' and/or up to 10 'grouped dwellings', 'multiple dwellings', or 'aged or dependent persons' dwellings', or any associated, ancillary or incidental development;</li> <li>(b) the determination of an application for development approval for 'land sales office (temporary)' and/or 'display home' or any associated, ancillary or incidental development;</li> <li>(c) the determination of an application for development approval for the purpose of a class of use listed in Table 1 (Zoning Table) of the Scheme or any associated, ancillary or incidental development (other than a 'single house', 'ancillary dwelling', 'grouped dwelling', 'multiple dwelling', 'aged or dependent persons' dwelling', 'land sales office (temporary)' or 'display home') provided: <ul style="list-style-type: none"> <li>(i) building setbacks for buildings other than for those set out in 1(b)(v) of these delegations, as set out in the Scheme or any applicable approved structure plan, activity centre plan or local development plan, are not less than the required amount by more than 1.5 metres;</li> <li>(ii) the amount of car parking provided is not less than the standards and requirements set out in</li> </ul> </li> </ul>

- the Scheme or any applicable approved structure plan, activity centre plan or local development plan by more than 10%;
- (iii) the landscaping between a car parking area and the street as set out under the Scheme or an applicable approved structure plan, activity centre plan or local development plan achieves an average width of not less than 1.5 metres;
  - (iv) the overall amount of landscaping provided for the site does not vary the standards and requirements set out in the Scheme or any applicable approved structure plan, activity centre plan or local development plan by more than 10% of that requirement;
  - (v) the development is located on a non-residential coastal site and complies with *Height of Non-Residential Buildings Local Planning Policy*; and
  - (vi) the development is not for 'short stay accommodation' abutting the 'Residential' zone.
- (d) the direction under clause 64(3) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* to advertise an application for development approval.
  - (e) the determination under clause 64(2) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* whether a departure from the requirements of the Scheme is of a minor nature and whether to waive the requirement for the advertising of the application, providing it is not an application that would otherwise require advertising under the Scheme.
  - (f) the determination under clause 63(2) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* whether to waive or vary the requirement for plans and other information to be submitted with an application.
  - (g) the determination under clause 61(1)(f) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* whether works are temporary for the purposes of the Scheme and the length of time that such 'development' is permitted to remain in the requested location.
  - (h) the decision whether an application for development approval may affect any other statutory, public or planning authority, and shall therefore require them to be provided a copy of the application for objections and

recommendations under clause 66(1) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	<ol style="list-style-type: none"><li>1 The delegations are to have effect for a period of 2 years from and including 28 June 2017.</li><li>2 The Chief Executive Officer is to cause a report of the exercise of powers and functions to be prepared and presented to each ordinary meeting of Council.</li></ol>
<b>Chief Executive Officer delegates to:</b>	Manager Planning Services (0108). Director Planning and Community Development (00105).
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	Clause 82 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> . Section 5.42 of the <i>Local Government Act 1995</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision Reference:</b>	CJ229-12/11, CJ003-02/12, CJ075-05/12; CJ094-06/13; CJ123-07/13; CJ180-10/14; CJ167-10/15; INT15/36323

***DISTRICT PLANNING SCHEME NO. 2 – DETERMINE FUTURE APPLICATIONS FOR RENEWAL OF HOME BUSINESS***

<b>Function delegated:</b>	Authority to determine future applications for renewal of the Home Business Category 2 (Music/Drum School) at 6 (Lot 397) Melrose Crest, Kinross.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Authority subject to no changes to the operation of the business being made.
<b>Chief Executive Officer delegates to:</b>	Manager Planning Services (00108).
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	Clause 82 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
<b>Policy:</b>	<i>Home Business Policy</i> .
<b>Adoption / Revision reference:</b>	CJ198-09/09, CJ107-06/11; CJ091-06/14; CJ180-10/14; CJ167-10/15; INT15/36323

**DOG ACT 1976 – POWERS AND DUTIES OF A LOCAL GOVERNMENT**

<b>Function delegated:</b>	Authority to exercise the powers or discharge the duties of the local government under the <i>Dog Act 1976</i> including the authority to delegate the powers and duties of a local government to other persons.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Nil.
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	Section 10AA of the <i>Dog Act 1976</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ180-10/14

**FOOD ACT 2008 – FUNCTIONS OF AN ENFORCEMENT AGENCY**

<b>Function delegated:</b>	Authority to exercise the powers or discharge the duties of the local government, as an enforcement agency under the <i>Food Act 2008</i> .
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Nil.
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	Section 118(2)(b) of the <i>Food Act 2008</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ180-10/14; CJ095-06/15

**PLANNING AND DEVELOPMENT ACT 2005 – POWERS AS TO ILLEGAL DEVELOPMENT**

<b>Function delegated:</b>	Authority to exercise all the powers and functions of the local government under sections 214(2), (3) and (5) of the <i>Planning and Development Act 2005</i> .
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Nil.
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	Section 5.42(1)(b) of the <i>Local Government Act 1995</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ180-10/14

**PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES)  
REGULATIONS 2015 – DETERMINE DEVELOPMENT APPLICATIONS FOR  
DISPLAY HOMES**

<b>Function delegated:</b>	Authority to determine development applications for 'Display Homes' on Lots 2004 – 2008, 2010 – 2012, 2017 – 2020, and 2022 – 2024 Venice Entrance, Iluka.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Effective for two years from 28 June 2017.
<b>Chief Executive Officer delegates to:</b>	Director Planning and Community Development (00105). Manager Planning Services (00108)
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	Section 5.42 of the <i>Local Government Act 1995</i> . Clauses 82 and 83 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ206-12/15; INT16/1626;

**PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES)  
REGULATIONS 2015 – DETERMINE DEVELOPMENT APPLICATIONS FOR  
'UNLISTED USE (BICYCLE HIRE)'**

<b>Function delegated:</b>	Authority to determine development applications for 'Unlisted Use (Bicycle Hire)'.
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Nil.
<b>Chief Executive Officer delegates to:</b>	Director Planning and Community Development (00105). Manager Planning Services (00108)
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	Section 5.42 of the <i>Local Government Act 1995</i> . Clause 82 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ135-09/16

***PUBLIC HEALTH ACT 2016 – FUNCTIONS OF AN ENFORCEMENT AGENCY***

<b>Function delegated:</b>	Authority to exercise all of the powers and duties conferred or imposed on a local government, as an enforcement agency, under the <i>Public Health Act 2016</i> .
<b>Delegated by:</b>	Council.
<b>Delegation to:</b>	Chief Executive Officer (00001).
<b>Conditions:</b>	Nil.
<b>Chief Executive Officer delegates to:</b>	Not applicable.
<b>Additional sub-delegation conditions:</b>	Not applicable.
<b>Legislation:</b>	Section 21 of the <i>Public Health Act 2016</i> .
<b>Policy:</b>	Not applicable.
<b>Adoption / Revision reference:</b>	CJ012-02/17

## APPENDIX 1 – LIST OF AMENDMENTS

This appendix reflects those changes made during the course of the year, other than at the time of the annual review of the register.

<b>Amendments</b>			
<b>Delegation</b>	<b>Date Approved</b>	<b>Resolution / TRIM Number</b>	<b>Amendment</b>
Authorised Persons under the Building Act 2011	20 March 2012	CJ027-03/12	Insertion of delegation as a result of the new Building Act 2011
Certificates of Classification, Licences, Notices and Associated Functions under the Local Government (Miscellaneous Provisions) Act 1960	20 March 2012	CJ027-03/12	Deletion of delegation as a result of new Building Act 2011
Occupancy Permits, Building Orders and Associated Functions under the Building Act 2011	20 March 2012	CJ027-03/12	Insertion of delegation as a result of the new Building Act 2011
Permit Applications, Certificate of Design Compliance, Certificate of Construction Compliance and Building Approval Certificates	20 March 2012	CJ027-03/12	Insertion of delegation as a result of the new Building Act 2011
Town Planning Delegations - General	15 May 2012	CJ075-05/12	Revised delegations in accordance with the District Planning Scheme No 2
Incurring Liability and Making Payments	15 June 2012	INT12/13286	Add to Category C (up to \$250,000) the position of Coordinator Natural Areas and Capital Works Projects.
Office Development Committee	26 June 2012	CJ122-06/12	Add new delegation to the Office Development Committee.
Incurring Liability and Making Payments	31 August 2012	INT12/20354	Add to Category E (up to \$5,000) the position of Collection Management Team Leader.
Permit Applications / Certificates of Building Design, Building Approval Certificates and Certificates of	2 October 2012	INT12/23123	Remove Position No. 00150 from Building Surveyor classification to Assistant Building Surveyor classification, in accordance with advice from HR and Coordinator

<b>Amendments</b>			
<b>Delegation</b>	<b>Date Approved</b>	<b>Resolution / TRIM Number</b>	<b>Amendment</b>
Construction Compliance			Building Approvals.
Incurring Liability and Making Payments	19 October 2012	INT12/24858	Add to Category D (up to \$25,000) the position of Internal Auditor.
Approve alterations and additions to City premises by a lessee, where cost is less than \$50,000	20 November 2012	CJ260-11/12	Insertion of delegation to CEO as a result of Council resolution.
Incurring Liability and Making Payments	22 November 2012	EMI12/6002	Change title of 'Manager Governance and Marketing' to 'Manager Governance', following restructure.
Incurring Liability and Making Payments	22 November 2012	EMI12/6002 INT12/29775	Add 'Acting Manager Marketing and Communications', following restructure.
Administer the City's Local Laws AND Appointing Authorised Officers	20 November 2012	CJ232-11/12 RGS00813	Add <i>Pest Plant Local Law 2012</i> to list of local laws; Add ability for CEO to appoint authorised persons to enforce the provisions of the <i>City of Joondalup Pest Plant Local Law 2012</i> .
Acknowledge Receipt of Primary and Annual Returns	8 April 2013	INT13/7349	Addition of new delegation from CEO to Director Governance and Strategy
Choice of Tender – Admiral Park Clubroom redevelopment	27 May 2013	CJ084-05/13 INT13/10876	Insertion of new delegation from Council to Chief Executive Officer – to accept tenders for the Admiral Park Clubroom redevelopment project subject to the price of tenders not exceeding \$858,990.
Administer the City's Local Laws.	30 May 2013	INT13/9868	Replacing " <i>Agriculture and Related Resources Protection Act 1976</i> " with " <i>Pest Plant Local Law 2012</i> " within the reference list.
Appointment of Authorised Officers.	30 May 2013	INT13/9868	Replacing " <i>Agriculture and Related Resources Protection Act 1976</i> " with " <i>Pest Plant Local Law 2012</i> " within the reference list.
Incurring Liability and Making Payments.	30 May 2013	INT13/9868	<ul style="list-style-type: none"> <li>Amending the title of "Senior Librarian – Duncraig/Sorrento" to "Senior Librarian Duncraig".</li> </ul>

<b>Amendments</b>			
<b>Delegation</b>	<b>Date Approved</b>	<b>Resolution / TRIM Number</b>	<b>Amendment</b>
			<ul style="list-style-type: none"> <li>Amending various position titles within the Infrastructure Services Directorate.</li> <li>Inclusion of "Design Engineer / Coordinator (01119)" to Category C.</li> <li>Inclusion of "Executive Project Officer (00937)" to Category D.</li> </ul>
Authority to Approve of Alterations and Additions to City Premises.	30 May 2013	INT13/9868	Inclusion of Director Infrastructure Services.
Certificate of local government required by <i>Strata Titles Act 1985</i> .	25 June 2013	CJ094-06/13	<ul style="list-style-type: none"> <li>Amend description of function to be performed.</li> <li>Add "Coordinator Urban Design and Policy (00111)".</li> <li>Amend legislative references.</li> </ul>
Subdivision and Development Control: Part 10 – <i>Planning and Development Act 2005</i> .	25 June 2013	CJ094-06/13	<ul style="list-style-type: none"> <li>Amend position numbers.</li> <li>Add "Senior Urban Planner (00115, 00609)".</li> </ul>
Town Planning Delegations – General.	25 June 2013	CJ094-06/13	<ul style="list-style-type: none"> <li>Add "Coordinator Urban Design and Policy (00111)"</li> <li>Amend "Senior Urban Planner 00122, 00125)" to "Senior Planning Officer (00122, 00125)".</li> <li>Various typographical and wording amendments.</li> </ul>
Appointment of Authorised Officers	25 June 2013	CJ102-06/13	CEO appointed as an authorised person to undertake all the powers and duties of the local government under the <i>Cat Act 2011</i> .
Town Planning Delegations – General	16 July 2013	CJ123-07/13	Inclusion of new paragraph (b) to Part 2 enabling DPCD and MPS to determine applications for planning approval for the unlisted use of "Ancillary Dwelling", where the subject land is zoned 'Residential'.
Authority to Waive Fees	25 July 2013	INT13/16608 INT13/16607 INT13/16265 INT13/16587	Insertion of new delegation to various library officers to waive fees and accounts within specified parameters.

<b>Amendments</b>			
<b>Delegation</b>	<b>Date Approved</b>	<b>Resolution / TRIM Number</b>	<b>Amendment</b>
		INT13/16588 INT13/16589 INT13/16590 INT13/16592 INT13/16595 INT13/16597 INT13/16598	
Authority to Write off Monies	25 July 2013	INT13/16608	Insertion of new delegation to Manager Community Development and Library Services to write off bad debts up to \$500.
Incurring Liability and Making Payments	16 August 2013	INT13/16228	Inclusion of "Manager Executive and Risk" (1193) to Category C.
Choice of Tender – Bramston Park development project	19 August 2014	CJ145-08/14	Insertion of new delegation from Council to Chief Executive Officer – to accept tenders for the <ul style="list-style-type: none"> <li>• Bramston Park floodlighting works subject to the price of tenders not exceeding \$387,712; and</li> <li>• Bramston Park development project (minus the floodlighting works) subject to the price of tenders not exceeding \$1,949,238.</li> </ul>
Waiver of Fees and Granting of Concessions	9 December 2014	CJ243-12/14	Insertion of new conditions, limiting CEO to \$5,000.
Waiver of Fees and Granting of Concessions	16 February 2015	INT15/5981	<ul style="list-style-type: none"> <li>• Inclusion of various library staff with differing limits of authority.</li> <li>• Change of title from Senior Librarian to Branch Librarian (throughout document).</li> <li>• Added new additional condition from CEO to library staff, requiring quarterly reporting of waivers.</li> </ul>
Incurring Liability and	17 March 2015	INT14/18637	Inclusion of the following staff to Category D:

<b>Amendments</b>			
<b>Delegation</b>	<b>Date Approved</b>	<b>Resolution / TRIM Number</b>	<b>Amendment</b>
Making Payments			<ul style="list-style-type: none"> <li>• Co-ordinator Civil Projects (Peter Ross – 00208)</li> <li>• Co-ordinator Civil Projects (Jeff Giles – 00210)</li> <li>• Co-ordinator Electrical Projects (Tony Rowan – 01244)</li> </ul>
Building and Demolition Permit Applications	23 March 2015	EMI15/1629	Title of position number 00110 changed from “Administration Team Leader” to “Administration Officer”.
Authorising Payment from the Trust Fund	29 July 2015	INT15/25509	Inclusion of: <ul style="list-style-type: none"> <li>• Coordinator Leisure Centre (00612) – up to a maximum of \$25,000</li> <li>• Coordinator Recreation Services (00611) – up to a maximum of \$25,000</li> <li>• Recreation Development Officer (00172, 00173) – up to a maximum of \$5,000</li> <li>• Senior Leisure Officer (00617, 00637, 00638, 00639) – up to a maximum of \$5,000.</li> </ul>
Authorising Payment from the Trust Fund	4 August 2015	INT15/25855	Inclusion of Administration Coordinator - position number 00187 (Infrastructure Services) to authorise payments from the trust fund.
District Planning Scheme No. 2 – Delegations – General	6 October 2015 (to take effect from 19 October 2015)	CJ167-10/15	Revocation of delegations to: <ul style="list-style-type: none"> <li>• Senior Urban Planners (position numbers 00115, 00609, 00778, 00122, 00125)</li> <li>• Coordinator Planning Approvals (00112)</li> <li>• Coordinator Urban Design and Policy (00111)</li> <li>• Manager Planning Services (00108)</li> <li>• Director Planning and Community Development (00105).</li> </ul>
District Planning Scheme No. 2 – Determine Future Applications for Renewal of Home Business	6 October 2015 (to take effect from 19 October 2015)	CJ167-10/15	Revocation of delegation to Manager Planning Services.

<b>Amendments</b>			
<b>Delegation</b>	<b>Date Approved</b>	<b>Resolution / TRIM Number</b>	<b>Amendment</b>
District Planning Scheme No. 2 – Delegations – General	6 October 2015 (to take effect from 19 October 2015)	CJ167-10/15	Delegation to Chief Executive Officer in accordance with clause 82 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
District Planning Scheme No. 2 – Determine Future Applications for Renewal of Home Business	6 October 2015 (to take effect from 19 October 2015)	CJ167-10/15	Delegation to Chief Executive Officer in accordance with clause 82 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
District Planning Scheme No. 2 – Delegations – General	19 October 2015	INT15/36323	Sub-delegation from Chief Executive Officer to: <ul style="list-style-type: none"> <li>• Senior Urban Planners (position numbers 00115, 00609, 00778, 00122, 00125)</li> <li>• Coordinator Planning Approvals (00112, 01313)</li> <li>• Coordinator Urban Design and Policy (00111)</li> <li>• Manager Planning Services (00108)</li> <li>• Director Planning and Community Development (00105).</li> </ul>
District Planning Scheme No. 2 – Determine Future Applications for Renewal of Home Business	19 October 2015	INT15/36323	Sub-delegation from Chief Executive Officer to: <ul style="list-style-type: none"> <li>• Senior Urban Planners (position numbers 00115, 00609, 00778, 00122, 00125)</li> <li>• Coordinator Planning Approvals (00112, 01313)</li> <li>• Coordinator Urban Design and Policy (00111)</li> <li>• Manager Planning Services (00108)</li> <li>• Director Planning and Community Development (00105).</li> </ul>
Clause 85 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> – Determine development applications for 'Display Homes' on Lots 2004-	Effective from 15 December 2015	CJ206-12/15	New delegation.

<b>Amendments</b>			
<b>Delegation</b>	<b>Date Approved</b>	<b>Resolution / TRIM Number</b>	<b>Amendment</b>
2008, 2010-2012, 2017-2020, and 2022-2024 Venice Entrance, Iluka.			
Clause 85 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> – Determine development applications for 'Display Homes' on Lots 2004-2008, 2010-2012, 2017-2020, and 2022-2024 Venice Entrance, Iluka.	8 January 2016	INT16/1626	Sub-delegation from Acting Chief Executive Officer to: <ul style="list-style-type: none"> <li>• Director Planning and Community Development (00105)</li> <li>• Manager Planning Services (00108).</li> </ul>
Payments from Municipal Fund – Incurring Liabilities and Making Payments	2/2/2016	EMI16/1160 INT16/3378	Executive Officer title changed and increase in Delegation limit from \$25,000 to \$250,000.
<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> – Determine Development Applications for 'Unlisted Use (Bicycle Hire)'	20 September 2016	CJ135-09/16 INT16/36170	Delegate function to Chief Executive Officer to determine development applications for 'Unlisted Use (Bicycle Hire)'
<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> – Determine Development Applications for 'Unlisted Use (Bicycle Hire)'	21 September 2016	INT16/36191	CEO sub-delegates function to Director Planning and Community Development and Manager Planning Services to determine development applications for 'Unlisted Use (Bicycle Hire)'
Accepting Tenders – Refurbishment of Sorrento Football (Soccer) Clubrooms	18 October 2016	CJ177-10/16	New delegation to accept tenders for the Sorrento Football (Soccer) Clubrooms refurbishment project subject to the price of tenders not exceeding \$583,000.
Accepting Tenders – Refurbishment of Sorrento Tennis Clubrooms	18 October 2016	CJ177-10/16	New delegation to accept tenders for the Sorrento Tennis Clubrooms refurbishment project subject to the price of tenders not exceeding \$532,000.

<b>Amendments</b>			
<b>Delegation</b>	<b>Date Approved</b>	<b>Resolution / TRIM Number</b>	<b>Amendment</b>
<i>Building Act 2011</i> – Building and Demolition permit applications, building approval certificates, certificates of building compliance, construction compliance and design compliance	31 October 2016	EMI16/10097	Removal of position number 00149 as the position was re-classified from 'Building Surveyor' to "Planning/Building Officer" and is unable to undertake the delegated duties of a Building Surveyor.
Payments from Municipal Fund – Incurring Liabilities and Making Payments	6/12/2016	EMI16/11313	Re-titling of position from 'Waste and Recycle Policy Coordinator' to "Waste Design and Contract Officer".
Health Act 1911 – Appointment of Deputy	21/2/2017	CJ012-02/17	Deletion of delegation in accordance with legislative changes to the <i>Health Act 1911</i> .
Public Health Act 2016 – Functions of an Enforcement Agency	21/2/2017	CJ012-02/17	New delegation in accordance with <i>Public Health Act 2016</i> .
Payments from Municipal Fund – Incurring Liabilities and Making Payments	2/5/2017	EMI17/4516	Changes to titles of various positions within Infrastructure Management Services.
Payments from Municipal Fund – Incurring Liabilities and Making Payments	2/5/2017		Change to title of position from 'Executive Project Officer' to "Senior Projects Officer".
Authority to determine development applications for 'Display Homes' on Lots 2004 – 2008, 2010 – 2012, 2017 – 2020, and 2022 – 2024 Venice Entrance, Iluka	27/06/2017	CJ091-06/17	Extended delegation for a further 2 years ending from 28 June 2017
The authority to approve, grant or modify building demolition permit applications, building approval certificates, certificates of building compliance, construction compliance and design compliance in accordance with the conditions	27/06/2017	CJ091-06/17	Change of delegation to the Building Surveyor (position number 00150)

<b>Amendments</b>			
<b>Delegation</b>	<b>Date Approved</b>	<b>Resolution / TRIM Number</b>	<b>Amendment</b>
associated with a Level 2 Building Surveyor			
Various	9/8/2017	Primary Returns List 7 August 2017	Change of various position titles.
Payments from Municipal Fund – Incurring Liabilities and Making Payments	14/8/2017	INT17/40500	Reclassify Waste Services Coordinator (00762) from Category D to Category C (\$250,000 limit).
Payments from Municipal Fund – Incurring Liabilities and Making Payments	September/November 2017	EMI17/9582	Amended various titles and position numbers resulting from CLC restructure.
Authorising Payments from Trust Fund	September/November 2017	EMI17/9582	Amended various titles and position numbers resulting from CLC restructure.
Appointment of Authorised Persons	January 2018	INT18/56	MLCS delegated authority to appoint SLSC members as authorised persons to patrol and close beaches.
Payments from Municipal Fund – Incurring Liabilities and Making Payments	February 2018	INT18/5995	New role created – Acting Verge Coordinator and authorised to expend funds up to \$5,000 (Category E). Also added additional Senior Ranger (00219) to Category E.
Infringements – Extension of Time to Pay and Withdrawal of Notices	April 2018	INT18/15225	New delegation arising from change to sections 9.19 and 9.20 of the <i>Local Government Act 1995</i> .