



City of Joondalup REGISTER OF DELEGATION OF AUTHORITY

CJ079-06/20

REVIEW

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

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INTRODUCTION

Register of Delegation of Authority

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

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

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

DELEGATIONS

PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995

Delegation	1.1 ACKNOWLEDGE RECEIPT OF PRIMARY AND ANNUAL RETURNS
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Chief Executive Officer (00001)
Function	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> .
Delegates	Director Governance and Strategy (00648)
Conditions	Nil.
Statutory framework	5.77 of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	25 June 2013
Adoption references	CJ094-06/13
Last reviewed	23 June 2020

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

Delegation	1.2 ACTIVITIES ON PRIVATE LAND
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	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.
Delegates	Chief Executive Officer (00001)
Conditions	Limited to those activities as listed in Schedule 3.2 of the <i>Local Government Act 1995</i> .
Statutory framework	Section 3.27 of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	24 June 2014
Adoption references	CJ091-06/14
Last reviewed	23 June 2020

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

Delegation	1.3 ADMINISTER THE CITY'S LOCAL LAWS
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	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.
Delegates	Chief Executive Officer (00001)
Conditions	Nil
Statutory framework	<p>Sections 3.18 and 5.42 of the <i>Local Government Act 1995</i></p> <p><i>Animals Local Law 1999</i></p> <p><i>Health Local Law 1999</i></p> <p><i>Local Government and Public Property Local Law 2014</i></p> <p><i>Parking Local Law 2013</i></p> <p><i>Pest Plant Local Law 2012</i></p> <p><i>Waste Local Law 2017</i></p>
Policy	Not applicable.
Date adopted	19 October 2010
Adoption references	CJ175-10/10
Last reviewed	23 June 2020

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

Delegation	1.4 AGREEMENT FOR PAYMENT OF RATES AND SERVICE CHARGES
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Subdelegates	Coordinator Rating Services (00079) Director Corporate Services (00063) Manager Financial Services (00075)
Subdelegate conditions	Nil.
Statutory framework	Section 6.49 of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	25 June 2019
Adoption references	CJ078-06/19
Last reviewed	23 June 2020

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

Delegation	1.5 AMENDMENT TO THE RATE RECORD
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to amend the rate record for the five years preceding the current financial year.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Subdelegates	Coordinator Rating Services (00079) Director Corporate Services (00063) Manager Financial Services (00075)
Subdelegate conditions	Nil.
Statutory framework	Section 6.39(2)(a) of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	25 June 2019
Adoption references	CJ078-06/19
Last reviewed	23 June 2020

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

Delegation	1.6 APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to make appointments to the position of Acting Chief Executive Officer.
Delegates	Chief Executive Officer (00001)
Conditions	<p>Authority subject to:</p> <ol style="list-style-type: none"> 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>; 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; 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.
Statutory framework	Section 5.39(1a)(a) of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	11 October 2005
Adoption references	CJ220-10/05
Last reviewed	23 June 2020

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

Delegation	1.7 APPOINTMENT OF AUTHORISED PERSONS
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Chief Executive Officer (00001)
Function	<p>Authority:</p> <p>1. To appoint and authorise persons to exercise the powers and duties of an authorised person as set out in the <i>Local Government Act 1995</i> and listed hereunder:</p> <p>1.1 Section 3.25 – Notices requiring certain things to be done by owner or occupier of land; 1.2 Section 3.26 – Additional powers when notices are given; 1.3 Section 3.27 – Particular things local government can do on land that is not local government property; 1.4 Section 3.31 – Power to enter property; 1.5 Sections 3.39 to 3.48 – Power to remove, impound and disposal; 1.6 Section 9.10 – Power to appoint authorised persons to perform particular functions; 1.7 Section 9.11 – Persons committing breach of Act to give name, address and date of birth; 1.8 Section 9.13 – Onus of proof in vehicle offences; 1.9 Section 9.16 – Issue infringement notices; 1.10 Section 9.17 – Receive payment of modified penalties; 1.11 Section 9.24 – Commencing prosecutions.</p> <p>2. To appoint and authorise persons to exercise the powers and duties of an authorised person under the City's local laws.</p>
Delegates	Manager Leisure and Cultural Services (00159)
Conditions	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).
Statutory framework	Sections 3.24 and 9.10 of the <i>Local Government Act 1995</i> . Section 9.10 of the <i>Local Government Legislation Amendment Act 2019</i> .
Policy	Not applicable.
Date adopted	28 June 2011
Adoption references	CJ0107-06/11
Last reviewed	23 June 2020

Approved	Type	Amendment	References
28 Jun 2011	New delegation	Insertion of delegation for Chief Executive Officer to have authority to appoint authorised persons in accordance with the Local Government Act 1995.	CJ107-06/11
20 Mar 2012	Amended delegation	Insertion of delegation as result of the new Building Act 2011.	CJ027-03/12
20 Nov 2012	Amended delegation	Pest Plant Local Law 2012 added to the list of local laws.	CJ232-11/12
20 Nov 2012	Amended delegation	Delegations provided for Chief Executive Officer to appoint authorised persons to enforce the provisions of the City of Joondalup Pest Plant Local Law 2012.	RGS00813
30 May 2013	Amended delegation	Replacing "Agriculture and Related Resources Protection Act 1976" with "Pest Plant Local Law 2012" within the reference list.	INT13/9868
25 Jun 2013	Amended delegation	Inclusion of the Chief Executive Officer being appointed as an authorised person to undertake all the powers and duties of the local government under the Cat Act 2011.	CJ102-06/13
24 Jun 2014	Amended delegation	Changes to Part 1 in relation to; title amendment; delegation re-worded; deletion of part 1.2; inclusion of new parts 1.4 and 1.8. In addition a new Part 2, and Part 2 renumbered as Part 3.	CJ091-06/14
21 Oct 2014	Amended delegation	Removal of Part 3 of delegation relating to appointing and authorising employees to exercise power under individual legislation apart from the Local Government Act 1995.	CJ180-10/14
4 Jan 2018	Amended delegation	The inclusion of a sub-delegation condition - authority be extended to appoint members of a surf lifesaving club as authorised persons for the purposes of clause 5.3 of the Local Government and Public Property Local Law 2014 (patrol, close beaches).	INT18/485
25 Jun 2019	Amended delegation	Inclusions of Parts 1.2 and 1.3 relating to section 3.26 and 3.27 of the Act where a local government can appoint persons to perform particular functions.	CJ078-06/19
7 Nov 2020	Amended delegation	Amendment reflects the introduction of the Local Government Legislation Amendment Act 2019 section 9.10 of the Act was change to remove the local government appointing authorised persons under the Act (as well as others) and replaced the delegator as the Chief Executive Officer.	EMI21/4952

Delegation	1.8 CHOICE OF ACCEPTABLE TENDERS FROM AN EXPRESSION OF INTEREST
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	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.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Subdelegate conditions	Nil.
Statutory framework	Regulation 23(3) of the <i>Local Government (Functions and General) Regulations 1996</i> .
Policy	Not applicable.
Date adopted	18 August 1998
Adoption references	CJ60-08/98
Last reviewed	23 June 2020

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

Delegation	1.9 CHOICE OF TENDER
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to decide which tender to accept. Authority to decline to accept any tender.
Delegates	Chief Executive Officer (00001)
Conditions	Authority to accept tenders valued at less than up to \$500,000.
Statutory framework	Section 3.57 and 5.43 of the <i>Local Government Act 1995</i> . Regulation 18 of the <i>Local Government (Functions and General) Regulations 1996</i> .
Policy	Not applicable.
Date adopted	21 November 2006
Adoption references	CJ208-11/06
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to assess valid tenders before deciding to accept successful tenderer.	CJ208-11/06
28 Jun 2011	Amended delegation	The inclusion of a condition relating to "Authority to decline to accept any tender".	CJ107-06/11
26 Jun 2012	Amended delegation	A change to the Conditions, to increase the tender value limit that can be accepted by the CEO from \$250,000 to \$300,000.	CJ108-06/12
24 Jun 2014	Amended delegation	Wording of delegation amended and layout re-structured, including the removal of the condition "Authority to decline to accept any tender".	CJ091-06/14
23 Jun 2015	Amended delegation	A change to the Conditions, to increase the tender value limit that can be accepted by the CEO from \$300,000 to \$350,000.	CJ095-06/15
25 Jun 2019	Amended delegation	A change to the Conditions, to increase the tender value limit that can be accepted by the CEO from \$350,000 to \$500,000.	CJ078-06/19

Delegation	1.10 CLOSING CERTAIN THOROUGHFARE TO VEHICLES
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to close any thoroughfare that the City manages, wholly or partially, to the passage of vehicles.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Subdelegates	Director Infrastructure Services (00184) Manager Infrastructure Management Services (00186)
Subdelegate conditions	Nil.
Statutory framework	Sections 3.50 and 3.50A of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	21 November 2006
Adoption references	CJ208-11/06
Last reviewed	23 June 2020

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

Delegation	1.11 COMPLAINTS - MODEL CODE OF CONDUCT
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	<p>Authority to:</p> <ol style="list-style-type: none"> 1 deal with a complaint; 2 dismiss a complaint; and 3 establish procedures for dealing with complaints; <p>under clauses 12, 13 and 15(2) of Schedule 1 of the <i>Local Government (Model Code of Conduct) Regulations 2021</i>.</p>
Delegates	Chief Executive Officer (00001)
Conditions	Authority includes the relevant powers and duties within the same clauses specified in the <i>Code of Conduct for the Council Members, Committee Members and Candidates</i> adopted by Council in accordance with section 5.104(1) of the <i>Local Government Act 1995</i> .
Statutory framework	Sections 5.42 and 5.104(1) of the <i>Local Government Act 1995</i> .
Policy	<i>Complaints Investigation Policy</i> .
Date adopted	18 May 2021
Adoption references	CJ071-05/21
Last reviewed	23 June 2020

Delegation	1.1211 DISPOSING OF PROPERTY
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	<p>Authority to dispose of property –</p> <p>(1) at public auction; (2) by public tender; (3) by private treaty.</p>
Delegates	Chief Executive Officer (00001)
Conditions	<p>Authority limited to property valued at less than \$900,000.</p> <p>“Property” includes the whole or any part of the interest of a local government in property, but does not include money.</p> <p>“Dispose” includes to sell, lease or otherwise dispose of, whether absolutely or not.</p> <p>Following the disposal of City land, the detail of the disposal is to be reported to a relevant Committee of the Council for its information.</p>
Subdelegate conditions	Nil.
Statutory framework	Section 3.58 of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	21 November 2006
Adoption references	CJ208-11/06
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have authority to dispose of property to the highest bidder at public auction.	CJ208-11/06
7 Sep 2007	Amended delegation	Clause (3) amended to read: "A local government may dispose of property by private treaty in accordance with Section 3.58 of the Local Government Act 1995."	CJ186-09/07
16 Jun 2009	Amended delegation	Provision relating to exempt dispositions to be added.	CJ127-06/09
22 Jun 2010	Amended delegation	Consolidation of four delegations into one - titled Disposing of Property.	CJ095-06/10
26 Jun 2012	Amended delegation	Change in Conditions - Authority limit to property valued from \$500,000 increased to \$600,000.	CJ108-06/12
24 Jun 2014	Amended delegation	Changes to delegation wording and structure, to include meaning of "Property" under conditions.	CJ091-06/14
25 Jun 2019	Amended delegation	Change in Conditions - Authority limited to property valued less than \$900,000, was previously \$600,000. Inclusion of the meaning of "Dispose". Additional condition - "following the disposal of City land, the detail of the disposal is to be reported to a relevant Committee of the Council for its information".	CJ078-06/19

Delegation	1.1312 ENTRY IN AN EMERGENCY
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to lawfully enter any land, premises or thing immediately and without notice and perform any functions as is considered appropriate to deal with an emergency.
Delegates	Chief Executive Officer (00001)
Conditions	<p>An emergency exists where the City or the Chief Executive Officer is of the opinion that the circumstances are such that compliance with the requirements for obtaining entry other than under section 3.34 of the <i>Local Government Act 1995</i> would be impractical or unreasonable because of, or because of the imminent risk of:</p> <p>(a) injury or illness to any person (b) a natural or other disaster or emergency or (c) such other occurrence as is prescribed under the <i>Local Government (Functions and General) Regulations 1996</i> for the purposes of section 3.34 of the <i>Local Government Act 1995</i>.</p>
Statutory framework	Section 3.34(1) of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	25 June 2019
Adoption references	CJ078-06/19
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
25 Jun 2019	New delegation	Inclusion of delegation for Chief Executive Officer to have authority to lawfully enter property in an Emergency.	CJ078-06/19

Delegation	1.1413 ESTABLISHING PANELS OF PRE-QUALIFIED SUPPLIERS
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	<p>Authority to decide which applications to accept for inclusion on a panel of pre-qualified suppliers.</p> <p>Authority to decline to accept any application for inclusion on a panel of pre-qualified suppliers.</p> <p>Authority to enter into a contract or contracts, for the supply of goods or services with a pre-qualified supplier.</p>
Delegates	Chief Executive Officer (00001)
Conditions	Authority extends to the supply of goods/services valued at less than \$350,000 up to \$500,000.
Statutory framework	<p><i>Local Government Act 1995.</i></p> <p>Regulations 24AB, 24AH and 24AJ of the <i>Local Government (Functions and General) Regulations 1996.</i></p>
Policy	<i>Purchasing Policy.</i>
Date adopted	28 June 2016
Adoption references	CJ091-06/16
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
28 Jun 2016	New delegation	Inclusion of delegation for Chief Executive Officer to have authority to establish panels of pre-qualified suppliers.	CJ091-06/16

Delegation	1.1514 EXTENSION OF EXISTING CONTRACTS
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to approve any contract extensions on tenders approved by the Council.
Delegates	Chief Executive Officer (00001)
Conditions	<p>Authority subject to:</p> <ol style="list-style-type: none"> 1. the extension being within the original terms and conditions approved by the Council; 2. satisfactory performance of the contractor(s); 3. the Chief Executive Officer reporting to the Audit and Risk Committee on a six monthly basis on the exercise of this delegation.
Subdelegates	Director Corporate Services (00063)
Subdelegate conditions	Only in the event when the Chief Executive Officer declares a conflict of interest in extending a contract.
Statutory framework	Section 3.57 of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	1 November 2005
Adoption references	CJ231-11/05
Last reviewed	23 June 2020

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

Delegation	1.1615 INFRINGEMENTS - EXTENSION OF TIME TO PAY AND WITHDRAWAL OF NOTICES
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Chief Executive Officer (00001)
Function	Authority to extend the period within which a modified penalty may be paid or withdraw an infringement notice.
Delegates	Coordinator City Rangers (00607) Coordinator Parking Services (00853) Director Corporate Services (00063) Manager Rangers Parking and Community Safety (00912)
Conditions	Nil.
Subdelegate conditions	Nil.
Statutory framework	Sections 9.19 and 9.20 of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	18 April 2018
Adoption references	INT18/15225
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
18 Apr 2018	New delegation	Insertion of delegation to designated employees to provide the authority to extend the period within a modified penalty may be paid or withdraw an infringement notice.	INT18/15225

Delegation	1.1716 OBJECTION TO THE RATE RECORD
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	<p>Authority to:</p> <ul style="list-style-type: none"> • consider any objection to the rate record and either disallow it or allow it, wholly or in part; • extend the time for making an objection to the rate record for such period as is deemed fit.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Subdelegates	Coordinator Rating Services (00079) Director Corporate Services (00063) Manager Financial Services (00075)
Subdelegate conditions	Nil.
Statutory framework	Section 6.76 of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	21 November 2006
Adoption references	CJ208-11/06
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have authority to consider any objection to the rate record and may either disallow or allow wholly or in part.	CJ208-11/06
22 Jun 2010	Amended delegation	Inclusion of "Delegated by Council" and Nil Conditions.	CJ095-06/10
24 Jun 2014	Amended delegation	Function delegated - removal of the words local government and replaced by the word Authority.	CJ091-06/14
25 Jun 2019	Amended delegation	Change to Function delegated to include " extend the time for making an objection to the rate record for such period as is deemed fit".	CJ078-06/19
26 Jun 2019	Amended delegation	Inclusion of sub-delegations relating to position numbers (00063), (00075), (00079).	INT19/29912
23 Jun 2020	Amended delegation	Sub-delegation - Change in title from Team Leader Rating Services to Coordinator Rating Services.	INT20/19165

Delegation	1.1817 OPENING OF FENCES
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to open a fence on private land.
Delegates	Chief Executive Officer (00001)
Conditions	Limited to those activities that expressly states such authority under Schedule 3.2 of the <i>Local Government Act 1995</i> .
Subdelegate conditions	Nil.
Statutory framework	Section 3.36 of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	24 June 2014
Adoption references	CJ091-06/14
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
24 Jun 2014	New delegation	Insertion of delegation for Chief Executive Officer to have the authority to open a fence on private property.	CJ091-06/14

Delegation	1.1918 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to incur liabilities and make payments from the municipal fund.
Delegates	Chief Executive Officer (00001)
Conditions	<p>(1) Authority subject to funds being provided in the Annual Budget.</p> <p>(2) Authority to Chief Executive Officer is unlimited.</p> <p>(3) Incurring liabilities and making payments to be undertaken in accordance with the City's procedures and systems for incurring liabilities and making payments.</p> <p>(4) Authority which may be Delegated by the Chief Executive Officer to employees is subject to the maximum individual amount limits on payments defined by categories A, B, C, D, E and F as follows:</p> <ul style="list-style-type: none"> (i) Category A – unlimited individual amounts subject to annual budget limitations. (ii) Category B – limited to \$2 million. (\$2.2 million including GST). (iii) Category C – limited to \$250,000. (\$275,000 including GST). (iv) Category D – limited to \$100,000. (\$110,000 including GST). (v) Category E – limited to \$25,000. (\$27,500 including GST). (vi) Category F – limited to \$5,000. (\$5,500 including GST).
Subdelegates	Administration Officer - Economic Development (01525) Administration Officer Leisure and Cultural Services (00160) Analytics Lead (01200) Branch Librarian - Duncraig (00521) Branch Librarian - Joondalup (00519) Branch Librarian - Whitford (00520) Branch Librarian - Woodvale (00522) Collection Management Team Leader (00528) Community Safety Coordinator (00800) Coordinator Building Approvals (00113) Coordinator Building Capital Works (00195) Coordinator Building Maintenance (00228) Coordinator Business Systems (00095) Coordinator City Rangers (00607) Coordinator Civil Design and Construction (01119) Coordinator Community Development (00175) Coordinator Compliance and Regulatory Performance (01094) Coordinator Contracts and Purchasing (00068) Coordinator Cultural Services (00166) Coordinator Engineering Operations (00227) Coordinator Fleet Management (00069)

Coordinator Infrastructure Asset Management (00205)
 Coordinator Leisure Centres (00612)
 Coordinator Leisure Planning (00849)
 Coordinator Library Resources and Development (00517)
 Coordinator Network Services (00770)
 Coordinator Organisational Development (00789)
 Coordinator Park Operations (00806)
 Coordinator Parking Services (00853)
 Coordinator Projects and Conservation (01120)
 Coordinator Property Management (00497)
 Coordinator Rating Services (00079)
 Coordinator Recreation Services (00611)
 Coordinator Transport Engineering (00203)
 Coordinator Urban Design and Policy (00111)
 Coordinator Waste Services (00762)
 Customer Experience Lead (01545)
 Director Corporate Services (00063)
 Director Governance and Strategy (00648)
 Director Infrastructure Services (00184)
 Director Planning and Community Development (00105)
 Economic Development Lead (00502)
 Electrical Project Engineer (01244)
 Electrical Project Engineer (01390)
 Environment Development Coordinator (00783)
 Executive Assistant to the Chief Executive Officer (00002)
 Executive Assistant to the Mayor (00003)
 Library Service Coordinator (00516)
 Library Systems and Administration Officer (00514)
 Local History and Reference Team Leader (00526)
 Manager Asset Management (00065)
 Manager Audit and Risk Services (01193)
 Manager City Projects (00859)
 Manager Communications and Stakeholder Relations (01162)
 Manager Community Development and Library Services (00390)
 Manager Financial Services (00075)
 Manager Governance (00010)
 Manager Human Resource (00054)
 Manager Information Technology (00094)
 Manager Infrastructure Management Services (00186)
 Manager Leisure and Cultural Services (00159)
 Manager Operation Services (00220)
 Manager Planning Services (00108)
 Manager Rangers Parking and Community Safety (00912)
 Manager Regulatory Services (01093)
 Manager Strategic and Organisational Development (00503)
 Principal Environmental Health Officer (00114)
 Principal Events Officer (00168)
 Principal Legal Officer (00640)
 Project Engineer (01405)
 Senior Civil Projects Officer (00208)
 Senior Development Engineer (00490)
 Senior Financial Accountant (00078)
 Senior Landscape Architect / Team Leader Landscaping and Conservation (00211)
 Senior Management Accountant (00083)
 Senior Project Engineer (00210)
 Senior Projects Officer (00005)
 Senior Projects Officer Casual (01563)
 Senior Ranger (00212)
 Senior Ranger (00219)

	<p>Service Desk Team Leader (00101)</p> <p>Stores and Material Controller (00945)</p> <p>Strategic Policy Development Coordinator (00843)</p> <p>Systems Administrator (01436)</p> <p>Team Leader Aquatic and Facility Operations (01435)</p> <p>Team Leader Community Development (01224)</p> <p>Team Leader Community Venues (00173)</p> <p>Team Leader Customer Relations (00187)</p> <p>Team Leader Health and Fitness (01433)</p> <p>Team Leader Leisure and Aquatic Programs (01434)</p> <p>Team Leader Marketing and Customer Service (01432)</p> <p>Team Leader Natural Areas (00506)</p> <p>Team Leader Projects (00224)</p> <p>Team Leader Sport and Recreation (00172)</p> <p>Team Leader Youth Services (00182)</p> <p>Waste Design and Contract Officer (00197)</p>
Subdelegate conditions	<p>Category A</p> <ul style="list-style-type: none"> • Director Corporate Services (00063). <p>Category B</p> <ul style="list-style-type: none"> • Manager City Projects (00859). • Director Infrastructure Services (00184). • Director Planning and Community Development (00105). • Director Governance and Strategy (00648). <p>Category C</p> <ul style="list-style-type: none"> • Manager Financial Services (00075). • Manager Information Technology (00094). • Manager Infrastructure Management Services (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). • Coordinator Engineering Operations (00227). • Coordinator Park Operations (00806). • Coordinator Projects and Conversation (01120). • Coordinator Civil Design and Construction (01119). • Coordinator Waste Services (00762). <p>Category D</p> <ul style="list-style-type: none"> • Manager Audit and Risk Services (01193). • Coordinator Building Capital Works (00195). • Coordinator Building Maintenance (00228). • Senior Landscape Architect / Team Leader Landscaping and Conservation (00211). • Team Leader Projects (00224). • Coordinator Fleet Management (00069). • Senior Development Engineer (00490). • Senior Projects Officer Casual (01563). • Electrical Project Engineer (01244). • Electrical Project Engineer (01390).

Category E

- Manager Strategic and Organisational Development (000503).
- Manager Governance (00010).
- Manager Human Resources (00054).
- Manager Planning Services (00108).
- Manager Regulatory Services (01093).
- Coordinator Business Systems (00095).
- Coordinator Network Services (00770).
- Team Leader Customer Relations (00187).
- Library Service Coordinator (00516).
- Coordinator Library Resources and Development (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 Community Development (00175).
- Coordinator Leisure Centres (00612).
- Coordinator Recreation Services (00611).
- Coordinator Cultural Services (00166).
- Coordinator Urban Design and Policy (00111).
- Principal Environmental Health Officer (00114).
- Principal Events Officer (00168).
- Principal Legal Officer (00640).
- Coordinator Parking Services (00853).
- Community Safety Coordinator (00800).
- Coordinator Property Management (00497).
- Analytics Lead (01200).
- Manager Communications and Stakeholder Relations (01162).
- Senior Projects Officer (00005).
- Senior Civil Projects Officer (00208).
- Senior Project Engineer (00210).
- Coordinator Leisure Planning (00849).
- Project Engineer (01405).
- Stores and Material Controller (00945).
- Economic Development Lead (00502).
- Customer Experience Lead (01545).

Category F

- Executive Assistant to the Mayor (00003).
- Executive Assistant to the CEO (00002).
- Senior Financial Accountant (00078).
- Senior Management Accountant (00083).
- Coordinator Rating Services (00079).
- Coordinator 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).
- Local History and Reference Team Leader (00526).
- Senior Ranger (00212, 00219).
- Collection Management Team Leader (00528).
- Team Leader Youth Services (00182).
- Team Leader Community Development (01224).

	<ul style="list-style-type: none"> • Team Leader Marketing and Customer Service (01432) • Team Leader Leisure and Aquatic Programs (01434). • Team Leader Aquatic and Facility Operations (01435). • Systems Administrator (01436). • Team Leader Health and Fitness (01433). • Coordinator Organisational Development (00789). • Strategic Policy Development Coordinator (00843). • Environment Development Coordinator (00783). • Team Leader – Community Venues (00173). • Team Leader Sport and Recreation (00172). • Administration Officer – Economic Development (01525) • Coordinator Compliance and Regulatory Performance (01094). • Library Systems and Administration Officer (00514).
Statutory framework	Regulations 5, 11 and 12 of the <i>Local Government (Financial Management) Regulations 1996</i> .
Policy	Not applicable.
Date adopted	21 November 2006
Adoption references	CJ208-11/06
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have authority to make payments from the Municipal and Trust Fund.	CJ208-11/06
7 Sep 2007	Amended delegation	Sub- Delegations - Changes to designated Officer titles.	CJ186-09/07
16 Jun 2009	Amended delegation	Sub- Delegations - Changes to designated Officer titles.	CJ127-06/09
22 Jun 2010	Amended delegation	Changes to structure and inclusion of CEO Conditions outlying authority to CEO and sub-delegation approval limits, categorised by A, B, C, D and E. Changes in categories and titles. Change in Legislation reference from 6.10 to 6.5 Local Government Act 1995.	CJ095-06/10
28 Jun 2011	Amended delegation	Sub- Delegations - Changes to designated Officer titles.	CJ107-06/11
14 Jun 2012	Amended delegation	Add to Category C (up to \$250,000) the position of Coordinator Natural Areas and Capital Works Projects.	INT12/13286

Approved	Type	Amendment	References
26 Jun 2012	Amended delegation	Sub-delegations - Changes to designated officer titles, inclusion of officer positions as designated employees.	CJ108-06/12
31 Aug 2012	Amended delegation	Add to Category E (up to \$5,000) the position of Collection Management Team Leader.	INT12/20354
19 Oct 2012	Amended delegation	Add to Category D (up to \$25,000) the position of Internal Auditor.	INT12/24858
22 Nov 2012	Amended delegation	Add position 'Acting Manager Marketing and Communications' to Category D - limited to \$25,000 , following organisational restructure.	EMI12/6002; INT12/29775
30 May 2013	Amended delegation	Amending the title of "Senior Librarian – Duncraig/Sorrento" to "Senior Librarian Duncraig". Amending various position titles within the Infrastructure Services Directorate. Inclusion of "Design Engineer / Coordinator (01119)" to Category C. Inclusion of "Executive Project Officer (00937)" to Category D.	INT13/9868
16 Aug 2013	Amended delegation	Inclusion of "Manager Executive and Risk" (1193) to Category C.	INT13/16228
24 Jun 2014	Amended delegation	Change to title to read "Payments from Municipal Fund and Trust Fund - Incurring Liabilities and Making Payments". Change to wording for function delegated and changes to CEO Conditions to include part 1 - 4.	CJ091-06/14
12 Feb 2015	Amended delegation	Change of position title from Senior Librarian to Branch Librarian for Joondalup (00519), Whitford (00520) Duncraig (00521) and Woodvale (00522).	INT15/5981
17 Mar 2015	Amended delegation	Inclusion of the following positions to Category D: • Coordinator Civil Projects (00208) • Coordinator Civil Projects (00210) • Coordinator Electrical Projects (01244).	INT14/18637
13 May 2015	Amended delegation	Changes to positions; remove Internal Auditor (00008), add Business Performance Analyst (01200), add to Category E - Team Leader Youth Services (00182) and Team Leader Community Development (01224), amend various titles and amend position number 00792 to read 00762.	INT15/11342

Approved	Type	Amendment	References
23 Jun 2015	Amended delegation	Changes to the delegation title and function delegated, removing the words "and Trust Fund".	CJ095-06/15
24 Jul 2015	Amended delegation	Changes of various position payment limits and titles in Leisure and Cultural Services relating to position (00612, 00172, 00173, 00617, 00637, 00638, 00639).	INT15/25509
2 Feb 2016	Amended delegation	Changes to positions; removal of Executive Officer (00006) and amend - Executive Liaison Officer (00007) to Executive Officer (00007) with changes in category from a Category D to a Category C.	EMI16/1160; INT16/3378
28 Jun 2016	Amended delegation	Change in position title for position (00607) and removal of Executive Officer (00006),	CJ091-06/16
6 Dec 2016	Amended delegation	Change in Position title for (00762) to Coordinator Waste Services and change in Category from D to C approval limit of \$250,000.	INT17/40500
2 May 2017	Amended delegation	Change to title of position from Executive Project Officer (00937) to Senior Projects Officer (00937).	Nil
2 May 2017	Amended delegation	Changes to titles of various positions within Infrastructure Management Services relating to positions 00490, 01119, 00208, 00210, 01244.	EMI17/4516
4 Dec 2017	Amended delegation	Inclusion of a new designated employee position - Team Leader Health and Fitness (01433), Category E - limited to \$5,000.	INT17/59664
13 Feb 2018	Amended delegation	Inclusion of a new designated position - Verge Coordinator (01468) with Category E - limited to \$5,000.	INT18/5995
10 Sep 2018	Amended delegation	Add Project Engineer (01405) to approval category D (\$25,000).	Nil
25 Jan 2019	Amended delegation	Amendment category of Senior Projects Officer (00937) from \$25,000 to \$250,000; and add Senior Projects Officer (0005) to Category D (\$25,000).	EMI19/685; EMI19/686
9 May 2019	Amended delegation	Change title of Business Performance Analyst (1200) to Special Projects Officer, Analytics (1200).	INT19/22398

Approved	Type	Amendment	References
25 Jun 2019	Amended delegation	Changes to Delegation Conditions to include a new Category D - limited to \$100,000 and Category E changed to be limited to \$25,000 and Category F limited to \$5,000.	CJ078-06/19
22 Jul 2019	Amended delegation	Changes to positions and category limits after the inclusion of new category D - limited to \$100,000. Positions to be included in Category D - (00195, 00228, 00211, 00224, 00490, 01244), the inclusion of two new delegations position Stores and Material Controller (00945) and Electrical Project Engineer (01390).	INT19/34634
29 Nov 2019	Amended delegation	Change in Category for Economic Development Lead (00502) from Category F to E, with a limit of \$25,000.	INT19/57256
10 Dec 2019	Amended delegation	Addition of new position title with delegated authority; Administration Officer - Economic Development (01525) - Category F - \$5,000 approval limit.	INT19/59496
21 May 2020	Amended delegation	Change of Category for position Manager Audit and Risk (01193) from Category C to D. Removal of position (00007) from Category C. Various changes to titles.	INT20/19165
23 Jun 2020	Amended delegation	Inclusion of Condition limits including GST component for Category B to F.	CJ079-06/20
24 Aug 2020	Amended delegation	Inclusion of a new designated employee position in Category E - Customer Experience Lead (01545) with a limit to \$25,000	INT20/35245
2 Sep 2020	Amended delegation	The inclusion of a new delegated authority position - Customer Experience Lead (01545) - Category E - \$25,000 approval limit.	INT20/35245
18 Sep 2020	Amended delegation	The inclusion of reinstated position (00007) Special Projects Officer, Category F - limited to \$5,000.	INT20/38115
21 Dec 2020	Amended delegation	Change title of Manager Human Resources (00054) to Manager Human Resource Services (00054).	INT20/54123
21 Dec 2020	Amended delegation	Change title of Senior Civil Projects Officer (00210) to Senior Project Engineer (00210).	INT20/54123
21 Dec 2020	Amended delegation	Change title of Coordinator Organisational Development (00789) to Coordinator Organisational Development and Improvement (00789).	INT20/54123

Approved	Type	Amendment	References
21 Dec 2020	Amended delegation	Change title of Coordinator Natural Areas and Capital Works Projects (01120) to Coordinator Projects and Conservation (01120).	INT20/54123
21 Dec 2020	Amended delegation	Delegated authority has been removed for the position Special Project Officer (00007), as the position is no longer required.	EMI21/776
25 Mar 2021	Amended delegation	The inclusion of a new delegated authority position - Senior Projects Officer Casual (01563) - Category D - \$100,000 (excl gst) approval limit and removal of Senior Projects Officer (00937).	EMI21/3218
1 Apr 2021	Amended delegation	Sub-Delegations - Change of position title from Administration Coordinator (00187) to Team Leader Customer Relations (00187).	EMI21/3277
10 May 2021	Amended delegation	Change in title for Senior Sport and Recreation Officer (00172) to Team Leader Sport and Recreation (00172).	INT21/20088
10 May 2021	Amended delegation	Add to Category F – limited to \$5,000 (\$5,500 including GST) the position of Library Systems and Administration Officer (00514).	INT21/20088

Delegation	1.2019 AUTHORISING PAYMENT FROM THE TRUST FUND
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to make payments from the Trust Fund.
Delegates	Chief Executive Officer (00001)
Conditions	Making payments to be undertaken in accordance with the City's procedures and systems for making payments from the trust fund.
Subdelegates	Director Corporate Services (00063) Director Governance and Strategy (00648) Director Infrastructure Services (00184) Director Planning and Community Development (00105) Manager Asset Management (00065) Manager Financial Services (00075) Manager Governance (00010) Manager Infrastructure Management Services (00186) Manager Leisure and Cultural Services (00159) Manager Operation Services (00220) Manager Regulatory Services (01093)
Subdelegate conditions	Nil.
Statutory framework	Regulations 5, 11 and 12 of the <i>Local Government (Financial Management) Regulations 1996</i> .
Policy	Not applicable.
Date adopted	23 June 2015
Adoption references	CJ095-06/15
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
23 Jun 2015	New delegation	New delegation arising from separation of authorising payments from municipal fund. Delegations limited to Directors and Managers with trust fund responsibilities. Provides tighter financial management controls.	CJ095-06/15
24 Jul 2015	Amended delegation	Inclusion of: <ul style="list-style-type: none"> • Coordinator Leisure Centre (00612) – up to a maximum of \$25,000 • Coordinator Recreation Services (00611) – up to a maximum of \$25,000 • Recreation Development Officer (00172, 00173) – up to a maximum of \$5,000 • Senior Leisure Officer (00617, 00637, 00638, 00639) – up to a maximum of \$5,000. 	INT15/25509
4 Aug 2015	Amended delegation	Inclusion of Administration Coordinator - position number 00187 (Infrastructure Services) to authorise payments from the trust fund.	INT15/25855
9 Nov 2017	Amended delegation	Amended various titles and position numbers with delegations resulting from Craigie Leisure Centre restructure. Position numbers 00617, 00637, 00638 and 00639 changed to 01435, 01434, 01433 and 01432 respectively.	EMI17/9582
10 May 2021	Amended delegation	Remove sub-delegations for positions (00612, 00611, 01436, 01435, 00173, 00187, 01433, 01434, 01432), only leaving positions held by Directors and Managers with delegated authority relating to payments from the Trust Fund.	INT21/20088
10 May 2021	Amended delegation	Remove sub-delegation conditions as they relate to positions that have been deleted from this delegation (00612, 00611, 01436, 01435, 00173, 00187, 01433, 01434, 01432) and change conditions to nil.	INT21/20088

Delegation	1.2120 PAYMENTS FROM MUNICIPAL FUND AND TRUST FUND - SIGNATORIES TO BANK ACCOUNTS
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to make payments from the Municipal Fund or the Trust Fund.
Delegates	Chief Executive Officer (00001)
Conditions	<p>Authority is subject to payments being made strictly in accordance with the signatory requirements set out in the following:</p> <p>Payments under \$10,000 - Any one signatory (for cheques only). 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.</p> <p>Category A Signatories</p> <p>Chief Executive Officer (00001). Director Planning and Community Development (00105). Director Corporate Services (00063). Director Infrastructure Services (00184). Director Governance and Strategy (00648). Manager Financial Services (00075).</p> <p>Category B Signatories</p> <p>Senior Management Accountant (00083). Senior Financial Accountant (00078).</p>
Subdelegates	Director Corporate Services (00063) Director Governance and Strategy (00648) Director Infrastructure Services (00184) Director Planning and Community Development (00105) Manager Financial Services (00075) Senior Financial Accountant (00078) Senior Management Accountant (00083)
Subdelegate conditions	Nil.
Statutory framework	Sections 6.7 and 6.9 of the <i>Local Government Act 1995</i> . Regulation 5, 11 and 12 of the <i>Local Government (Financial Management) Regulations 1996</i> .
Policy	Not applicable.
Date adopted	21 November 2006
Adoption references	CJ208-11/06

Last reviewed	23 June 2020
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Amendments			
Approved	Type	Amendment	References
21 Nov 2006	New delegation	Delegation initially incorporated as part of "Payments from the Municipal Fund and Trust Fund" delegation.	CJ208-11/06
7 Sep 2007	Amended delegation	Under the 'Category B Signatories' the position title "Manager Strategic Development" has been added against 'Category A Signatories, Director Infrastructure Services'	CJ186-09/07
22 Jun 2010	Amended delegation	The deletion of positions Manager Human Resources, Manager Strategic and Sustainable Development from Category B signatories. Payment under \$10,000 to read "Any one signatory". Payments of \$10,000 to \$250,000 to read "Any two signatories".	CJ095-06/10
26 Jun 2012	Amended delegation	Change in title from "Director Planning and Development" to Director Planning and Community Development".	CJ108-06/12
24 Jun 2014	Amended delegation	Change to wording of function delegated "Authority to make payments from the Municipal Fund or the Trust Fund".	COJ091-06/14
23 Jun 2020	Amended delegation	Change to delegation conditions for payments under \$10,000 to include the words " any one signatory (for cheques only), provided for clarification.	CJ079-06/20

Delegation	1.2221 POWER TO INVEST
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	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> .
Delegates	Chief Executive Officer (00001)
Conditions	Authority is unlimited.
Subdelegates	Director Corporate Services (00063) Manager Financial Services (00075) Senior Financial Accountant (00078) Senior Management Accountant (00083)
Subdelegate conditions	Director Corporate Services (00063). Unlimited Manager Financial Services (00075). Up to \$3 million Senior Management Accountant (00083) and Senior Financial Accountant (00078). Up to \$1.5 million
Statutory framework	Section 6.14 of the <i>Local Government Act 1995</i> .
Policy	<i>Investment Policy</i> .
Date adopted	21 November 2006
Adoption references	CJ208-11/06
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have the power to invest municipal and trust funds.	CJ208-11/06
7 Sep 2007	Amended delegation	Deletion of "Statutory Accountant" and addition of "Senior Financial Accountant"	CJ186-09/07
22 Jun 2010	Amended delegation	Changes to general format and changes to the conditions to include Chief Executive Officer and Director Corporate Services as unlimited and Manager Financial Services (up to \$3M), Senior Management Accountant and Senior Financial Accountant (up to \$1.5M).	CJ095-06/10
24 Jun 2014	Amended delegation	Changes to wording of delegation and layout re-structured to reflect action required in accordance to the Local Government Act 1995. Conditional wording re-located to 'sub delegation conditions' section of the delegation. The addition of the related Investment Policy.	CJ091-06/14

Delegation	1.2322 RECOVERY OF RATES AND SERVICE CHARGES
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to recover rates and service charges, as well as the costs of court proceedings, if any for that recovery, in a court of competent jurisdiction.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Subdelegates	Coordinator Rating Services (00079) Director Corporate Services (00063) Manager Financial Services (00075)
Subdelegate conditions	Nil.
Statutory framework	Section 6.56 of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	25 June 2019
Adoption references	CJ078-06/19
Last reviewed	23 June 2020

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

Delegation	1.2423 RECOVERY OF RATES AND SERVICE CHARGES FROM LESSEE
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	<p>Authority to:</p> <ul style="list-style-type: none"> • give notice to the lessee of land requiring the lessee to pay to the City any rent as it falls due, in satisfaction of the imposed rate or service charge on the land; • recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Subdelegates	Coordinator Rating Services (00079) Director Corporate Services (00063) Manager Financial Services (00075)
Subdelegate conditions	Nil.
Statutory framework	Section 6.60(2) and (4) of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	25 June 2019
Adoption references	CJ078-06/19
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
25 Jun 2019	New delegation	Insertion of delegation for Chief Executive Officer to have authority to give notice to the lessee of land requiring the lessee to pay to the City any rent as it falls due, in satisfaction of the imposed rate or service charge on the land; and recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance	CJ078-06/19
26 Jun 2019	Amended delegation	The inclusion CEO sub-delegations to positions 00063, 00075, 00079	INT19/29912
23 Jun 2020	Amended delegation	Change in position title from Team Leader Rating Services (00079) to Coordinator Rating Services.	INT20/19165

Delegation	1.2524 SEEKING EXPRESSIONS OF INTEREST
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	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.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Subdelegates	Director Corporate Services (00063) Manager Financial Services (00075)
Subdelegate conditions	Limited to the ability to seek expressions of interest only.
Statutory framework	Regulation 21 of the <i>Local Government (Functions and General) Regulations 1996</i> .
Policy	Not applicable.
Date adopted	26 June 2012
Adoption references	CJ108-06/12
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
26 Jun 2012	New delegation	Insertion of delegation for Chief Executive Officer to have authority to seek expressions of interest with respect to the supply of the goods or services.	CJ108-06/12
24 Jun 2014	Amended delegation	Changes to wording in Function delegated and removal of CEO condition, and inclusion of sub-delegate conditions to include "Limited to the ability to seek expressions of interest only".	CJ091-06/14

Delegation	1.2625 WAIVER OF FEES AND GRANTING OF CONCESSIONS
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	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.
Delegates	Chief Executive Officer (00001)
Conditions	Additional subsidies and waiver of hire fees under the <i>Facility Hire Subsidy Policy</i> limited to \$5,000 per request.
Subdelegates	Adult and Seniors Services Officer (00525) Branch Librarian - Duncraig (00521) Branch Librarian - Joondalup (00519) Branch Librarian - Whitford (00520) Branch Librarian - Woodvale (00522) Cataloguer (00531) Cataloguer (00532) Collection Management Team Leader (00528) Coordinator Library Resources and Development (00517) Digital Services Officer (01126) Director Corporate Services (00063) Director Governance and Strategy (00648) Director Infrastructure Services (00184) Director Planning and Community Development (00105) Librarian (00539) Librarian (00549) Librarian (00558) Librarian (00559) Librarian (00560) Librarian (00575) Library Service Coordinator (00516) Local History and Reference Team Leader (00526) Manager Community Development and Library Services (00390) Manager Leisure and Cultural Services (00159) Manager Regulatory Services (01093) Reference and Local History Librarian (00527) Youth and Children's Services Officer (00524) Youth and Children's Services Officer (01231)

Subdelegate conditions	<p>1. Director Planning and Community Development (00105), Director Corporate Services, Director (00063), Infrastructure Services (00184) and Director Governance and Strategy (00648). Not applicable.</p> <p>2. Manager Leisure and Cultural Services (00159). Limited to individual items to \$5,000 and limited to the hire and use of City facilities.</p> <p>3. Librarian – Duncraig (00575), Librarians – Joondalup (00558), (00559), (00560), Librarian – Whitford (00539), Librarians – Woodvale (00549) (x2), Reference and Local History Librarian (00527); Adult and Seniors Officer (00525); Youth and Children’s Services Officer (00524); Youth and Children’s Services Officer (01231); Cataloguer (00532); Cataloguer (00531). 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, SUBJECT TO a quarterly report on fines and fees that have been waived being submitted to the Manager Financial Services.</p> <p>4. Coordinator Library Resources and Development (00517), Library Service Coordinator (00516), Branch Librarian – Joondalup (00519), Branch Librarian – Whitford (00520), Branch Librarian – Woodvale (00522), Branch Librarian – Duncraig (00521), Digital Services Officer (01126); Local History and Reference Team Leader (00526); Collection Management Team Leader (00528). Limited to waiving fines to the value of \$100 and under; waiving fines up to any value when a lost or damaged item is paid for by the customer; waiving the \$12.80 debt collection fee in special circumstances; waiving accounts up to \$150 for lost or damaged items in special circumstances, SUBJECT TO a quarterly report on fines and fees that have been waived being submitted to the Manager Financial Services.</p> <p>5. Manager Community Development and Library Services (00390). (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. (d) Limited to the waiver of fees or grant concessions for the Youth Holiday Programs.</p> <p>6. Manager Regulatory Services (01093). Limited to waiving the City’s Building Permit Application fee for applications submitted by not-for-profit charitable organisations.</p>
Statutory framework	Section 6.12 of the <i>Local Government Act 1995</i> .
Policy	<i>Facility Hire Subsidy Policy.</i>
Date adopted	7 September 2007
Adoption references	CJ186-09/07
Last reviewed	23 June 2020

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

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

Delegation	1.2726 WRITE OFF OF MONIES
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to write off monies.
Delegates	Chief Executive Officer (00001)
Conditions	Subject to: (a) individual items to \$20,000; (b) a report being provided to the Audit and Risk Committee on a six monthly basis on the exercise of this delegation.
Subdelegates	Coordinator Rating Services (00079) Director Corporate Services (00063) Manager Community Development and Library Services (00390) Manager Financial Services (00075)
Subdelegate conditions	Additional sub-delegation conditions: 1. Director Corporate Services (00063). Not applicable. 2. Manager Financial Services (00075). Individual items to \$5,000. 3. Manager Community Development and Library Services (00390). Individual items to \$500. 4. Coordinator Rating Services (00079). Individual items to \$50.
Statutory framework	Section 6.12 of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	15 March 1999
Adoption references	CJ78-03/99
Last reviewed	23 June 2020

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

PART 2 – DELEGATIONS TO COMMITTEES

Delegation	2.0 DELEGATIONS TO COMMITTEES
Category	PART 2 – DELEGATIONS TO COMMITTEES
Delegator	Council
Express power or duty delegated	No delegations to committees have been approved by Council at this time.
Delegates	Committee
Conditions	Nil
Statutory framework	Nil.
Policy	Not applicable.
Date adopted	3 November 2017
Adoption references	JSC03-11/17; CJ078-06/19.
Last reviewed	23 June 2020

PART 3 – DELEGATIONS UNDER OTHER LEGISLATION

Delegation	3.1 AMENDMENTS TO THE PARKING SCHEMES
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	<p>Authority to approve and implement amendments to parking schemes adopted by Council in relation to:</p> <ul style="list-style-type: none"> • time limits, conditions and prohibitions in streets and parking stations; • the designation of visitor and authorised vehicle parking.
Delegates	Chief Executive Officer (00001)
Conditions	Authority to be exercised consistently with the provisions of the <i>City of Joondalup Parking Local Law 2013</i> .
Subdelegates	Director Corporate Services (00063)
Subdelegate conditions	Nil.
Statutory framework	<i>City of Joondalup Parking Local Law 2013</i> .
Policy	<p><i>Dedicated Car Parking for Seniors and Parents with Prams Policy.</i></p> <p><i>Joondalup City Centre Car Parking for Commercial Development Policy.</i></p> <p><i>Parking Schemes Policy.</i></p>
Date adopted	3 May 2008
Adoption references	CJ073-05/08
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
13 May 2008	New delegation	Council delegates to CEO authority to approve amendments to the Parking Scheme to implement and change time limits in streets and parking stations and the designation of visitor and authorised vehicle parking.	CJ073-05/08
18 Aug 2009	Amended delegation	Delegates to CEO authority to approve amendments to parking schemes adopted by Council under the Parking Schemes for Suburban Areas Outside of the Joondalup City Centre.	CJ183-08/09
28 Jun 2011	Amended delegation	<ul style="list-style-type: none"> • Changes to the Title and removing of the words "for Suburban Areas Outside of the Joondalup City Centre Policy". • Changes to the Function - removing the words "under the Parking Schemes for Suburban Areas Outside of the Joondalup City Centre Policy. • Changes to the Function - adding the word "condition", allowing CEO to approve and implement amendments which are not a time limit or prohibition. 	CJ107-06/11
16 Aug 2018	Amended delegation	Sub-delegations to Director Corporate Services (00063).	INT18/33324

Delegation	3.2 AUTHORISED PERSONS UNDER THE BUILDING ACT 2011
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	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.
Delegates	Chief Executive Officer (00001)
Conditions	Nil
Statutory framework	Section 96(3) of the <i>Building Act 2011</i> . Section 127 of the <i>Building Act 2011</i> .
Policy	Not applicable.
Date adopted	20 March 2012
Adoption references	CJ027-03/12
Last reviewed	23 June 2020

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

Delegation	3.3 BUILDING ACT 2011 - ISSUING CERTIFICATES OF BUILDING COMPLIANCE AND DESIGN COMPLIANCE
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	Authority to issue certificates of building compliance and design compliance.
Delegates	Assistant Building Surveyor (00151) Assistant Building Surveyor (00154) Assistant Building Surveyor (00615) Assistant Building Surveyor (01068) Building Surveyor (00150) Coordinator Building Approvals (00113) Director Planning and Community Development (00105) Manager Regulatory Services (01093) Senior Building Surveyor (00148) Senior Building Surveyor (00153)
Conditions	Subject to meeting the qualification requirements in accordance with <i>Building Services (Registration) Regulations 2011</i> .
Statutory framework	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> .
Policy	Not applicable.
Date adopted	20 March 2012
Adoption references	CJ027-03/12
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
20 Mar 2012	New delegation	Insertion of delegation in accordance to Section 127 of the new Building Act 2011, authority to approve or refuse permit applications, building approval certificates, design compliance certificates and certificates of construction compliance.	CJ027-03/12
2 Oct 2012	Amended delegation	Remove Position No. 00150 from Building Surveyor classification to Assistant Building Surveyor classification, in accordance with advice from HR and Coordinator Building Approvals.	INT12/23123
21 Oct 2014	Amended delegation	Council authorised delegation to Administration Team Leader (00110) the power to approve permit applications, on the condition that the position is restricted to approving permit applications that have been certified by a suitably qualified Building Surveyor.	CJ180-10/14
26 Jun 2018	Amended delegation	Sub delegations provided to position numbers (00105, 01093, 00113, 00153, 00148, 00150, 00154, 00615, 01068, 00151).	CJ101-06/18
26 Jun 2018	New delegation	The original delegation 'Building Act 2011 - Building and Demolition Permit Applications, building approval certificates, certificates of building compliance, construction compliance and design compliance' was repealed, and split into component parts as the changes to the grouping of the delegations better aligned with workflow processes, extent of authority and aims to improve service delivery. This delegation is made by Council direct to officers, subject to the delegated officers being qualified in accordance with the Building Services (registration) Regulations 2011.	CJ101-06/18
23 Jun 2020	Amended delegation	Changes to the title and function by way of removing the words "construction compliance".	CJ079-06/20
7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259

Delegation	3.4 BUILDING ACT 2011 - GRANTING BUILDING AND DEMOLITION PERMITS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	Authority to administratively grant building and demolition permits, building approval certificates and occupancy permits.
Delegates	Chief Executive Officer (00001)
Conditions	Restricted to administratively granting certificates and permits that have the relevant certifications of building compliance, construction compliance and/or design compliance, as certified and issued by a person meeting the qualification requirements of the <i>Building Services (Registration) Regulations 2011</i> .
Subdelegates	Administration Officer (00110) Administration Officer (00131) Administration Officer (00132) Administration Officer (00133) Assistant Building Surveyor (00151) Assistant Building Surveyor (00154) Assistant Building Surveyor (00615) Assistant Building Surveyor (01068) Building Surveyor (00150) Coordinator Building Approvals (00113) Director Planning and Community Development (00105) Manager Regulatory Services (01093) Senior Building Surveyor (00148) Senior Building Surveyor (00153)
Statutory framework	Sections 20, 21, 58 and 127 of the <i>Building Act 2011</i> .
Policy	Not applicable.
Date adopted	20 March 2012
Adoption references	CJ027-03/12
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
20 Mar 2012	New delegation	Insertion of delegation in accordance to Section 127 of the new Building Act 2011, authority to approve or refuse permit applications, building approval certificates, design compliance certificates and certificates of construction compliance.	CJ027-03/12
21 Oct 2014	Amended delegation	Council authorised delegation to Administration Team Leader (00110) the power to approve permit applications, on the condition that the position is restricted to approving permit applications that have been certified by a suitably qualified Building Surveyor.	CJ180-10/14
23 Jun 2015	Amended delegation	Update legislation reference to Building Regulation 2012.	CJ095-06/15
26 Jun 2018	Amended delegation	Sub delegations provided to position numbers (00105, 01093, 00113, 00153, 00148, 00150, 00154, 00615, 01068, 00151, 00119, 00120, 00155, 00614, 00110, 00131, 00132, 00133, 00109, 00106).	CJ101-06/18
26 Jun 2018	New delegation	The original delegation 'Building Act 2011 - Building and Demolition Permit Applications, building approval certificates, certificates of building compliance, construction compliance and design compliance' was repealed, and split into component parts as the changes to the grouping of the delegations better aligned with workflow processes, extent of authority and aims to improve service delivery.	CJ101-06/18
25 Jun 2019	Amended delegation	Removal of sub delegations for position numbers (00119, 00120, 00155, 00614, 00106)	CJ078-06/19
25 Jun 2019	Amended delegation	Small amendments to title and function, and addition of delegated conditions. Addition of reference to Sections 20, 21, 58 of the Building Act 2011.	CJ078-06/19
7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259

Delegation	3.5 BUILDING ACT 2011 – REFUSING BUILDING AND DEMOLITION PERMIT APPLICATIONS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	Authority to refuse building and demolition permit applications, building approval certificates and occupancy permits.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Subdelegates	Coordinator Building Approvals (00113) Director Planning and Community Development (00105) Manager Regulatory Services (01093) Senior Building Surveyor (00148) Senior Building Surveyor (00153)
Subdelegate conditions	Nil.
Statutory framework	Section 60 of the <i>Building Act 2011</i> . Section 127 of the <i>Building Act 2011</i> .
Policy	Not applicable.
Date adopted	20 March 2012
Adoption references	CJ027-03/12
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
20 Mar 2012	New delegation	Insertion of delegation in accordance to Section 127 of the new Building Act 2011, authority to approve or refuse permit applications, building approval certificates, design compliance certificates and certificates of construction compliance.	CJ027-03/12
23 Jun 2015	Amended delegation	Legislation reference changed to Building Regulations 2012.	CJ095-06/15
23 Jun 2015	Amended delegation	Addition of two sub-delegation positions of Senior Building Surveyor (00153, 00148).	CJ095-06/15
26 Jun 2018	New delegation	The original delegation 'Building Act 2011 - Building and Demolition Permit Applications, building approval certificates, certificates of building compliance, construction compliance and design compliance' was repealed, and split into component parts as the changes to the grouping of the delegations better aligned with workflow processes, extent of authority and aims to improve service delivery.	CJ101-06/18
23 Jun 2020	Amended delegation	Changes to the title and function by way of removing the words "Building approval certificate strata".	CJ079-06/20
7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259

Delegation	3.6 BUILDING ACT 2011 - BUILDING ORDERS
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	Authority to serve a building order.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Subdelegates	Coordinator Compliance and Regulatory Performance (01094) Director Planning and Community Development (00105) Manager Regulatory Services (01093)
Statutory framework	Division 5 of Part 8 of the Building Act 2011. Section 127 of the Building Act 2011.
Policy	Not applicable.
Date adopted	20 March 2012
Adoption references	CJ027-03/12
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
20 Mar 2012	New delegation	Insertion of delegation as a result of the new Building Act 2011.	CJ027-03/12
26 Jun 2018	Amended delegation	Sub delegations provided to position numbers (00105, 01093, 01094).	CJ101-06/18
26 Jun 2018	New delegation	The original delegation 'Building Act 2011 - Building and Demolition Permit Applications, building approval certificates, certificates of building compliance, construction compliance and design compliance' was repealed, and split into component parts as the changes to the grouping of the delegations better aligned with workflow processes, extent of authority and aims to improve service delivery. A condition requiring the issuing of orders be reported to Council has been deleted, as this is an operational enforcement matter that may be required following extensive action by the City to address areas of non-compliance with the Building Act 2011.	CJ101-06/18
8 May 2020	Amended delegation	Change in position title from Coordinator Compliance (01094) to Coordinator Compliance and Regulatory Performance (01094).	EMI21/253
7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259

Delegation	3.7 BUSH FIRES ACT 1954 - FUNCTIONS OF A LOCAL GOVERNMENT
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	Authority to perform the functions of the local government under the <i>Bush Fires Act 1954</i> .
Delegates	Chief Executive Officer (00001)
Conditions	Cannot be sub-delegated.
Statutory framework	Section 48 of the <i>Bush Fires Act 1954</i> .
Policy	Not applicable.
Date adopted	21 October 2014
Adoption references	CJ180-10/14
Last reviewed	23 June 2020

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

Delegation	3.8 CAT ACT 2011 - POWERS AND DUTIES OF A LOCAL GOVERNMENT
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	Authority to exercise the powers or discharge the duties of the local government under the Cat Act 2011.
Delegates	Chief Executive Officer (00001)
Conditions	Nil
Subdelegates	Director Corporate Services (00063) Manager Rangers Parking and Community Safety (00912)
Subdelegate conditions	Nil.
Statutory framework	Section 44 of the <i>Cat Act 2011</i> .
Policy	Not applicable.
Date adopted	25 June 2013
Adoption references	CJ102-06/13
Last reviewed	23 June 2020

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

Delegation	3.9 DOG ACT 1976 - POWERS AND DUTIES OF A LOCAL GOVERNMENT
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	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.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Statutory framework	Section 10AA of the <i>Dog Act 1976</i> .
Policy	Not applicable.
Date adopted	21 October 2014
Adoption references	CJ180-10/14
Last reviewed	23 June 2020

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

Delegation	3.10 FOOD ACT 2008 - FUNCTIONS OF AN ENFORCEMENT AGENCY
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	Authority to exercise the powers or discharge the duties of the local government, as an enforcement agency under the <i>Food Act 2008</i> .
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Statutory framework	Section 118(2)(b) of the <i>Food Act 2008</i> .
Policy	Not applicable.
Date adopted	21 October 2014
Adoption references	CJ180-10/14
Last reviewed	23 June 2020

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

Delegation	3.11 GRAFFITI VANDALISM ACT 2016 – POWERS AND DUTIES OF A LOCAL GOVERNMENT
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	Authority to exercise the powers or discharge the duties of the local government under the <i>Graffiti Vandalism Act 2016</i> including the authority to delegate the powers and duties of a local government to other persons.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Subdelegates	Manager Rangers Parking and Community Safety (00912)
Subdelegate conditions	Nil.
Statutory framework	Section 16 and 17 of the <i>Graffiti Vandalism Act 2016</i> .
Policy	Not applicable.
Date adopted	15 November 2016
Adoption references	CJ192-11/16
Last reviewed	23 June 2020

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

Delegation	3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	<p>The following powers conferred or imposed on Council or the local government under the Scheme:</p> <ul style="list-style-type: none"> a. the approval of an application for development approval for the purpose of a 'single house', or up to 5 'grouped dwellings', or any associated, ancillary or incidental development to a 'Single House' 'single house', 'Grouped Dwelling' 'grouped dwelling' or 'Multiple Dwelling' 'multiple dwelling' where: <ul style="list-style-type: none"> 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 <i>State Planning Policy 3.7 – Planning in Bushfire Prone Areas (SPP 3.7)</i> the development: <ul style="list-style-type: none"> a. has a Bushfire Attack Level of less than 40; and b. where the Bushfire Attack Level is 12.5, 19 or 29: <ul style="list-style-type: none"> 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 Deemed-to-Comply requirements or Element Objectives of the <i>Residential Design Codes</i> and/or replacement Deemed-to-Comply requirements of the <i>Residential Development Local Planning Policy</i> or <i>Development in Housing Opportunity Areas Local Planning Policy</i> have been satisfied (where applicable), and the development satisfies any applicable standards and requirements of the Scheme, any applicable structure plan, activity centre plan or local development plan and all other applicable local planning policies; or v. the Local Housing Objectives of the <i>Residential Development Local Planning Policy</i> have been satisfied; or vi. in the case of applications for development approval where the development does not meet the Deemed-to-Comply requirements of the <i>Residential Design Codes</i> or the requirements of any applicable standards or requirements of the Scheme, any applicable structure plan, activity centre plan, local development plan, or local planning policy, provided: <ul style="list-style-type: none"> a. the plot ratio of the development does not exceed the requirement of Table 2.1 of the Residential Design Codes; b. the building setbacks of development, including retainer retaining walls, are not less than those specified under the Deemed-to-Comply requirements or Table 2.1 of the Residential Design Codes, or any applicable 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 2.1 of the Residential Design Codes or any applicable structure plan, activity centre plan, local development plan or local planning policy;

	<ul style="list-style-type: none"> d. the height and/or length of boundary wall(s) does not exceed the amounts set out in the Deemed-to-Comply Requirements or Table 2.1 of the Residential Design Codes or any applicable structure plan, activity centre plan, local development plan or local planning policy by more than 10% of those requirements, and where there are boundary walls to no more than two (2) separate boundaries; 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. <p>b. the approval of an application for development approval for the purposes of a class of use listed in Table 3 Zoning Table, Table 3a Whitford Activity Centre Zoning Table and Table 3b Joondalup Activity Centre Zoning Table of the Scheme other than a 'single house', 'grouped dwelling', 'multiple dwelling', or any associated, ancillary or incidental development where:</p> <ul style="list-style-type: none"> 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 <i>State Planning Policy 3.7 – Planning in Bushfire Prone Areas (SPP 3.7)</i> the development: <ul style="list-style-type: none"> a. has a Bushfire Attack Level of less than 40; and b. where the Bushfire Attack Level is 12.5, 19 or 29: <ul style="list-style-type: none"> 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 applicable structure plan, activity centre plan or local development plan and all applicable local planning policies; with the exception of the following: 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), outbuilding(s) or retaining wall(s) not greater than 1.2 metres above natural ground level in height or outbuilding(s); or vi. the shortfall in car parking is not increasing from that previously approved; or vii. the application is for a class of a sign type under the Signs Advertisements <i>Local Planning Policy</i> and the development does not exceed the applicable requirements conditions by greater than 10%.
Delegates	Chief Executive Officer (00001)
Conditions	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.

Subdelegates	Coordinator Planning Approvals (00112) Coordinator Planning Approvals (01313) Coordinator Urban Design and Policy (00111) Senior Urban Planner (00115) Senior Urban Planner (00125) Senior Urban Planner (00609) Senior Urban Planner (00778) Senior Urban Planner (01479)
Subdelegate conditions	Nil.
Statutory framework	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> .
Policy	Not applicable.
Date adopted	21 November 2006
Adoption references	CJ208-11/06
Last reviewed	23 June 2020

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

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

Approved	Type	Amendment	References
6 Oct 2015	Amended delegation	District Planning Scheme No. 2 - Amendments include major changes introduced by the Planning and Development (Local Planning Schemes) Regulations 2015 and alignment to District Planning Scheme No. 2 (DPS2). • Delegate a range of local government functions to Chief Executive Officer. • Revoke delegations previously afforded to various officers of the Planning Services Business Unit.	CJ167-10/15
19 Oct 2015	Amended delegation	District Planning Scheme No. 2 - sub-delegation of local government functions to designated employees.	INT15/36323
21 Aug 2018	Amended delegation	• Change in title from District Planning Scheme No. 2 - Delegations - General to Local Planning Scheme No. 3 - Delegations - General, and other minor amendments. • Change in conditions, with the removal of "the delegations are to have effect for a period of two years from and including 27 June 2017". • Sub-Delegation afforded to Senior Urban Planner (01479). • Other minor changes.	CJ133-08/18
25 Jun 2019	Amended delegation	Local Planning Scheme No. 3 – Delegations - General - minor changes made due to the annual review of Delegation of Authority Register.	CJ078-06/19
23 Jun 2020	Amended delegation	Local Planning Scheme No. 3 – Delegations - General - minor changes made due to the annual review of Delegation of Authority Register.	CJ079-06/20
8 Jan 2021	Amended delegation	Local Planning Scheme No. 3 – Delegations - General - removal of position 00122, as the position is now classified as an Urban Planner and no longer has delegated authority.	EMI21/293

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

	<p>f. the determination under clause 61(1)(f) of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> whether works are temporary for the purposes of the Scheme and the length of time that such 'development' is permitted to remain in the requested location;</p> <p>g. the decision whether an application for development approval may affect any other statutory, public or planning authority, and shall therefore require them to be provided a copy of the application for objections and recommendations under clause 66(1) of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p>
Delegates	Chief Executive Officer (00001)
Conditions	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.
Subdelegates	Director Planning and Community Development (00105) Manager Planning Services (00108) Manager Regulatory Services (01093)
Subdelegate conditions	Nil.
Statutory framework	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> .
Policy	Not applicable.
Date adopted	21 November 2006
Adoption references	CJ208-11/06
Last reviewed	23 June 2020

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

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

Approved	Type	Amendment	References
21 Oct 2014	Amended delegation	Change in title from Town Planning Delegations - General to District Planning Scheme No. 2, and other amendments to the instrument of delegation, including delegations provided to Senior Urban Planner (00778).	CJ180-10/14
6 Oct 2015	Amended delegation	<ul style="list-style-type: none"> District Planning Scheme No. 2 - Amendments include major changes introduced by the Planning and Development (Local Planning Schemes) Regulations 2015 and alignment to District Planning Scheme No. 2 (DPS2). Delegate a range of local government functions to Chief Executive Officer. Revoke delegations previously afforded to various officers of the Planning Services Business Unit. 	CJ167-10/15
19 Oct 2015	Amended delegation	District Planning Scheme No. 2 - sub-delegation of local government functions to designated employees.	INT15/36323
21 Aug 2018	Amended delegation	<ul style="list-style-type: none"> Change in title from District Planning Scheme No. 2 - Delegations - General to Local Planning Scheme No. 3 - Delegations - General, and other minor amendments. Amendments to functions delegated. Change in conditions, with the removal of "the delegations are to have effect for a period of two years from and including 27 June 2017". 	CJ133-08/18
25 Jun 2019	Amended delegation	Local Planning Scheme No. 3 – Delegations - General - minor changes made due to the annual review of Delegation of Authority Register.	CJ078-06/19
21 May 2020	Amended delegation	Sub-delegation afforded to Manager Compliance and Regulatory Services (01093)	INT20/19165
7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259

Delegation	3.13 PLANNING AND DEVELOPMENT ACT 2005 - POWER AS TO ILLEGAL DEVELOPMENT
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	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> .
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Statutory framework	Section 5.42(1)(b) of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	21 October 2014
Adoption references	CJ180-10/14
Last reviewed	23 June 2020

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

Delegation	3.14 PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 - DETERMINE DEVELOPMENT APPLICATIONS FOR 'UNLISTED USE (BICYCLE HIRE)'
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	Authority to determine development applications for 'Unlisted Use (Bicycle Hire)'.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Subdelegates	Director Planning and Community Development (00105) Manager Planning Services (00108)
Subdelegate conditions	Nil.
Statutory framework	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> .
Policy	Not applicable.
Date adopted	20 September 2016
Adoption references	CJ135-09/16
Last reviewed	23 June 2020

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

Delegation	3.15 PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 – DETERMINE DEVELOPMENT APPLICATIONS FOR OCEAN REEF MARINA (BREAKWATERS, SIGNAGE, ROAD WORKS AND RELATED INFRASTRUCTURE)
Category	PART 3—DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	Authority to determine development applications breakwaters, signage, road works and related infrastructure relating to the Ocean Reef Marina development.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Subdelegates	Director Planning and Community Development (00105) Manager Planning Services (00108)
Subdelegate conditions	Nil.
Statutory framework	Section 5.42 of the Local Government Act 1995. Clause 82 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.
Policy	Not applicable.
Date adopted	18 February 2020
Adoption references	CJ003-02/20
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
18 Feb 2020	New delegation	Insertion of delegation in accordance with section 5.42 of the Local Government Act 1995 and clause 82 of schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, delegates authority to the Chief Executive Officer to determine development applications for breakwaters, signage, road works and related infrastructure relating to the Ocean Reef Marina development.	CJ003-02/20
1 Jul 2020	Amended delegation	Sub-delegations afforded to Director Planning and Community Development (00105) and Manager Planning Services (00108).	INT20/24553, INT20/24551

Delegation	3.156 PUBLIC HEALTH ACT 2016 - FUNCTIONS OF AN ENFORCEMENT AGENCY
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	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> .
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Statutory framework	Section 21 of the <i>Public Health Act 2016</i> .
Policy	Not applicable.
Date adopted	21 February 2017
Adoption references	CJ012-02/17
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
21 Feb 2017	New delegation	New delegation in accordance with Public Health Act 2016.	CJ012-02/17

AMENDMENTS

Delegation	Approved or adopted	Type	Amendment	References
1.1 ACKNOWLEDGE RECEIPT OF PRIMARY AND ANNUAL RETURNS	8 Apr 2013	New delegation	Insertion of new delegation to Chief Executive Officer and sub-delegation to Director Governance and Strategy (00648)	INT13/7349; CJ094-06/13
1.2 ACTIVITIES ON PRIVATE LAND	24 Jun 2014	New delegation	Insertion of delegation providing the Chief Executive Officer authority to do anything prescribed in Schedule 3.2 of the Local Government Act 1995, even though the land on which it is done is not local government property and the local government does not have the consent to do it.	CJ091-06/14
1.3 ADMINISTER THE CITY'S LOCAL LAWS	19 Oct 2010	New delegation	New delegation in relation to authority to administer the City's Local Laws.	CJ175-10/10
1.3 ADMINISTER THE CITY'S LOCAL LAWS	20 Nov 2012	Amended delegation	Pest Plant Local Law 2012 added to the list of local laws.	CJ232-11/12
1.3 ADMINISTER THE CITY'S LOCAL LAWS	30 May 2013	Amended delegation	Replacing "Agriculture and Related Resources Protection Act 1976" with "Pest Plant Local Law 2012" within the reference list.	INT13/9868
1.3 ADMINISTER THE CITY'S LOCAL LAWS	28 Jun 2016	Amended delegation	Removal of Trading in Public Places Local Law 1999 and update to Local Government and Public Property Local Law 1999 to 2014.	CJ091-06/16
1.4 AGREEMENT FOR PAYMENT OF RATES AND SERVICE CHARGES	25 Jun 2019	New delegation	Insertion of delegation for Chief Executive Officer to have authority to accept payment of a rate or service charge.	CJ078-06/19
1.4 AGREEMENT FOR PAYMENT OF RATES AND SERVICE CHARGES	26 Jun 2019	Amended delegation	The inclusion of sub delegations to position numbers 00063, 00075, 00079.	INT19/29912
1.4 AGREEMENT FOR PAYMENT OF RATES AND SERVICE CHARGES	21 May 2020	Amended delegation	Change to position title from Team Leader Rating Services (00079) to Coordinator Rating Services (00079).	INT20/19165
1.5 AMENDMENT TO THE RATE RECORD	25 Jun 2019	New delegation	Insertion of delegation providing the Chief Executive Officer authority to amend the rate record for five years prior to current financial year.	CJ078-06/19

Delegation	Approved or adopted	Type	Amendment	References
1.5 AMENDMENT TO THE RATE RECORD	26 Jun 2019	Amended delegation	The inclusion of sub delegations for position numbers 00063, 00075, 00079.	INT19/29912
1.5 AMENDMENT TO THE RATE RECORD	21 May 2020	Amended delegation	Change in position title from Team Leader Rating Services (00079) to Coordinator Rating Services (00079).	INT20/19165
1.6 APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER	11 Oct 2005	New delegation	Insertion of delegation for Chief Executive Officer to have authority to make appointments to position of Acting Chief Executive Officer.	CJ220-10/05
1.6 APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER	28 Jun 2011	Amended delegation	Correction of typographical error.	CJ107-06/11
1.6 APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER	24 Jun 2014	Amended delegation	Layout re-structured - Conditional wording re-located to 'Conditions' section of the template.	CJ091-06/14
1.7 APPOINTMENT OF AUTHORISED PERSONS	28 Jun 2011	New delegation	Insertion of delegation for Chief Executive Officer to have authority to appoint authorised persons in accordance with the Local Government Act 1995.	CJ107-06/11
1.7 APPOINTMENT OF AUTHORISED PERSONS	20 Mar 2012	Amended delegation	Insertion of delegation as result of the new Building Act 2011.	CJ027-03/12
1.7 APPOINTMENT OF AUTHORISED PERSONS	20 Nov 2012	Amended delegation	Pest Plant Local Law 2012 added to the list of local laws.	CJ232-11/12
1.7 APPOINTMENT OF AUTHORISED PERSONS	20 Nov 2012	Amended delegation	Delegations provided for Chief Executive Officer to appoint authorised persons to enforce the provisions of the City of Joondalup Pest Plant Local Law 2012.	RGS00813
1.7 APPOINTMENT OF AUTHORISED PERSONS	30 May 2013	Amended delegation	Replacing "Agriculture and Related Resources Protection Act 1976" with "Pest Plant Local Law 2012" within the reference list.	INT13/9868
1.7 APPOINTMENT OF AUTHORISED PERSONS	25 Jun 2013	Amended delegation	Inclusion of the Chief Executive Officer being appointed as an authorised person to undertake all the powers and duties of the local government under the Cat Act 2011.	CJ102-06/13

Delegation	Approved or adopted	Type	Amendment	References
1.7 APPOINTMENT OF AUTHORISED PERSONS	24 Jun 2014	Amended delegation	Changes to Part 1 in relation to; title amendment; delegation re-worded; deletion of part 1.2; inclusion of new parts 1.4 and 1.8. In addition a new Part 2, and Part 2 renumbered as Part 3.	CJ091-06/14
1.7 APPOINTMENT OF AUTHORISED PERSONS	21 Oct 2014	Amended delegation	Removal of Part 3 of delegation relating to appointing and authorising employees to exercise power under individual legislation apart from the Local Government Act 1995.	CJ180-10/14
1.7 APPOINTMENT OF AUTHORISED PERSONS	4 Jan 2018	Amended delegation	The inclusion of a sub-delegation condition - authority be extended to appoint members of a surf lifesaving club as authorised persons for the purposes of clause 5.3 of the Local Government and Public Property Local Law 2014 (patrol, close beaches).	INT18/485
1.7 APPOINTMENT OF AUTHORISED PERSONS	25 Jun 2019	Amended delegation	Inclusions of Parts 1.2 and 1.3 relating to section 3.26 and 3.27 of the Act where a local government can appoint persons to perform particular functions.	CJ078-06/19
1.8 CHOICE OF ACCEPTABLE TENDERS FROM AN EXPRESSION OF INTEREST	18 Aug 1998	New delegation	Insertion of delegation for Chief Executive Officer to have authority to choose acceptable tenders from an Expression of Interest.	CJ60-08/98
1.8 CHOICE OF ACCEPTABLE TENDERS FROM AN EXPRESSION OF INTEREST	24 Jun 2014	Amended delegation	Re-wording of the Power or Duty delegated and inclusion of the regulation 23 (3).	CJ091-06/14
1.9 CHOICE OF TENDER	21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to assess valid tenders before deciding to accept successful tenderer.	CJ208-11/06
1.9 CHOICE OF TENDER	28 Jun 2011	Amended delegation	The inclusion of a condition relating to "Authority to decline to accept any tender".	CJ107-06/11
1.9 CHOICE OF TENDER	26 Jun 2012	Amended delegation	A change to the Conditions, to increase the tender value limit that can be accepted by the CEO from \$250,000 to \$300,000.	CJ108-06/12

Delegation	Approved or adopted	Type	Amendment	References
1.9 CHOICE OF TENDER	24 Jun 2014	Amended delegation	Wording of delegation amended and layout re-structured, including the removal of the condition "Authority to decline to accept any tender".	CJ091-06/14
1.9 CHOICE OF TENDER	23 Jun 2015	Amended delegation	A change to the Conditions, to increase the tender value limit that can be accepted by the CEO from \$300,000 to \$350,000.	CJ095-06/15
1.9 CHOICE OF TENDER	25 Jun 2019	Amended delegation	A change to the Conditions, to increase the tender value limit that can be accepted by the CEO from \$350,000 to \$500,000.	CJ078-06/19
1.10 CLOSING CERTAIN THOROUGHFARE TO VEHICLES	21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have authority to close any thoroughfare that it manages for the passage of vehicles wholly or partially for a period not exceeding four weeks.	CJ208-11/06
1.10 CLOSING CERTAIN THOROUGHFARE TO VEHICLES	7 Sep 2007	Amended delegation	Change to position title	CJ186-09/07
1.10 CLOSING CERTAIN THOROUGHFARE TO VEHICLES	22 Jun 2010	Amended delegation	Consolidation of two delegations into one.	CJ095-06/10
1.10 CLOSING CERTAIN THOROUGHFARE TO VEHICLES	24 Jun 2014	Amended delegation	Wording of delegation function amended to read - Authority to close any thoroughfare that the City manages, wholly or partially, to the passage of vehicles.	CJ091-06/14
1.11 DISPOSING OF PROPERTY	21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have authority to dispose of property to the highest bidder at public auction.	CJ208-11/06
1.11 DISPOSING OF PROPERTY	7 Sep 2007	Amended delegation	Clause (3) amended to read: "A local government may dispose of property by private treaty in accordance with Section 3.58 of the Local Government Act 1995."	CJ186-09/07
1.11 DISPOSING OF PROPERTY	16 Jun 2009	Amended delegation	Provision relating to exempt dispositions to be added.	CJ127-06/09
1.11 DISPOSING OF PROPERTY	22 Jun 2010	Amended delegation	Consolidation of four delegations into one - titled Disposing of Property.	CJ095-06/10

Delegation	Approved or adopted	Type	Amendment	References
1.11 DISPOSING OF PROPERTY	26 Jun 2012	Amended delegation	Change in Conditions - Authority limit to property valued from \$500,000 increased to \$600,000.	CJ108-06/12
1.11 DISPOSING OF PROPERTY	24 Jun 2014	Amended delegation	Changes to delegation wording and structure, to include meaning of "Property" under conditions.	CJ091-06/14
1.11 DISPOSING OF PROPERTY	25 Jun 2019	Amended delegation	Change in Conditions - Authority limited to property valued less than \$900,000, was previously \$600,000. Inclusion of the meaning of "Dispose". Additional condition - "following the disposal of City land, the detail of the disposal is to be reported to a relevant Committee of the Council for its information".	CJ078-06/19
1.12 ENTRY IN AN EMERGENCY	25 Jun 2019	New delegation	Inclusion of delegation for Chief Executive Officer to have authority to lawfully enter property in an Emergency.	CJ078-06/19
1.13 ESTABLISHING PANELS OF PRE-QUALIFIED SUPPLIERS	28 Jun 2016	New delegation	Inclusion of delegation for Chief Executive Officer to have authority to establish panels of pre-qualified suppliers.	CJ091-06/16
1.14 EXTENSION OF EXISTING CONTRACTS	1 Nov 2005	New delegation	Inclusion of delegation for Chief Executive Officer to have authority to extend existing contracts.	CJ231-11/05
1.14 EXTENSION OF EXISTING CONTRACTS	21 May 2020	Amended delegation	Sub-delegation afforded to Director Corporate Services (00063), only in the event when the Chief Executive Officer declares a conflict of interest in extending a contract.	INT20/19165
1.14 EXTENSION OF EXISTING CONTRACTS	23 Jun 2020	Amended delegation	Change to the Conditions - Part 3 to amend the Committee title from Audit Committee to Audit and Risk Committee.	CJ079-06/20
1.15 INFRINGEMENTS - EXTENSION OF TIME TO PAY AND WITHDRAWAL OF NOTICES	18 Apr 2018	New delegation	Insertion of delegation to designated employees to provide the authority to extend the period within a modified penalty may be paid or withdraw an infringement notice.	INT18/15225

Delegation	Approved or adopted	Type	Amendment	References
1.16 OBJECTION TO THE RATE RECORD	21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have authority to consider any objection to the rate record and may either disallow or allow wholly or in part.	CJ208-11/06
1.16 OBJECTION TO THE RATE RECORD	22 Jun 2010	Amended delegation	Inclusion of "Delegated by Council" and Nil Conditions.	CJ095-06/10
1.16 OBJECTION TO THE RATE RECORD	24 Jun 2014	Amended delegation	Function delegated - removal of the words local government and replaced by the word Authority.	CJ091-06/14
1.16 OBJECTION TO THE RATE RECORD	25 Jun 2019	Amended delegation	Change to Function delegated to include " extend the time for making an objection to the rate record for such period as is deemed fit".	CJ078-06/19
1.16 OBJECTION TO THE RATE RECORD	26 Jun 2019	Amended delegation	Inclusion of sub-delegations relating to position numbers (00063), (00075), (00079).	INT19/29912
1.16 OBJECTION TO THE RATE RECORD	23 Jun 2020	Amended delegation	Sub-delegation - Change in title from Team Leader Rating Services to Coordinator Rating Services.	INT20/19165
1.17 OPENING OF FENCES	24 Jun 2014	New delegation	Insertion of delegation for Chief Executive Officer to have the authority to open a fence on private property.	CJ091-06/14
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have authority to make payments from the Municipal and Trust Fund.	CJ208-11/06
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	7 Sep 2007	Amended delegation	Sub- Delegations - Changes to designated Officer titles.	CJ186-09/07
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	16 Jun 2009	Amended delegation	Sub- Delegations - Changes to designated Officer titles.	CJ127-06/09

Delegation	Approved or adopted	Type	Amendment	References
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	22 Jun 2010	Amended delegation	Changes to structure and inclusion of CEO Conditions outlying authority to CEO and sub-delegation approval limits, categorised by A, B, C, D and E. Changes in categories and titles. Change in Legislation reference from 6.10 to 6.5 Local Government Act 1995.	CJ095-06/10
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	28 Jun 2011	Amended delegation	Sub- Delegations - Changes to designated Officer titles.	CJ107-06/11
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	14 Jun 2012	Amended delegation	Add to Category C (up to \$250,000) the position of Coordinator Natural Areas and Capital Works Projects.	INT12/13286
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	26 Jun 2012	Amended delegation	Sub-delegations - Changes to designated officer titles, inclusion of officer positions as designated employees.	CJ108-06/12
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	31 Aug 2012	Amended delegation	Add to Category E (up to \$5,000) the position of Collection Management Team Leader.	INT12/20354
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	19 Oct 2012	Amended delegation	Add to Category D (up to \$25,000) the position of Internal Auditor.	INT12/24858
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	22 Nov 2012	Amended delegation	Add position 'Acting Manager Marketing and Communications' to Category D - limited to \$25,000 , following organisational restructure.	EMI12/6002; INT12/29775

Delegation	Approved or adopted	Type	Amendment	References
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	30 May 2013	Amended delegation	Amending the title of "Senior Librarian – Duncraig/Sorrento" to "Senior Librarian Duncraig". Amending various position titles within the Infrastructure Services Directorate. Inclusion of "Design Engineer / Coordinator (01119)" to Category C. Inclusion of "Executive Project Officer (00937)" to Category D.	INT13/9868
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	16 Aug 2013	Amended delegation	Inclusion of "Manager Executive and Risk" (1193) to Category C.	INT13/16228
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	24 Jun 2014	Amended delegation	Change to title to read "Payments from Municipal Fund and Trust Fund - Incurring Liabilities and Making Payments". Change to wording for function delegated and changes to CEO Conditions to include part 1 - 4.	CJ091-06/14
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	12 Feb 2015	Amended delegation	Change of position title from Senior Librarian to Branch Librarian for Joondalup (00519), Whitford (00520) Duncraig (00521) and Woodvale (00522).	INT15/5981
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	17 Mar 2015	Amended delegation	Inclusion of the following positions to Category D: <ul style="list-style-type: none"> • Coordinator Civil Projects (00208) • Coordinator Civil Projects (00210) • Coordinator Electrical Projects (01244). 	INT14/18637
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	13 May 2015	Amended delegation	Changes to positions; remove Internal Auditor (00008), add Business Performance Analyst (01200), add to Category E - Team Leader Youth Services (00182) and Team Leader Community Development (01224), amend various titles and amend position number 00792 to read 00762.	INT15/11342
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	23 Jun 2015	Amended delegation	Changes to the delegation title and function delegated, removing the words "and Trust Fund".	CJ095-06/15

Delegation	Approved or adopted	Type	Amendment	References
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	24 Jul 2015	Amended delegation	Changes of various position payment limits and titles in Leisure and Cultural Services relating to position (00612, 00172, 00173, 00617, 00637, 00638, 00639).	INT15/25509
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	2 Feb 2016	Amended delegation	Changes to positions; removal of Executive Officer (00006) and amend - Executive Liaison Officer (00007) to Executive Officer (00007) with changes in category from a Category D to a Category C.	EMI16/1160; INT16/3378
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	28 Jun 2016	Amended delegation	Change in position title for position (00607) and removal of Executive Officer (00006),	CJ091-06/16
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	6 Dec 2016	Amended delegation	Change in Position title for (00762) to Coordinator Waste Services and change in Category from D to C approval limit of \$250,000.	INT17/40500
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	2 May 2017	Amended delegation	Change to title of position from Executive Project Officer (00937) to Senior Projects Officer (00937).	Nil
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	2 May 2017	Amended delegation	Changes to titles of various positions within Infrastructure Management Services relating to positions 00490, 01119, 00208, 00210, 01244.	EMI17/4516
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	4 Dec 2017	Amended delegation	Inclusion of a new designated employee position - Team Leader Health and Fitness (01433), Category E - limited to \$5,000.	INT17/59664
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	13 Feb 2018	Amended delegation	Inclusion of a new designated position - Verge Coordinator (01468) with Category E - limited to \$5,000.	INT18/5995

Delegation	Approved or adopted	Type	Amendment	References
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	10 Sep 2018	Amended delegation	Add Project Engineer (01405) to approval category D (\$25,000).	Nil
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	25 Jan 2019	Amended delegation	Amendment category of Senior Projects Officer (00937) from \$25,000 to \$250,000; and add Senior Projects Officer (0005) to Category D (\$25,000).	EMI19/685; EMI19/686
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	9 May 2019	Amended delegation	Change title of Business Performance Analyst (1200) to Special Projects Officer, Analytics (1200).	INT19/22398
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	25 Jun 2019	Amended delegation	Changes to Delegation Conditions to include a new Category D - limited to \$100,000 and Category E changed to be limited to \$25,000 and Category F limited to \$5,000.	CJ078-06/19
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	22 Jul 2019	Amended delegation	Changes to positions and category limits after the inclusion of new category D - limited to \$100,000. Positions to be included in Category D - (00195, 00228, 00211, 00224, 00490, 01244), the inclusion of two new delegations position Stores and Material Controller (00945) and Electrical Project Engineer (01390).	INT19/34634
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	29 Nov 2019	Amended delegation	Change in Category for Economic Development Lead (00502) from Category F to E, with a limit of \$25,000.	INT19/57256
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	10 Dec 2019	Amended delegation	Addition of new position title with delegated authority; Administration Officer - Economic Development (01525) - Category F - \$5,000 approval limit.	INT19/59496
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	21 May 2020	Amended delegation	Change of Category for position Manager Audit and Risk (01193) from Category C to D. Removal of position (00007) from Category C. Various changes to titles.	INT20/19165

Delegation	Approved or adopted	Type	Amendment	References
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	23 Jun 2020	Amended delegation	Inclusion of Condition limits including GST component for Category B to F.	CJ079-06/20
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	24 Aug 2020	Amended delegation	Inclusion of a new designated employee position in Category E - Customer Experience Lead (01545) with a limit to \$25,000	INT20/35245
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	2 Sep 2020	Amended delegation	The inclusion of a new delegated authority position - Customer Experience Lead (01545) - Category E - \$25,000 approval limit.	INT20/35245
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	18 Sep 2020	Amended delegation	The inclusion of reinstated position (00007) Special Projects Officer, Category F - limited to \$5,000.	INT20/38115
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	21 Dec 2020	Amended delegation	Change title of Manager Human Resources (00054) to Manager Human Resource Services (00054).	INT20/54123
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	21 Dec 2020	Amended delegation	Change title of Senior Civil Projects Officer (00210) to Senior Project Engineer (00210).	INT20/54123
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	21 Dec 2020	Amended delegation	Change title of Coordinator Organisational Development (00789) to Coordinator Organisational Development and Improvement (00789).	INT20/54123
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	21 Dec 2020	Amended delegation	Change title of Coordinator Natural Areas and Capital Works Projects (01120) to Coordinator Projects and Conservation (01120).	INT20/54123
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	21 Dec 2020	Amended delegation	Delegated authority has been removed for the position Special Project Officer (00007), as the position is no longer required.	EMI21/776

Delegation	Approved or adopted	Type	Amendment	References
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	25 Mar 2021	Amended delegation	The inclusion of a new delegated authority position - Senior Projects Officer Casual (01563) - Category D - \$100,000 (excl gst) approval limit and removal of Senior Projects Officer (00937).	EMI21/3218
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	1 Apr 2021	Amended delegation	Sub-Delegations - Change of position title from Administration Coordinator (00187) to Team Leader Customer Relations (00187).	EMI21/3277
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	10 May 2021	Amended delegation	Change in title for Senior Sport and Recreation Officer (00172) to Team Leader Sport and Recreation (00172).	INT21/20088
1.18 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	10 May 2021	Amended delegation	Add to Category F – limited to \$5,000 (\$5,500 including GST) the position of Library Systems and Administration Officer (00514).	INT21/20088
1.19 AUTHORISING PAYMENT FROM THE TRUST FUND	23 Jun 2015	New delegation	New delegation arising from separation of authorising payments from municipal fund. Delegations limited to Directors and Managers with trust fund responsibilities. Provides tighter financial management controls.	CJ095-06/15
1.19 AUTHORISING PAYMENT FROM THE TRUST FUND	24 Jul 2015	Amended delegation	Inclusion of: <ul style="list-style-type: none"> • Coordinator Leisure Centre (00612) – up to a maximum of \$25,000 • Coordinator Recreation Services (00611) – up to a maximum of \$25,000 • Recreation Development Officer (00172, 00173) – up to a maximum of \$5,000 • Senior Leisure Officer (00617, 00637, 00638, 00639) – up to a maximum of \$5,000. 	INT15/25509
1.19 AUTHORISING PAYMENT FROM THE TRUST FUND	4 Aug 2015	Amended delegation	Inclusion of Administration Coordinator - position number 00187 (Infrastructure Services) to authorise payments from the trust fund.	INT15/25855

Delegation	Approved or adopted	Type	Amendment	References
1.19 AUTHORISING PAYMENT FROM THE TRUST FUND	9 Nov 2017	Amended delegation	Amended various titles and position numbers with delegations resulting from Craigie Leisure Centre restructure. Position numbers 00617, 00637, 00638 and 00639 changed to 01435, 01434, 01433 and 01432 respectively.	EMI17/9582
1.19 AUTHORISING PAYMENT FROM THE TRUST FUND	10 May 2021	Amended delegation	Remove sub-delegations for positions (00612, 00611, 01436, 01435, 00173, 00187, 01433, 01434, 01432), only leaving positions held by Directors and Managers with delegated authority relating to payments from the Trust Fund.	INT21/20088
1.19 AUTHORISING PAYMENT FROM THE TRUST FUND	10 May 2021	Amended delegation	Remove sub-delegation conditions as they relate to positions that have been deleted from this delegation (00612, 00611, 01436, 01435, 00173, 00187, 01433, 01434, 01432) and change conditions to nil.	INT21/20088
1.20 PAYMENTS FROM MUNICIPAL FUND AND TRUST FUND - SIGNATORIES TO BANK ACCOUNTS	21 Nov 2006	New delegation	Delegation initially incorporated as part of "Payments from the Municipal Fund and Trust Fund" delegation.	CJ208-11/06
1.20 PAYMENTS FROM MUNICIPAL FUND AND TRUST FUND - SIGNATORIES TO BANK ACCOUNTS	7 Sep 2007	Amended delegation	Under the 'Category B Signatories' the position title "Manager Strategic Development" has been added against 'Category A Signatories, Director Infrastructure Services'	CJ186-09/07
1.20 PAYMENTS FROM MUNICIPAL FUND AND TRUST FUND - SIGNATORIES TO BANK ACCOUNTS	22 Jun 2010	Amended delegation	The deletion of positions Manager Human Resources, Manager Strategic and Sustainable Development from Category B signatories. Payment under \$10,000 to read "Any one signatory". Payments of \$10,000 to \$250,000 to read "Any two signatories".	CJ095-06/10
1.20 PAYMENTS FROM MUNICIPAL FUND AND TRUST FUND - SIGNATORIES TO BANK ACCOUNTS	26 Jun 2012	Amended delegation	Change in title from "Director Planning and Development" to Director Planning and Community Development".	CJ108-06/12

Delegation	Approved or adopted	Type	Amendment	References
1.20 PAYMENTS FROM MUNICIPAL FUND AND TRUST FUND - SIGNATORIES TO BANK ACCOUNTS	24 Jun 2014	Amended delegation	Change to wording of function delegated "Authority to make payments from the Municipal Fund or the Trust Fund".	COJ091-06/14
1.20 PAYMENTS FROM MUNICIPAL FUND AND TRUST FUND - SIGNATORIES TO BANK ACCOUNTS	23 Jun 2020	Amended delegation	Change to delegation conditions for payments under \$10,000 to include the words " any one signatory (for cheques only), provided for clarification.	CJ079-06/20
1.21 POWER TO INVEST	21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have the power to invest municipal and trust funds.	CJ208-11/06
1.21 POWER TO INVEST	7 Sep 2007	Amended delegation	Deletion of "Statutory Accountant" and addition of "Senior Financial Accountant"	CJ186-09/07
1.21 POWER TO INVEST	22 Jun 2010	Amended delegation	Changes to general format and changes to the conditions to include Chief Executive Officer and Director Corporate Services as unlimited and Manager Financial Services (up to \$3M), Senior Management Accountant and Senior Financial Accountant (up to \$1.5M).	CJ095-06/10
1.21 POWER TO INVEST	24 Jun 2014	Amended delegation	Changes to wording of delegation and layout re-structured to reflect action required in accordance to the Local Government Act 1995. Conditional wording re-located to 'sub delegation conditions' section of the delegation. The addition of the related Investment Policy.	CJ091-06/14
1.22 RECOVERY OF RATES AND SERVICE CHARGES	25 Jun 2019	New delegation	New delegation relating to authority to recover rates and service charges, as well as the costs of court proceedings, if any for that recovery, in a court of competent jurisdiction.	CJ078-06/19
1.22 RECOVERY OF RATES AND SERVICE CHARGES	26 Jun 2019	Amended delegation	The inclusion CEO sub-delegations to positions 00063, 00075, 00079.	INT19/29912
1.22 RECOVERY OF RATES AND SERVICE CHARGES	23 Jun 2020	Amended delegation	Change in position title from Team Leader Rating Services (00079) to Coordinator Rating Services (00079).	INT20/19165

Delegation	Approved or adopted	Type	Amendment	References
1.23 RECOVERY OF RATES AND SERVICE CHARGES FROM LESSEE	25 Jun 2019	New delegation	Insertion of delegation for Chief Executive Officer to have authority to give notice to the lessee of land requiring the lessee to pay to the City any rent as it falls due, in satisfaction of the imposed rate or service charge on the land; and recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice.	CJ078-06/19
1.23 RECOVERY OF RATES AND SERVICE CHARGES FROM LESSEE	26 Jun 2019	Amended delegation	The inclusion CEO sub-delegations to positions 00063, 00075, 00079	INT19/29912
1.23 RECOVERY OF RATES AND SERVICE CHARGES FROM LESSEE	23 Jun 2020	Amended delegation	Change in position title from Team Leader Rating Services (00079) to Coordinator Rating Services.	INT20/19165
1.24 SEEKING EXPRESSIONS OF INTEREST	26 Jun 2012	New delegation	Insertion of delegation for Chief Executive Officer to have authority to seek expressions of interest with respect to the supply of the goods or services.	CJ108-06/12
1.24 SEEKING EXPRESSIONS OF INTEREST	24 Jun 2014	Amended delegation	Changes to wording in Function delegated and removal of CEO condition, and inclusion of sub-delegate conditions to include "Limited to the ability to seek expressions of interest only".	CJ091-06/14
1.25 WAIVER OF FEES AND GRANTING OF CONCESSIONS	7 Sep 2007	New delegation	Reinstatement and Insertion of delegation for Chief Executive Officer to have authority to Waive Fees. This delegation was removed from the register in 2006. Advice received is that 'acting through' powers of the legislation do not provide sufficient delegation; therefore delegation should be reinstated.	CJ186-09/07
1.25 WAIVER OF FEES AND GRANTING OF CONCESSIONS	22 Jun 2010	Amended delegation	Change to wording of delegated function - to "Authority to waive or grant a concession in relation to any amount of money which is owed to the City other than rates and service charges. Change to delegation being delegated by Council and change in Policy reference to Setting Fees and Charges.	CJ095-06/10

Delegation	Approved or adopted	Type	Amendment	References
1.25 WAIVER OF FEES AND GRANTING OF CONCESSIONS	26 Jun 2012	Amended delegation	The inclusion of the sub-delegation to Manager Leisure and Cultural Services (00159) - individual items to \$5,000 and limited to the hire and use of City facilities.	CJ108-06/12
1.25 WAIVER OF FEES AND GRANTING OF CONCESSIONS	25 Jul 2013	Amended delegation	Changes to sub-delegation conditions for position, Manager Community Development and Library Services (00390), authority to waive fines and accounts to the value of \$6 and over, Waive the 12.80 debt collection fee in special circumstances, and authority to write off bad debts up to \$500.	INT13/16608
1.25 WAIVER OF FEES AND GRANTING OF CONCESSIONS	25 Jul 2013	Amended delegation	Insertion of new delegation to various library officers to waive fees and accounts within specified parameters.	INT13/16608, INT13/16607, INT13/16265, INT13/16587, INT13/16588, INT13/16589, INT13/16590, INT13/16592, INT13/16595, INT13/16597, INT13/16598.
1.25 WAIVER OF FEES AND GRANTING OF CONCESSIONS	25 Jul 2013	Amended delegation	Inclusion of sub delegation positions; Senior Librarian-Joondalup, Senior Librarian-Whitford, Senior Librarian-Duncraig, Senior Librarian-Woodvale, Library Operations coordinator and Library Services Coordinator. With authority to waive fines to the value of \$6 and under, waive fines up to any value when a lost or damaged item is paid, waive accounts up to \$150 for lost or damaged items in special circumstances.	INT13/16607
1.25 WAIVER OF FEES AND GRANTING OF CONCESSIONS	9 Dec 2014	Amended delegation	Insertion of new conditions, limiting CEO to \$5,000.	CJ243-12/14
1.25 WAIVER OF FEES AND GRANTING OF CONCESSIONS	16 Feb 2015	Amended delegation	<ul style="list-style-type: none"> • Inclusion of various library staff with differing limits of authority. • Change of position title from Senior Librarian to Branch Librarian (throughout document). • Inclusion of additional condition from CEO to library staff, requiring quarterly reporting of waivers. 	INT15/5981

Delegation	Approved or adopted	Type	Amendment	References
1.25 WAIVER OF FEES AND GRANTING OF CONCESSIONS	13 May 2015	Amended delegation	<ul style="list-style-type: none"> • Add Manager Compliance and Regulatory Services (01093) - Limited to waiving the City's Building Permit Application fee for applications submitted by not-for-profit charitable organisations. • Amend Category 3 delegations as from Librarians – Whitford (00539) (x2) to Librarian – Whitford (00539) and from Librarian – Woodvale (00549) to Librarians – Woodvale (00549) (x2). • Amend title from Librarian Reference and Local Studies (00527) to Reference and Local History Librarian (00527). 	INT15/11342
1.25 WAIVER OF FEES AND GRANTING OF CONCESSIONS	29 May 2017	Amended delegation	<ul style="list-style-type: none"> • Additional sub-delegation condition 3 and 4, change limit value of waiving from "\$6 and under" to "\$50 and under". • Additional sub delegation condition 5 for position (00390), change amount to "\$50 and over". • Additional sub delegation condition 5 for position (00390), limited to waive hire and use of library facilities of \$1,000 and under. • Additional sub delegation condition 5 for position (00390), limited to Community Transport hire of \$500 and under per group per year. 	INT17/24978
1.25 WAIVER OF FEES AND GRANTING OF CONCESSIONS	21 May 2020	Amended delegation	<ul style="list-style-type: none"> • Change position title from Reference and Local History Team Leader (00526) to Local History and Reference Team Leader (00526). • Remove position number 01516 as the position was temporarily created and no longer required. 	INT20/19165
1.25 WAIVER OF FEES AND GRANTING OF CONCESSIONS	7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259
1.25 WAIVER OF FEES AND GRANTING OF CONCESSIONS	10 May 2021	Amended delegation	Change in Sub delegate conditions for Category 4; in part from "Limited to waiving fines to the value of \$50 and under..." to "Limited to waiving fines to the value of \$100 and under..."	INT21/20088

Delegation	Approved or adopted	Type	Amendment	References
1.26 WRITE OFF OF MONIES	15 Mar 1999	New delegation	Insertion of delegation for Chief Executive Officer to have authority to write off monies.	CJ78-03/99
1.26 WRITE OFF OF MONIES	22 Jun 2010	Amended delegation	Change in title to include the words "Authority to" Write off of monies and removal of section number in legislation reference.	CJ095-06/10
1.26 WRITE OFF OF MONIES	25 Jul 2013	Amended delegation	Insertion of new delegation to Manager Community Development and Library Services to write off bad debts up to \$500.	INT13/16608
1.26 WRITE OFF OF MONIES	21 May 2020	Amended delegation	Change in position title from Team Leader Rating Services (00079) to Coordinator Rating Services (00079).	INT20/19165
1.26 WRITE OFF OF MONIES	23 Jun 2020	Amended delegation	Amendment to Condition (b) - Change in Committee name from Audit Committee to Audit and Risk Committee.	CJ079-06/20
3.1 AMENDMENTS TO THE PARKING SCHEMES	13 May 2008	New delegation	Council delegates to CEO authority to approve amendments to the Parking Scheme to implement and change time limits in streets and parking stations and the designation of visitor and authorised vehicle parking.	CJ073-05/08
3.1 AMENDMENTS TO THE PARKING SCHEMES	18 Aug 2009	Amended delegation	Delegates to CEO authority to approve amendments to parking schemes adopted by Council under the Parking Schemes for Suburban Areas Outside of the Joondalup City Centre.	CJ183-08/09
3.1 AMENDMENTS TO THE PARKING SCHEMES	28 Jun 2011	Amended delegation	<ul style="list-style-type: none"> • Changes to the Title and removing of the words "for Suburban Areas Outside of the Joondalup City Centre Policy". • Changes to the Function - removing the words "under the Parking Schemes for Suburban Areas Outside of the Joondalup City Centre Policy". • Changes to the Function - adding the word "condition", allowing CEO to approve and implement amendments which are not a time limit or prohibition. 	CJ107-06/11

Delegation	Approved or adopted	Type	Amendment	References
3.1 AMENDMENTS TO THE PARKING SCHEMES	16 Aug 2018	Amended delegation	Sub-delegations to Director Corporate Services (00063).	INT18/33324
3.2 AUTHORISED PERSONS UNDER THE BUILDING ACT 2011	20 Mar 2012	New delegation	Insertion of delegation in accordance to Section 127 of the new Building Act 2011, authority to approve or refuse permit applications, building approval certificates, design compliance certificates and certificates of construction compliance.	CJ027-03/12
3.2 AUTHORISED PERSONS UNDER THE BUILDING ACT 2011	23 Jun 2015	Amended delegation	Update legislation reference to Building Regulation 2012.	CJ095-06/15
3.3 BUILDING ACT 2011 - ISSUING CERTIFICATES OF BUILDING COMPLIANCE AND DESIGN COMPLIANCE	20 Mar 2012	New delegation	Insertion of delegation in accordance to Section 127 of the new Building Act 2011, authority to approve or refuse permit applications, building approval certificates, design compliance certificates and certificates of construction compliance.	CJ027-03/12
3.3 BUILDING ACT 2011 - ISSUING CERTIFICATES OF BUILDING COMPLIANCE AND DESIGN COMPLIANCE	2 Oct 2012	Amended delegation	Remove Position No. 00150 from Building Surveyor classification to Assistant Building Surveyor classification, in accordance with advice from HR and Coordinator Building Approvals.	INT12/23123
3.3 BUILDING ACT 2011 - ISSUING CERTIFICATES OF BUILDING COMPLIANCE AND DESIGN COMPLIANCE	21 Oct 2014	Amended delegation	Council authorised delegation to Administration Team Leader (00110) the power to approve permit applications, on the condition that the position is restricted to approving permit applications that have been certified by a suitably qualified Building Surveyor.	CJ180-10/14
3.3 BUILDING ACT 2011 - ISSUING CERTIFICATES OF BUILDING COMPLIANCE AND	26 Jun 2018	Amended delegation	Sub delegations provided to position numbers (00105, 01093, 00113, 00153, 00148, 00150, 00154, 00615, 01068, 00151).	CJ101-06/18

Delegation	Approved or adopted	Type	Amendment	References
3.3 BUILDING ACT 2011 - ISSUING CERTIFICATES OF BUILDING COMPLIANCE AND DESIGN COMPLIANCE	26 Jun 2018	New delegation	<p>The original delegation 'Building Act 2011 - Building and Demolition Permit Applications, building approval certificates, certificates of building compliance, construction compliance and design compliance' was repealed, and split into component parts as the changes to the grouping of the delegations better aligned with workflow processes, extent of authority and aims to improve service delivery.</p> <p>This delegation is made by Council direct to officers, subject to the delegated officers being qualified in accordance with the Building Services (registration) Regulations 2011.</p>	CJ101-06/18
3.3 BUILDING ACT 2011 - ISSUING CERTIFICATES OF BUILDING COMPLIANCE AND	23 Jun 2020	Amended delegation	Changes to the title and function by way of removing the words "construction compliance".	CJ079-06/20
3.3 BUILDING ACT 2011 - ISSUING CERTIFICATES OF BUILDING COMPLIANCE AND	7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259
3.4 BUILDING ACT 2011 - GRANTING BUILDING AND DEMOLITION PERMITS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	20 Mar 2012	New delegation	Insertion of delegation in accordance to Section 127 of the new Building Act 2011, authority to approve or refuse permit applications, building approval certificates, design compliance certificates and certificates of construction compliance.	CJ027-03/12
3.4 BUILDING ACT 2011 - GRANTING BUILDING AND DEMOLITION PERMITS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	21 Oct 2014	Amended delegation	Council authorised delegation to Administration Team Leader (00110) the power to approve permit applications, on the condition that the position is restricted to approving permit applications that have been certified by a suitably qualified Building Surveyor.	CJ180-10/14

Delegation	Approved or adopted	Type	Amendment	References
3.4 BUILDING ACT 2011 - GRANTING BUILDING AND DEMOLITION PERMITS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	23 Jun 2015	Amended delegation	Update legislation reference to Building Regulation 2012.	CJ095-06/15
3.4 BUILDING ACT 2011 - GRANTING BUILDING AND DEMOLITION PERMITS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	26 Jun 2018	Amended delegation	Sub delegations provided to position numbers (00105, 01093, 00113, 00153, 00148, 00150, 00154, 00615, 01068, 00151, 00119, 00120, 00155, 00614, 00110, 00131, 00132, 00133, 00109, 00106).	CJ101-06/18
3.4 BUILDING ACT 2011 - GRANTING BUILDING AND DEMOLITION PERMITS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	26 Jun 2018	New delegation	The original delegation 'Building Act 2011 - Building and Demolition Permit Applications, building approval certificates, certificates of building compliance, construction compliance and design compliance' was repealed, and split into component parts as the changes to the grouping of the delegations better aligned with workflow processes, extent of authority and aims to improve service delivery.	CJ101-06/18
3.4 BUILDING ACT 2011 - GRANTING BUILDING AND DEMOLITION PERMITS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	25 Jun 2019	Amended delegation	Removal of sub delegations for position numbers (00119, 00120, 00155, 00614, 00106)	CJ078-06/19
3.4 BUILDING ACT 2011 - GRANTING BUILDING AND DEMOLITION PERMITS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	25 Jun 2019	Amended delegation	Small amendments to title and function, and addition of delegated conditions. Addition of reference to Sections 20, 21, 58 of the Building Act 2011.	CJ078-06/19
3.4 BUILDING ACT 2011 - GRANTING BUILDING AND DEMOLITION PERMITS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259

Delegation	Approved or adopted	Type	Amendment	References
3.5 BUILDING ACT 2011 – REFUSING BUILDING AND DEMOLITION PERMIT APPLICATIONS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	20 Mar 2012	New delegation	Insertion of delegation in accordance to Section 127 of the new Building Act 2011, authority to approve or refuse permit applications, building approval certificates, design compliance certificates and certificates of construction compliance.	CJ027-03/12
3.5 BUILDING ACT 2011 – REFUSING BUILDING AND DEMOLITION PERMIT APPLICATIONS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	23 Jun 2015	Amended delegation	Legislation reference changed to Building Regulations 2012.	CJ095-06/15
3.5 BUILDING ACT 2011 – REFUSING BUILDING AND DEMOLITION PERMIT APPLICATIONS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	23 Jun 2015	Amended delegation	Addition of two sub-delegation positions of Senior Building Surveyor (00153, 00148).	CJ095-06/15
3.5 BUILDING ACT 2011 – REFUSING BUILDING AND DEMOLITION PERMIT APPLICATIONS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	26 Jun 2018	New delegation	The original delegation 'Building Act 2011 - Building and Demolition Permit Applications, building approval certificates, certificates of building compliance, construction compliance and design compliance' was repealed, and split into component parts as the changes to the grouping of the delegations better aligned with workflow processes, extent of authority and aims to improve service delivery.	CJ101-06/18
3.5 BUILDING ACT 2011 – REFUSING BUILDING AND DEMOLITION PERMIT APPLICATIONS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	23 Jun 2020	Amended delegation	Changes to the title and function by way of removing the words "Building approval certificate strata".	CJ079-06/20
3.5 BUILDING ACT 2011 – REFUSING BUILDING AND DEMOLITION PERMIT APPLICATIONS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259

Delegation	Approved or adopted	Type	Amendment	References
3.6 BUILDING ACT 2011 - BUILDING ORDERS	20 Mar 2012	New delegation	Insertion of delegation as a result of the new Building Act 2011.	CJ027-03/12
3.6 BUILDING ACT 2011 - BUILDING ORDERS	26 Jun 2018	Amended delegation	Sub delegations provided to position numbers (00105, 01093, 01094).	CJ101-06/18
3.6 BUILDING ACT 2011 - BUILDING ORDERS	26 Jun 2018	New delegation	<p>The original delegation 'Building Act 2011 - Building and Demolition Permit Applications, building approval certificates, certificates of building compliance, construction compliance and design compliance' was repealed, and split into component parts as the changes to the grouping of the delegations better aligned with workflow processes, extent of authority and aims to improve service delivery.</p> <p>A condition requiring the issuing of orders be reported to Council has been deleted, as this is an operational enforcement matter that may be required following extensive action by the City to address areas of non-compliance with the Building Act 2011.</p>	CJ101-06/18
3.6 BUILDING ACT 2011 - BUILDING ORDERS	8 May 2020	Amended delegation	Change in position title from Coordinator Compliance (01094) to Coordinator Compliance and Regulatory Performance (01094).	EMI21/253
3.6 BUILDING ACT 2011 - BUILDING ORDERS	7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259
3.7 BUSH FIRES ACT 1954 - FUNCTIONS OF A LOCAL GOVERNMENT	21 Oct 2014	New delegation	New instrument of delegation to formally delegate to the Chief Executive Officer the functions of a local government under section 48 of the Bush Fires Act 1954.	CJ180-10/14
3.8 CAT ACT 2011 - POWERS AND DUTIES OF A LOCAL GOVERNMENT	25 Jun 2013	New delegation	Initially this delegation was placed within the instrument of delegation titled "Appointment of Authorised Persons" however the delegation is broader than just appointing authorised persons.	CJ102-06/13

Delegation	Approved or adopted	Type	Amendment	References
3.8 CAT ACT 2011 - POWERS AND DUTIES OF A LOCAL GOVERNMENT	21 Oct 2014	Amended delegation	A separate instrument of delegation has been developed relating to the Cat Act 2011 in its entirety, delegating the Chief Executive Officer all the powers and duties of the local government under the Cat Act 2011.	CJ180-10/14
3.8 CAT ACT 2011 - POWERS AND DUTIES OF A LOCAL GOVERNMENT	21 May 2020	Amended delegation	New sub-delegations to Director Corporate Services (00063) and Manager Rangers Parking and Community Safety (00912).	INT20/19165
3.9 DOG ACT 1976 - POWERS AND DUTIES OF A LOCAL GOVERNMENT	21 Oct 2014	New delegation	New instrument of delegation to Chief Executive Officer to undertake the powers and duties of the local government under the Dog Act 1976	CJ180-10/14
3.10 FOOD ACT 2008 - FUNCTIONS OF AN ENFORCEMENT AGENCY	21 Oct 2014	New delegation	New instrument of delegation to formally delegate to the Chief Executive Officer the functions of a local government under section 118 (2) of the Food Act 2008.	CJ180-10/14
3.10 FOOD ACT 2008 - FUNCTIONS OF AN ENFORCEMENT AGENCY	23 Jun 2015	Amended delegation	Legislative reference amended from Section 122 to Section 118(2)(b) of the Food Act 2008.	CJ095-06/15
3.11 GRAFFITI VANDALISM ACT 2016 – POWERS AND DUTIES OF A LOCAL GOVERNMENT	15 Nov 2016	New delegation	New instrument of delegation to delegate to the Chief Executive Officer the functions of a local government under section 16 of the Graffiti Vandalism Act 2016.	CJ192-11/16
3.11 GRAFFITI VANDALISM ACT 2016 – POWERS AND DUTIES OF A LOCAL GOVERNMENT	21 May 2020	Amended delegation	New sub-delegations to Manager Rangers Parking and Community Safety (00912) authority to exercise the power or discharge the duties of the local government under the Graffiti Vandalism Act 2016.	INT20/19165
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	21 Nov 2006	New delegation	Insertion of delegation for Town Planning delegations be appointed to delegates; the Planning Director, Manager, Coordinator and Senior Planning Officers, and matters not delegated to coordinator Planning approvals and senior planning officers.	CJ208-11/06

Delegation	Approved or adopted	Type	Amendment	References
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	7 Sep 2007	Amended delegation	Wording of delegation to be amended to reflect and align with recent modifications to DPS2, as Schedule 6 and clause 8.9 have been deleted from DPS2.	CJ186-09/07
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	16 Jun 2009	Amended delegation	Minor amendments to various clauses.	CJ127-06/09
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	22 Jun 2010	Amended delegation	Removal of Part 4 - the Subdivision Delegation and established in a new delegation for ease of reference and to clarify the source of the delegation power.	CJ095-06/10
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	28 Jun 2011	Amended delegation	An amendment to the position title to reflect a change in the City's organisational structure – the position of Manager Planning Services replaces the position of Manager Planning Approvals and Environmental Services. The addition of part (d) the determination of an application for approval for short stay accommodation except where abutting the 'Residential' zone."	CJ107-06/11
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	13 Dec 2011	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Development, to have authority to determine applications for display homes on a maximum of 23 Lots in Burns Beach.	CJ229-12/11
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	21 Feb 2012	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Development, to have authority to determine applications for display homes on Lot 1189 Larvotto Turn, Burns Beach.	CJ003-02/12

Delegation	Approved or adopted	Type	Amendment	References
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	15 May 2012	Amended delegation	Town Planning Delegations - General - amendments relating to: <ul style="list-style-type: none"> • Add "Coordinator Urban Design and Policy (00111)". • Amend "Senior Urban Planner (00122, 00125)" to "Senior Planning Officer (00122, 00125)". • Typographical changes. • Insert "associated, ancillary and incidental development". • Insert "any Agreed Structure Plan". 	CJ094-06/13
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	16 Jul 2013	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Community Development and the Manager Planning Services, the authority to determine applications for the unlisted land use 'Ancillary Dwelling' as defined by the new Residential Design Codes under the City's District Planning Scheme No. 2 (DPS2).	CJ123-07/13
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	21 Oct 2014	Amended delegation	Change in title from Town Planning Delegations - General to District Planning Scheme No. 2, and other amendments to the instrument of delegation, including delegations provided to Senior Urban Planner (00778).	CJ180-10/14
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	6 Oct 2015	Amended delegation	District Planning Scheme No. 2 - Amendments include major changes introduced by the Planning and Development (Local Planning Schemes) Regulations 2015 and alignment to District Planning Scheme No. 2 (DPS2). <ul style="list-style-type: none"> • Delegate a range of local government functions to Chief Executive Officer. • Revoke delegations previously afforded to various officers of the Planning Services Business Unit. 	CJ167-10/15
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	19 Oct 2015	Amended delegation	District Planning Scheme No. 2 - sub-delegation of local government functions to designated employees.	INT15/36323

Delegation	Approved or adopted	Type	Amendment	References
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	21 Aug 2018	Amended delegation	<ul style="list-style-type: none"> • Change in title from District Planning Scheme No. 2 - Delegations - General to Local Planning Scheme No. 3 - Delegations - General, and other minor amendments. • Change in conditions, with the removal of “the delegations are to have effect for a period of two years from and including 27 June 2017”. • Sub-Delegation afforded to Senior Urban Planner (01479). • Other minor changes. 	CJ133-08/18
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	25 Jun 2019	Amended delegation	Local Planning Scheme No. 3 – Delegations - General - minor changes made due to the annual review of Delegation of Authority Register.	CJ078-06/19
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	23 Jun 2020	Amended delegation	Local Planning Scheme No. 3 – Delegations - General - minor changes made due to the annual review of Delegation of Authority Register.	CJ079-06/20
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	8 Jan 2021	Amended delegation	Local Planning Scheme No. 3 – Delegations - General - removal of position 00122, as the position is now classified as an Urban Planner and no longer has delegated authority.	EMI21/293
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	21 Nov 2006	New delegation	Insertion of delegation for Town Planning delegations be appointed to delegates; the Planning Director, Manager, Coordinator and Senior Planning Officers, and matters not delegated to coordinator Planning approvals and senior planning officers.	CJ208-11/06
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	7 Sep 2007	Amended delegation	Wording of delegation to be amended to reflect and align with recent modifications to DPS2, as Schedule 6 and clause 8.9 have been deleted from DPS2.	CJ186-09/07
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	16 Jun 2009	Amended delegation	Minor amendments to various clauses.	CJ127-06/09

Delegation	Approved or adopted	Type	Amendment	References
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	22 Jun 2010	Amended delegation	Removal of Part 4 - the Subdivision Delegation and established in a new delegation for ease of reference and to clarify the source of the delegation power.	CJ095-06/10
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	28 Jun 2011	Amended delegation	<p>An amendment to the position title to reflect a change in the City's organisational structure – the position of Manager Planning Services replaces the position of Manager Planning Approvals and Environmental Services.</p> <p>The addition of part (d) the determination of an application for approval for short stay accommodation except where abutting the 'Residential' zone."</p>	CJ107-06/11
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	13 Dec 2011	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Development, to have authority to determine applications for display homes on a maximum of 23 Lots in Burns Beach.	CJ229-12/11
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	21 Feb 2012	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Development, to have authority to determine applications for display homes on Lot 1189 Larvotto Turn, Burns Beach.	CJ003-02/12
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	15 May 2012	Amended delegation	Minor changes made to the Town Planning Delegations.	CJ075-05/12
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	25 Jun 2013	Amended delegation	<p>Town Planning Delegations - General - amendments relating to:</p> <ul style="list-style-type: none"> • Add "Coordinator Urban Design and Policy (00111)". • Amend "Senior Urban Planner (00122, 00125)" to "Senior Planning Officer (00122, 00125)". • Typographical changes. • Insert "associated, ancillary and incidental development". • Insert "any Agreed Structure Plan". 	CJ094-06/13

Delegation	Approved or adopted	Type	Amendment	References
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	16 Jul 2013	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Community Development (00105) and the Manager Planning Services (00108), the authority to determine applications for the unlisted land use 'Ancillary Dwelling' as defined by the new Residential Design Codes under the City's District Planning Scheme No. 2 (DPS2).	CJ123-07/13
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	21 Oct 2014	Amended delegation	Change in title from Town Planning Delegations - General to District Planning Scheme No. 2, and other amendments to the instrument of delegation, including delegations provided to Senior Urban Planner (00778).	CJ180-10/14
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	6 Oct 2015	Amended delegation	<ul style="list-style-type: none"> District Planning Scheme No. 2 - Amendments include major changes introduced by the Planning and Development (Local Planning Schemes) Regulations 2015 and alignment to District Planning Scheme No. 2 (DPS2). Delegate a range of local government functions to Chief Executive Officer. Revoke delegations previously afforded to various officers of the Planning Services Business Unit. 	CJ167-10/15
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	19 Oct 2015	Amended delegation	District Planning Scheme No. 2 - sub-delegation of local government functions to designated employees.	INT15/36323
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	21 Aug 2018	Amended delegation	<ul style="list-style-type: none"> Change in title from District Planning Scheme No. 2 - Delegations - General to Local Planning Scheme No. 3 - Delegations - General, and other minor amendments. Amendments to functions delegated. Change in conditions, with the removal of "the delegations are to have effect for a period of two years from and including 27 June 2017". 	CJ133-08/18

Delegation	Approved or adopted	Type	Amendment	References
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	25 Jun 2019	Amended delegation	Local Planning Scheme No. 3 – Delegations - General - minor changes made due to the annual review of Delegation of Authority Register.	CJ078-06/19
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	21 May 2020	Amended delegation	Sub-delegation afforded to Manager Compliance and Regulatory Services (01093)	INT20/19165
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259
3.13 PLANNING AND DEVELOPMENT ACT 2005 - POWER AS TO ILLEGAL DEVELOPMENT	21 Oct 2014	New delegation	Insertion of delegation in accordance to Sections 214 (2), (3) and (5) of the Planning and Development Act 2005.	CJ180-10/14
3.14 PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 - DETERMINE DEVELOPMENT APPLICATIONS FOR 'UNLISTED USE (BICYCLE HIRE)'	20 Sep 2016	New delegation	Delegate function to Chief Executive Officer to determine development applications for 'Unlisted Use (Bicycle Hire)'	CJ135-09/16, INT16/36170
3.14 PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 - DETERMINE DEVELOPMENT APPLICATIONS FOR 'UNLISTED USE (BICYCLE HIRE)'	21 Sep 2016	Amended delegation	Sub-delegation afforded to Director Planning and Community Development (00105) and Manager Planning Services (00108) to determine development applications for 'Unlisted Use (Bicycle Hire)'	INT16/36191
3.15 PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 – DETERMINE DEVELOPMENT APPLICATIONS FOR OCEAN REEF MARINA (BREAKWATERS, SIGNAGE, ROAD WORKS AND RELATED INFRASTRUCTURE)	18 Feb 2020	New delegation	Insertion of delegation in accordance with section 5.42 of the Local Government Act 1995 and clause 82 of schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, delegates authority to the Chief Executive Officer to determine development applications for breakwaters, signage, road works and related infrastructure relating to the Ocean Reef Marina development.	CJ003-02/20

Delegation	Approved or adopted	Type	Amendment	References
3.15 PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 – DETERMINE DEVELOPMENT APPLICATIONS FOR OCEAN REEF MARINA (BREAKWATERS, SIGNAGE, ROAD WORKS AND RELATED INFRASTRUCTURE)	1 Jul 2020	Amended delegation	Sub-delegations afforded to Director Planning and Community Development (00105) and Manager Planning Services (00108).	INT20/24553, INT20/24551
3.16 PUBLIC HEALTH ACT 2016 - FUNCTIONS OF AN ENFORCEMENT AGENCY	21 Feb 2017	New delegation	New delegation in accordance with Public Health Act 2016.	CJ012-02/17



City of Joondalup REGISTER OF DELEGATION OF AUTHORITY

CJ079-06/20

REVIEW

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

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INTRODUCTION

Register of Delegation of Authority

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

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

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

DELEGATIONS

PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995

Delegation	1.1 ACKNOWLEDGE RECEIPT OF PRIMARY AND ANNUAL RETURNS
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Chief Executive Officer (00001)
Function	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> .
Delegates	Director Governance and Strategy (00648)
Conditions	Nil.
Statutory framework	5.77 of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	25 June 2013
Adoption references	CJ094-06/13
Last reviewed	23 June 2020

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

Delegation	1.2 ACTIVITIES ON PRIVATE LAND
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	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.
Delegates	Chief Executive Officer (00001)
Conditions	Limited to those activities as listed in Schedule 3.2 of the <i>Local Government Act 1995</i> .
Statutory framework	Section 3.27 of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	24 June 2014
Adoption references	CJ091-06/14
Last reviewed	23 June 2020

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

Delegation	1.3 ADMINISTER THE CITY'S LOCAL LAWS
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	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.
Delegates	Chief Executive Officer (00001)
Conditions	Nil
Statutory framework	<p>Sections 3.18 and 5.42 of the <i>Local Government Act 1995</i></p> <p><i>Animals Local Law 1999</i></p> <p><i>Health Local Law 1999</i></p> <p><i>Local Government and Public Property Local Law 2014</i></p> <p><i>Parking Local Law 2013</i></p> <p><i>Pest Plant Local Law 2012</i></p> <p><i>Waste Local Law 2017</i></p>
Policy	Not applicable.
Date adopted	19 October 2010
Adoption references	CJ175-10/10
Last reviewed	23 June 2020

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

Delegation	1.4 AGREEMENT FOR PAYMENT OF RATES AND SERVICE CHARGES
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Subdelegates	Coordinator Rating Services (00079) Director Corporate Services (00063) Manager Financial Services (00075)
Subdelegate conditions	Nil.
Statutory framework	Section 6.49 of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	25 June 2019
Adoption references	CJ078-06/19
Last reviewed	23 June 2020

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

Delegation	1.5 AMENDMENT TO THE RATE RECORD
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to amend the rate record for the five years preceding the current financial year.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Subdelegates	Coordinator Rating Services (00079) Director Corporate Services (00063) Manager Financial Services (00075)
Subdelegate conditions	Nil.
Statutory framework	Section 6.39(2)(a) of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	25 June 2019
Adoption references	CJ078-06/19
Last reviewed	23 June 2020

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

Delegation	1.6 APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to make appointments to the position of Acting Chief Executive Officer.
Delegates	Chief Executive Officer (00001)
Conditions	<p>Authority subject to:</p> <ol style="list-style-type: none"> 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>; 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; 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.
Statutory framework	Section 5.39(1a)(a) of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	11 October 2005
Adoption references	CJ220-10/05
Last reviewed	23 June 2020

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

Delegation	1.7 APPOINTMENT OF AUTHORISED PERSONS
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Chief Executive Officer (00001)
Function	<p>Authority:</p> <p>1. To appoint and authorise persons to exercise the powers and duties of an authorised person as set out in the <i>Local Government Act 1995</i> and listed hereunder:</p> <p>1.1 Section 3.25 – Notices requiring certain things to be done by owner or occupier of land; 1.2 Section 3.26 – Additional powers when notices are given; 1.3 Section 3.27 – Particular things local government can do on land that is not local government property; 1.4 Section 3.31 – Power to enter property; 1.5 Sections 3.39 to 3.48 – Power to remove, impound and disposal; 1.6 Section 9.10 – Power to appoint authorised persons to perform particular functions; 1.7 Section 9.11 – Persons committing breach of Act to give name, address and date of birth; 1.8 Section 9.13 – Onus of proof in vehicle offences; 1.9 Section 9.16 – Issue infringement notices; 1.10 Section 9.17 – Receive payment of modified penalties; 1.11 Section 9.24 – Commencing prosecutions.</p> <p>2. To appoint and authorise persons to exercise the powers and duties of an authorised person under the City's local laws.</p>
Delegates	Manager Leisure and Cultural Services (00159)
Conditions	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).
Statutory framework	Sections 3.24 and 9.10 of the <i>Local Government Act 1995</i> . Section 9.10 of the <i>Local Government Legislation Amendment Act 2019</i> .
Policy	Not applicable.
Date adopted	28 June 2011
Adoption references	CJ0107-06/11
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
28 Jun 2011	New delegation	Insertion of delegation for Chief Executive Officer to have authority to appoint authorised persons in accordance with the Local Government Act 1995.	CJ107-06/11
20 Mar 2012	Amended delegation	Insertion of delegation as result of the new Building Act 2011.	CJ027-03/12
20 Nov 2012	Amended delegation	Pest Plant Local Law 2012 added to the list of local laws.	CJ232-11/12
20 Nov 2012	Amended delegation	Delegations provided for Chief Executive Officer to appoint authorised persons to enforce the provisions of the City of Joondalup Pest Plant Local Law 2012.	RGS00813
30 May 2013	Amended delegation	Replacing "Agriculture and Related Resources Protection Act 1976" with "Pest Plant Local Law 2012" within the reference list.	INT13/9868
25 Jun 2013	Amended delegation	Inclusion of the Chief Executive Officer being appointed as an authorised person to undertake all the powers and duties of the local government under the Cat Act 2011.	CJ102-06/13
24 Jun 2014	Amended delegation	Changes to Part 1 in relation to; title amendment; delegation re-worded; deletion of part 1.2; inclusion of new parts 1.4 and 1.8. In addition a new Part 2, and Part 2 renumbered as Part 3.	CJ091-06/14
21 Oct 2014	Amended delegation	Removal of Part 3 of delegation relating to appointing and authorising employees to exercise power under individual legislation apart from the Local Government Act 1995.	CJ180-10/14
4 Jan 2018	Amended delegation	The inclusion of a sub-delegation condition - authority be extended to appoint members of a surf lifesaving club as authorised persons for the purposes of clause 5.3 of the Local Government and Public Property Local Law 2014 (patrol, close beaches).	INT18/485
25 Jun 2019	Amended delegation	Inclusions of Parts 1.2 and 1.3 relating to section 3.26 and 3.27 of the Act where a local government can appoint persons to perform particular functions.	CJ078-06/19
7 Nov 2020	Amended delegation	Amendment reflects the introduction of the Local Government Legislation Amendment Act 2019 section 9.10 of the Act was change to remove the local government appointing authorised persons under the Act (as well as others) and replaced the delegator as the Chief Executive Officer.	EMI21/4952

Delegation	1.8 CHOICE OF ACCEPTABLE TENDERS FROM AN EXPRESSION OF INTEREST
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	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.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Subdelegate conditions	Nil.
Statutory framework	Regulation 23(3) of the <i>Local Government (Functions and General) Regulations 1996</i> .
Policy	Not applicable.
Date adopted	18 August 1998
Adoption references	CJ60-08/98
Last reviewed	23 June 2020

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

Delegation	1.9 CHOICE OF TENDER
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to decide which tender to accept. Authority to decline to accept any tender.
Delegates	Chief Executive Officer (00001)
Conditions	Authority to accept tenders valued up to \$500,000
Statutory framework	Section 3.57 and 5.43 of the <i>Local Government Act 1995</i> . Regulation 18 of the <i>Local Government (Functions and General) Regulations 1996</i> .
Policy	Not applicable.
Date adopted	21 November 2006
Adoption references	CJ208-11/06
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to assess valid tenders before deciding to accept successful tenderer.	CJ208-11/06
28 Jun 2011	Amended delegation	The inclusion of a condition relating to "Authority to decline to accept any tender".	CJ107-06/11
26 Jun 2012	Amended delegation	A change to the Conditions, to increase the tender value limit that can be accepted by the CEO from \$250,000 to \$300,000.	CJ108-06/12
24 Jun 2014	Amended delegation	Wording of delegation amended and layout re-structured, including the removal of the condition "Authority to decline to accept any tender".	CJ091-06/14
23 Jun 2015	Amended delegation	A change to the Conditions, to increase the tender value limit that can be accepted by the CEO from \$300,000 to \$350,000.	CJ095-06/15
25 Jun 2019	Amended delegation	A change to the Conditions, to increase the tender value limit that can be accepted by the CEO from \$350,000 to \$500,000.	CJ078-06/19

Delegation	1.10 CLOSING CERTAIN THOROUGHFARE TO VEHICLES
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to close any thoroughfare that the City manages, wholly or partially, to the passage of vehicles.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Subdelegates	Director Infrastructure Services (00184) Manager Infrastructure Management Services (00186)
Subdelegate conditions	Nil.
Statutory framework	Sections 3.50 and 3.50A of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	21 November 2006
Adoption references	CJ208-11/06
Last reviewed	23 June 2020

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

Delegation	1.11 COMPLAINTS - MODEL CODE OF CONDUCT
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	<p>Authority to:</p> <ol style="list-style-type: none"> 1 deal with a complaint; 2 dismiss a complaint; and 3 establish procedures for dealing with complaints; <p>under clauses 12, 13 and 15(2) of Schedule 1 of the <i>Local Government (Model Code of Conduct) Regulations 2021</i>.</p>
Delegates	Chief Executive Officer (00001)
Conditions	Authority includes the relevant powers and duties within the same clauses specified in the <i>Code of Conduct for the Council Members, Committee Members and Candidates</i> adopted by Council in accordance with section 5.104(1) of the <i>Local Government Act 1995</i> .
Statutory framework	Sections 5.42 and 5.104(1) of the <i>Local Government Act 1995</i> .
Policy	<i>Complaints Investigation Policy</i> .
Date adopted	18 May 2021
Adoption references	CJ071-05/21
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
18 May 2021	New delegation	Insertion of new delegation to the Chief Executive Officer with the authority to; deal with a complaint; dismiss a complaint; and establish procedures for dealing with complaints under the model Code of Conduct.	CJ071-05/21

Delegation	1.12 DISPOSING OF PROPERTY
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	<p>Authority to dispose of property –</p> <p>(1) at public auction; (2) by public tender; (3) by private treaty.</p>
Delegates	Chief Executive Officer (00001)
Conditions	<p>Authority limited to property valued at less than \$900,000.</p> <p>“Property” includes the whole or any part of the interest of a local government in property, but does not include money.</p> <p>“Dispose” includes to sell, lease or otherwise dispose of, whether absolutely or not.</p> <p>Following the disposal of City land, the detail of the disposal is to be reported to a relevant Committee of the Council for its information.</p>
Subdelegate conditions	Nil.
Statutory framework	Section 3.58 of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	21 November 2006
Adoption references	CJ208-11/06
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have authority to dispose of property to the highest bidder at public auction.	CJ208-11/06
7 Sep 2007	Amended delegation	Clause (3) amended to read: "A local government may dispose of property by private treaty in accordance with Section 3.58 of the Local Government Act 1995."	CJ186-09/07
16 Jun 2009	Amended delegation	Provision relating to exempt dispositions to be added.	CJ127-06/09
22 Jun 2010	Amended delegation	Consolidation of four delegations into one - titled Disposing of Property.	CJ095-06/10
26 Jun 2012	Amended delegation	Change in Conditions - Authority limit to property valued from \$500,000 increased to \$600,000.	CJ108-06/12
24 Jun 2014	Amended delegation	Changes to delegation wording and structure, to include meaning of "Property" under conditions.	CJ091-06/14
25 Jun 2019	Amended delegation	Change in Conditions - Authority limited to property valued less than \$900,000, was previously \$600,000. Inclusion of the meaning of "Dispose". Additional condition - "following the disposal of City land, the detail of the disposal is to be reported to a relevant Committee of the Council for its information".	CJ078-06/19

Delegation	1.13 ENTRY IN AN EMERGENCY
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to lawfully enter any land, premises or thing immediately and without notice and perform any functions as is considered appropriate to deal with an emergency.
Delegates	Chief Executive Officer (00001)
Conditions	<p>An emergency exists where the City or the Chief Executive Officer is of the opinion that the circumstances are such that compliance with the requirements for obtaining entry other than under section 3.34 of the <i>Local Government Act 1995</i> would be impractical or unreasonable because of, or because of the imminent risk of:</p> <p>(a) injury or illness to any person (b) a natural or other disaster or emergency or (c) such other occurrence as is prescribed under the <i>Local Government (Functions and General) Regulations 1996</i> for the purposes of section 3.34 of the <i>Local Government Act 1995</i>.</p>
Statutory framework	Section 3.34(1) of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	25 June 2019
Adoption references	CJ078-06/19
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
25 Jun 2019	New delegation	Inclusion of delegation for Chief Executive Officer to have authority to lawfully enter property in an Emergency.	CJ078-06/19

Delegation	1.14 ESTABLISHING PANELS OF PRE-QUALIFIED SUPPLIERS
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	<p>Authority to decide which applications to accept for inclusion on a panel of pre-qualified suppliers.</p> <p>Authority to decline to accept any application for inclusion on a panel of pre-qualified suppliers.</p> <p>Authority to enter into a contract or contracts, for the supply of goods or services with a pre-qualified supplier.</p>
Delegates	Chief Executive Officer (00001)
Conditions	Authority extends to the supply of goods/services valued up to \$500,000.
Statutory framework	<p><i>Local Government Act 1995.</i></p> <p>Regulations 24AB, 24AH and 24AJ of the <i>Local Government (Functions and General) Regulations 1996.</i></p>
Policy	<i>Purchasing Policy.</i>
Date adopted	28 June 2016
Adoption references	CJ091-06/16
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
28 Jun 2016	New delegation	Inclusion of delegation for Chief Executive Officer to have authority to establish panels of pre-qualified suppliers.	CJ091-06/16

Delegation	1.15 EXTENSION OF EXISTING CONTRACTS
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to approve any contract extensions on tenders approved by the Council.
Delegates	Chief Executive Officer (00001)
Conditions	<p>Authority subject to:</p> <ol style="list-style-type: none"> 1. the extension being within the original terms and conditions approved by the Council; 2. satisfactory performance of the contractor(s); 3. the Chief Executive Officer reporting to the Audit and Risk Committee on a six monthly basis on the exercise of this delegation.
Subdelegates	Director Corporate Services (00063)
Subdelegate conditions	Only in the event when the Chief Executive Officer declares a conflict of interest in extending a contract.
Statutory framework	Section 3.57 of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	1 November 2005
Adoption references	CJ231-11/05
Last reviewed	23 June 2020

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

Delegation	1.16 INFRINGEMENTS - EXTENSION OF TIME TO PAY AND WITHDRAWAL OF NOTICES
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Chief Executive Officer (00001)
Function	Authority to extend the period within which a modified penalty may be paid or withdraw an infringement notice.
Delegates	Coordinator City Rangers (00607) Coordinator Parking Services (00853) Director Corporate Services (00063) Manager Rangers Parking and Community Safety (00912)
Conditions	Nil.
Subdelegate conditions	Nil.
Statutory framework	Sections 9.19 and 9.20 of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	18 April 2018
Adoption references	INT18/15225
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
18 Apr 2018	New delegation	Insertion of delegation to designated employees to provide the authority to extend the period within a modified penalty may be paid or withdraw an infringement notice.	INT18/15225

Delegation	1.17 OBJECTION TO THE RATE RECORD
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	<p>Authority to:</p> <ul style="list-style-type: none"> • consider any objection to the rate record and either disallow it or allow it, wholly or in part; • extend the time for making an objection to the rate record for such period as is deemed fit.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Subdelegates	Coordinator Rating Services (00079) Director Corporate Services (00063) Manager Financial Services (00075)
Subdelegate conditions	Nil.
Statutory framework	Section 6.76 of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	21 November 2006
Adoption references	CJ208-11/06
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have authority to consider any objection to the rate record and may either disallow or allow wholly or in part.	CJ208-11/06
22 Jun 2010	Amended delegation	Inclusion of "Delegated by Council" and Nil Conditions.	CJ095-06/10
24 Jun 2014	Amended delegation	Function delegated - removal of the words local government and replaced by the word Authority.	CJ091-06/14
25 Jun 2019	Amended delegation	Change to Function delegated to include " extend the time for making an objection to the rate record for such period as is deemed fit".	CJ078-06/19
26 Jun 2019	Amended delegation	Inclusion of sub-delegations relating to position numbers (00063), (00075), (00079).	INT19/29912
23 Jun 2020	Amended delegation	Sub-delegation - Change in title from Team Leader Rating Services to Coordinator Rating Services.	INT20/19165

Delegation	1.18 OPENING OF FENCES
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to open a fence on private land.
Delegates	Chief Executive Officer (00001)
Conditions	Limited to those activities that expressly states such authority under Schedule 3.2 of the <i>Local Government Act 1995</i> .
Subdelegate conditions	Nil.
Statutory framework	Section 3.36 of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	24 June 2014
Adoption references	CJ091-06/14
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
24 Jun 2014	New delegation	Insertion of delegation for Chief Executive Officer to have the authority to open a fence on private property.	CJ091-06/14

Delegation	1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to incur liabilities and make payments from the municipal fund.
Delegates	Chief Executive Officer (00001)
Conditions	<p>(1) Authority subject to funds being provided in the Annual Budget.</p> <p>(2) Authority to Chief Executive Officer is unlimited.</p> <p>(3) Incurring liabilities and making payments to be undertaken in accordance with the City's procedures and systems for incurring liabilities and making payments.</p> <p>(4) Authority which may be Delegated by the Chief Executive Officer to employees is subject to the maximum individual amount limits on payments defined by categories A, B, C, D, E and F as follows:</p> <p>(i) Category A – unlimited individual amounts subject to annual budget limitations.</p> <p>(ii) Category B – limited to \$2 million. (\$2.2 million including GST).</p> <p>(iii) Category C – limited to \$250,000. (\$275,000 including GST).</p> <p>(iv) Category D – limited to \$100,000. (\$110,000 including GST).</p> <p>(v) Category E – limited to \$25,000. (\$27,500 including GST).</p> <p>(vi) Category F – limited to \$5,000. (\$5,500 including GST).</p>
Subdelegates	Administration Officer - Economic Development (01525) Administration Officer Leisure and Cultural Services (00160) Analytics Lead (01200) Branch Librarian - Duncraig (00521) Branch Librarian - Joondalup (00519) Branch Librarian - Whitford (00520) Branch Librarian - Woodvale (00522) Collection Management Team Leader (00528) Community Safety Coordinator (00800) Coordinator Building Approvals (00113) Coordinator Building Capital Works (00195) Coordinator Building Maintenance (00228) Coordinator Business Systems (00095) Coordinator City Rangers (00607) Coordinator Civil Design and Construction (01119) Coordinator Community Development (00175) Coordinator Compliance and Regulatory Performance (01094) Coordinator Contracts and Purchasing (00068) Coordinator Cultural Services (00166) Coordinator Engineering Operations (00227) Coordinator Fleet Management (00069)

Coordinator Infrastructure Asset Management (00205)
 Coordinator Leisure Centres (00612)
 Coordinator Leisure Planning (00849)
 Coordinator Library Resources and Development (00517)
 Coordinator Network Services (00770)
 Coordinator Organisational Development (00789)
 Coordinator Park Operations (00806)
 Coordinator Parking Services (00853)
 Coordinator Projects and Conservation (01120)
 Coordinator Property Management (00497)
 Coordinator Rating Services (00079)
 Coordinator Recreation Services (00611)
 Coordinator Transport Engineering (00203)
 Coordinator Urban Design and Policy (00111)
 Coordinator Waste Services (00762)
 Customer Experience Lead (01545)
 Director Corporate Services (00063)
 Director Governance and Strategy (00648)
 Director Infrastructure Services (00184)
 Director Planning and Community Development (00105)
 Economic Development Lead (00502)
 Electrical Project Engineer (01244)
 Electrical Project Engineer (01390)
 Environment Development Coordinator (00783)
 Executive Assistant to the Chief Executive Officer (00002)
 Executive Assistant to the Mayor (00003)
 Library Service Coordinator (00516)
 Library Systems and Administration Officer (00514)
 Local History and Reference Team Leader (00526)
 Manager Asset Management (00065)
 Manager Audit and Risk Services (01193)
 Manager City Projects (00859)
 Manager Communications and Stakeholder Relations (01162)
 Manager Community Development and Library Services (00390)
 Manager Financial Services (00075)
 Manager Governance (00010)
 Manager Human Resource (00054)
 Manager Information Technology (00094)
 Manager Infrastructure Management Services (00186)
 Manager Leisure and Cultural Services (00159)
 Manager Operation Services (00220)
 Manager Planning Services (00108)
 Manager Rangers Parking and Community Safety (00912)
 Manager Regulatory Services (01093)
 Manager Strategic and Organisational Development (00503)
 Principal Environmental Health Officer (00114)
 Principal Events Officer (00168)
 Principal Legal Officer (00640)
 Project Engineer (01405)
 Senior Civil Projects Officer (00208)
 Senior Development Engineer (00490)
 Senior Financial Accountant (00078)
 Senior Landscape Architect / Team Leader Landscaping and Conservation (00211)
 Senior Management Accountant (00083)
 Senior Project Engineer (00210)
 Senior Projects Officer (00005)
 Senior Projects Officer Casual (01563)
 Senior Ranger (00212)
 Senior Ranger (00219)

	<p>Service Desk Team Leader (00101)</p> <p>Stores and Material Controller (00945)</p> <p>Strategic Policy Development Coordinator (00843)</p> <p>Systems Administrator (01436)</p> <p>Team Leader Aquatic and Facility Operations (01435)</p> <p>Team Leader Community Development (01224)</p> <p>Team Leader Community Venues (00173)</p> <p>Team Leader Customer Relations (00187)</p> <p>Team Leader Health and Fitness (01433)</p> <p>Team Leader Leisure and Aquatic Programs (01434)</p> <p>Team Leader Marketing and Customer Service (01432)</p> <p>Team Leader Natural Areas (00506)</p> <p>Team Leader Projects (00224)</p> <p>Team Leader Sport and Recreation (00172)</p> <p>Team Leader Youth Services (00182)</p> <p>Waste Design and Contract Officer (00197)</p>
Subdelegate conditions	<p>Category A</p> <ul style="list-style-type: none"> • Director Corporate Services (00063). <p>Category B</p> <ul style="list-style-type: none"> • Manager City Projects (00859). • Director Infrastructure Services (00184). • Director Planning and Community Development (00105). • Director Governance and Strategy (00648). <p>Category C</p> <ul style="list-style-type: none"> • Manager Financial Services (00075). • Manager Information Technology (00094). • Manager Infrastructure Management Services (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). • Coordinator Engineering Operations (00227). • Coordinator Park Operations (00806). • Coordinator Projects and Conversation (01120). • Coordinator Civil Design and Construction (01119). • Coordinator Waste Services (00762). <p>Category D</p> <ul style="list-style-type: none"> • Manager Audit and Risk Services (01193). • Coordinator Building Capital Works (00195). • Coordinator Building Maintenance (00228). • Senior Landscape Architect / Team Leader Landscaping and Conservation (00211). • Team Leader Projects (00224). • Coordinator Fleet Management (00069). • Senior Development Engineer (00490). • Senior Projects Officer Casual (01563). • Electrical Project Engineer (01244). • Electrical Project Engineer (01390).

Category E

- Manager Strategic and Organisational Development (000503).
- Manager Governance (00010).
- Manager Human Resources (00054).
- Manager Planning Services (00108).
- Manager Regulatory Services (01093).
- Coordinator Business Systems (00095).
- Coordinator Network Services (00770).
- Team Leader Customer Relations (00187).
- Library Service Coordinator (00516).
- Coordinator Library Resources and Development (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 Community Development (00175).
- Coordinator Leisure Centres (00612).
- Coordinator Recreation Services (00611).
- Coordinator Cultural Services (00166).
- Coordinator Urban Design and Policy (00111).
- Principal Environmental Health Officer (00114).
- Principal Events Officer (00168).
- Principal Legal Officer (00640).
- Coordinator Parking Services (00853).
- Community Safety Coordinator (00800).
- Coordinator Property Management (00497).
- Analytics Lead (01200).
- Manager Communications and Stakeholder Relations (01162).
- Senior Projects Officer (00005).
- Senior Civil Projects Officer (00208).
- Senior Project Engineer (00210).
- Coordinator Leisure Planning (00849).
- Project Engineer (01405).
- Stores and Material Controller (00945).
- Economic Development Lead (00502).
- Customer Experience Lead (01545).

Category F

- Executive Assistant to the Mayor (00003).
- Executive Assistant to the CEO (00002).
- Senior Financial Accountant (00078).
- Senior Management Accountant (00083).
- Coordinator Rating Services (00079).
- Coordinator 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).
- Local History and Reference Team Leader (00526).
- Senior Ranger (00212, 00219).
- Collection Management Team Leader (00528).
- Team Leader Youth Services (00182).
- Team Leader Community Development (01224).

	<ul style="list-style-type: none"> • Team Leader Marketing and Customer Service (01432) • Team Leader Leisure and Aquatic Programs (01434). • Team Leader Aquatic and Facility Operations (01435). • Systems Administrator (01436). • Team Leader Health and Fitness (01433). • Coordinator Organisational Development (00789). • Strategic Policy Development Coordinator (00843). • Environment Development Coordinator (00783). • Team Leader – Community Venues (00173). • Team Leader Sport and Recreation (00172). • Administration Officer – Economic Development (01525) • Coordinator Compliance and Regulatory Performance (01094). • Library Systems and Administration Officer (00514).
Statutory framework	Regulations 5, 11 and 12 of the <i>Local Government (Financial Management) Regulations 1996</i> .
Policy	Not applicable.
Date adopted	21 November 2006
Adoption references	CJ208-11/06
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have authority to make payments from the Municipal and Trust Fund.	CJ208-11/06
7 Sep 2007	Amended delegation	Sub- Delegations - Changes to designated Officer titles.	CJ186-09/07
16 Jun 2009	Amended delegation	Sub- Delegations - Changes to designated Officer titles.	CJ127-06/09
22 Jun 2010	Amended delegation	Changes to structure and inclusion of CEO Conditions outlying authority to CEO and sub-delegation approval limits, categorised by A, B, C, D and E. Changes in categories and titles. Change in Legislation reference from 6.10 to 6.5 Local Government Act 1995.	CJ095-06/10
28 Jun 2011	Amended delegation	Sub- Delegations - Changes to designated Officer titles.	CJ107-06/11
14 Jun 2012	Amended delegation	Add to Category C (up to \$250,000) the position of Coordinator Natural Areas and Capital Works Projects.	INT12/13286

26 Jun 2012	Amended delegation	Sub-delegations - Changes to designated officer titles, inclusion of officer positions as designated employees.	CJ108-06/12
31 Aug 2012	Amended delegation	Add to Category E (up to \$5,000) the position of Collection Management Team Leader.	INT12/20354
19 Oct 2012	Amended delegation	Add to Category D (up to \$25,000) the position of Internal Auditor.	INT12/24858
22 Nov 2012	Amended delegation	Add position 'Acting Manager Marketing and Communications' to Category D - limited to \$25,000 , following organisational restructure.	EMI12/6002; INT12/29775
30 May 2013	Amended delegation	Amending the title of "Senior Librarian – Duncraig/Sorrento" to "Senior Librarian Duncraig". Amending various position titles within the Infrastructure Services Directorate. Inclusion of "Design Engineer / Coordinator (01119)" to Category C. Inclusion of "Executive Project Officer (00937)" to Category D.	INT13/9868
16 Aug 2013	Amended delegation	Inclusion of "Manager Executive and Risk" (1193) to Category C.	INT13/16228
24 Jun 2014	Amended delegation	Change to title to read "Payments from Municipal Fund and Trust Fund - Incurring Liabilities and Making Payments". Change to wording for function delegated and changes to CEO Conditions to include part 1 - 4.	CJ091-06/14
12 Feb 2015	Amended delegation	Change of position title from Senior Librarian to Branch Librarian for Joondalup (00519), Whitford (00520) Duncraig (00521) and Woodvale (00522).	INT15/5981
17 Mar 2015	Amended delegation	Inclusion of the following positions to Category D: • Coordinator Civil Projects (00208) • Coordinator Civil Projects (00210) • Coordinator Electrical Projects (01244).	INT14/18637
13 May 2015	Amended delegation	Changes to positions; remove Internal Auditor (00008), add Business Performance Analyst (01200), add to Category E - Team Leader Youth Services (00182) and Team Leader Community Development (01224), amend various titles and amend position number 00792 to read 00762.	INT15/11342
23 Jun 2015	Amended delegation	Changes to the delegation title and function delegated, removing the words "and Trust Fund".	CJ095-06/15
24 Jul 2015	Amended delegation	Changes of various position payment limits and titles in Leisure and Cultural Services relating to position (00612, 00172, 00173, 00617, 00637, 00638, 00639).	INT15/25509

2 Feb 2016	Amended delegation	Changes to positions; removal of Executive Officer (00006) and amend - Executive Liaison Officer (00007) to Executive Officer (00007) with changes in category from a Category D to a Category C.	EMI16/1160; INT16/3378
28 Jun 2016	Amended delegation	Change in position title for position (00607) and removal of Executive Officer (00006),	CJ091-06/16
6 Dec 2016	Amended delegation	Change in Position title for (00762) to Coordinator Waste Services and change in Category from D to C approval limit of \$250,000.	INT17/40500
2 May 2017	Amended delegation	Change to title of position from Executive Project Officer (00937) to Senior Projects Officer (00937).	Nil
2 May 2017	Amended delegation	Changes to titles of various positions within Infrastructure Management Services relating to positions 00490, 01119, 00208, 00210, 01244.	EMI17/4516
4 Dec 2017	Amended delegation	Inclusion of a new designated employee position - Team Leader Health and Fitness (01433), Category E - limited to \$5,000.	INT17/59664
13 Feb 2018	Amended delegation	Inclusion of a new designated position - Verge Coordinator (01468) with Category E - limited to \$5,000.	INT18/5995
10 Sep 2018	Amended delegation	Add Project Engineer (01405) to approval category D (\$25,000).	Nil
25 Jan 2019	Amended delegation	Amendment category of Senior Projects Officer (00937) from \$25,000 to \$250,000; and add Senior Projects Officer (0005) to Category D (\$25,000).	EMI19/685; EMI19/686
9 May 2019	Amended delegation	Change title of Business Performance Analyst (1200) to Special Projects Officer, Analytics (1200).	INT19/22398
25 Jun 2019	Amended delegation	Changes to Delegation Conditions to include a new Category D - limited to \$100,000 and Category E changed to be limited to \$25,000 and Category F limited to \$5,000.	CJ078-06/19
22 Jul 2019	Amended delegation	Changes to positions and category limits after the inclusion of new category D - limited to \$100,000. Positions to be included in Category D - (00195, 00228, 00211, 00224, 00490, 01244), the inclusion of two new delegations position Stores and Material Controller (00945) and Electrical Project Engineer (01390).	INT19/34634
29 Nov 2019	Amended delegation	Change in Category for Economic Development Lead (00502) from Category F to E, with a limit of \$25,000.	INT19/57256

10 Dec 2019	Amended delegation	Addition of new position title with delegated authority; Administration Officer - Economic Development (01525) - Category F - \$5,000 approval limit.	INT19/59496
21 May 2020	Amended delegation	Change of Category for position Manager Audit and Risk (01193) from Category C to D. Removal of position (00007) from Category C. Various changes to titles.	INT20/19165
23 Jun 2020	Amended delegation	Inclusion of Condition limits including GST component for Category B to F.	CJ079-06/20
24 Aug 2020	Amended delegation	Inclusion of a new designated employee position in Category E - Customer Experience Lead (01545) with a limit to \$25,000	INT20/35245
2 Sep 2020	Amended delegation	The inclusion of a new delegated authority position - Customer Experience Lead (01545) - Category E - \$25,000 approval limit.	INT20/35245
18 Sep 2020	Amended delegation	The inclusion of reinstated position (00007) Special Projects Officer, Category F - limited to \$5,000.	INT20/38115
21 Dec 2020	Amended delegation	Change title of Manager Human Resources (00054) to Manager Human Resource Services (00054).	INT20/54123
21 Dec 2020	Amended delegation	Change title of Senior Civil Projects Officer (00210) to Senior Project Engineer (00210).	INT20/54123
21 Dec 2020	Amended delegation	Change title of Coordinator Organisational Development (00789) to Coordinator Organisational Development and Improvement (00789).	INT20/54123
21 Dec 2020	Amended delegation	Change title of Coordinator Natural Areas and Capital Works Projects (01120) to Coordinator Projects and Conservation (01120).	INT20/54123
21 Dec 2020	Amended delegation	Delegated authority has been removed for the position Special Project Officer (00007), as the position is no longer required.	EMI21/776
25 Mar 2021	Amended delegation	The inclusion of a new delegated authority position - Senior Projects Officer Casual (01563) - Category D - \$100,000 (excl gst) approval limit and removal of Senior Projects Officer (00937).	EMI21/3218
1 Apr 2021	Amended delegation	Sub-Delegations - Change of position title from Administration Coordinator (00187) to Team Leader Customer Relations (00187).	EMI21/3277
10 May 2021	Amended delegation	Change in title for Senior Sport and Recreation Officer (00172) to Team Leader Sport and Recreation (00172).	INT21/20088

10 May 2021	Amended delegation	Add to Category F – limited to \$5,000 (\$5,500 including GST) the position of Library Systems and Administration Officer (00514).	INT21/20088
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Delegation	1.20 AUTHORISING PAYMENT FROM THE TRUST FUND
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to make payments from the Trust Fund.
Delegates	Chief Executive Officer (00001)
Conditions	Making payments to be undertaken in accordance with the City's procedures and systems for making payments from the trust fund.
Subdelegates	Director Corporate Services (00063) Director Governance and Strategy (00648) Director Infrastructure Services (00184) Director Planning and Community Development (00105) Manager Asset Management (00065) Manager Financial Services (00075) Manager Governance (00010) Manager Infrastructure Management Services (00186) Manager Leisure and Cultural Services (00159) Manager Operation Services (00220) Manager Regulatory Services (01093)
Subdelegate conditions	Nil.
Statutory framework	Regulations 5, 11 and 12 of the <i>Local Government (Financial Management) Regulations 1996</i> .
Policy	Not applicable.
Date adopted	23 June 2015
Adoption references	CJ095-06/15
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
23 Jun 2015	New delegation	New delegation arising from separation of authorising payments from municipal fund. Delegations limited to Directors and Managers with trust fund responsibilities. Provides tighter financial management controls.	CJ095-06/15
24 Jul 2015	Amended delegation	Inclusion of: <ul style="list-style-type: none"> • Coordinator Leisure Centre (00612) – up to a maximum of \$25,000 • Coordinator Recreation Services (00611) – up to a maximum of \$25,000 • Recreation Development Officer (00172, 00173) – up to a maximum of \$5,000 • Senior Leisure Officer (00617, 00637, 00638, 00639) – up to a maximum of \$5,000. 	INT15/25509
4 Aug 2015	Amended delegation	Inclusion of Administration Coordinator - position number 00187 (Infrastructure Services) to authorise payments from the trust fund.	INT15/25855
9 Nov 2017	Amended delegation	Amended various titles and position numbers with delegations resulting from Craigie Leisure Centre restructure. Position numbers 00617, 00637, 00638 and 00639 changed to 01435, 01434, 01433 and 01432 respectively.	EMI17/9582
10 May 2021	Amended delegation	Remove sub-delegations for positions (00612, 00611, 01436, 01435, 00173, 00187, 01433, 01434, 01432), only leaving positions held by Directors and Managers with delegated authority relating to payments from the Trust Fund.	INT21/20088
10 May 2021	Amended delegation	Remove sub-delegation conditions as they relate to positions that have been deleted from this delegation (00612, 00611, 01436, 01435, 00173, 00187, 01433, 01434, 01432) and change conditions to nil.	INT21/20088

Delegation	1.21 PAYMENTS FROM MUNICIPAL FUND AND TRUST FUND - SIGNATORIES TO BANK ACCOUNTS
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to make payments from the Municipal Fund or the Trust Fund.
Delegates	Chief Executive Officer (00001)
Conditions	<p>Authority is subject to payments being made strictly in accordance with the signatory requirements set out in the following:</p> <p>Payments under \$10,000 - Any one signatory (for cheques only). 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.</p> <p>Category A Signatories</p> <p>Chief Executive Officer (00001). Director Planning and Community Development (00105). Director Corporate Services (00063). Director Infrastructure Services (00184). Director Governance and Strategy (00648). Manager Financial Services (00075).</p> <p>Category B Signatories</p> <p>Senior Management Accountant (00083). Senior Financial Accountant (00078).</p>
Subdelegates	Director Corporate Services (00063) Director Governance and Strategy (00648) Director Infrastructure Services (00184) Director Planning and Community Development (00105) Manager Financial Services (00075) Senior Financial Accountant (00078) Senior Management Accountant (00083)
Subdelegate conditions	Nil.
Statutory framework	Sections 6.7 and 6.9 of the <i>Local Government Act 1995</i> . Regulation 5, 11 and 12 of the <i>Local Government (Financial Management) Regulations 1996</i> .
Policy	Not applicable.
Date adopted	21 November 2006
Adoption references	CJ208-11/06

Last reviewed	23 June 2020
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Amendments			
Approved	Type	Amendment	References
21 Nov 2006	New delegation	Delegation initially incorporated as part of "Payments from the Municipal Fund and Trust Fund" delegation.	CJ208-11/06
7 Sep 2007	Amended delegation	Under the 'Category B Signatories' the position title "Manager Strategic Development" has been added against 'Category A Signatories, Director Infrastructure Services'	CJ186-09/07
22 Jun 2010	Amended delegation	The deletion of positions Manager Human Resources, Manager Strategic and Sustainable Development from Category B signatories. Payment under \$10,000 to read "Any one signatory". Payments of \$10,000 to \$250,000 to read "Any two signatories".	CJ095-06/10
26 Jun 2012	Amended delegation	Change in title from "Director Planning and Development" to Director Planning and Community Development".	CJ108-06/12
24 Jun 2014	Amended delegation	Change to wording of function delegated "Authority to make payments from the Municipal Fund or the Trust Fund".	COJ091-06/14
23 Jun 2020	Amended delegation	Change to delegation conditions for payments under \$10,000 to include the words " any one signatory (for cheques only), provided for clarification.	CJ079-06/20

Delegation	1.22 POWER TO INVEST
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	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> .
Delegates	Chief Executive Officer (00001)
Conditions	Authority is unlimited.
Subdelegates	Director Corporate Services (00063) Manager Financial Services (00075) Senior Financial Accountant (00078) Senior Management Accountant (00083)
Subdelegate conditions	Director Corporate Services (00063). Unlimited Manager Financial Services (00075). Up to \$3 million Senior Management Accountant (00083) and Senior Financial Accountant (00078). Up to \$1.5 million
Statutory framework	Section 6.14 of the <i>Local Government Act 1995</i> .
Policy	<i>Investment Policy</i> .
Date adopted	21 November 2006
Adoption references	CJ208-11/06
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have the power to invest municipal and trust funds.	CJ208-11/06
7 Sep 2007	Amended delegation	Deletion of "Statutory Accountant" and addition of "Senior Financial Accountant"	CJ186-09/07
22 Jun 2010	Amended delegation	Changes to general format and changes to the conditions to include Chief Executive Officer and Director Corporate Services as unlimited and Manager Financial Services (up to \$3M), Senior Management Accountant and Senior Financial Accountant (up to \$1.5M).	CJ095-06/10
24 Jun 2014	Amended delegation	Changes to wording of delegation and layout re-structured to reflect action required in accordance to the Local Government Act 1995. Conditional wording re-located to 'sub delegation conditions' section of the delegation. The addition of the related Investment Policy.	CJ091-06/14

Delegation	1.23 RECOVERY OF RATES AND SERVICE CHARGES
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to recover rates and service charges, as well as the costs of court proceedings, if any for that recovery, in a court of competent jurisdiction.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Subdelegates	Coordinator Rating Services (00079) Director Corporate Services (00063) Manager Financial Services (00075)
Subdelegate conditions	Nil.
Statutory framework	Section 6.56 of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	25 June 2019
Adoption references	CJ078-06/19
Last reviewed	23 June 2020

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

Delegation	1.24 RECOVERY OF RATES AND SERVICE CHARGES FROM LESSEE
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	<p>Authority to:</p> <ul style="list-style-type: none"> • give notice to the lessee of land requiring the lessee to pay to the City any rent as it falls due, in satisfaction of the imposed rate or service charge on the land; • recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Subdelegates	Coordinator Rating Services (00079) Director Corporate Services (00063) Manager Financial Services (00075)
Subdelegate conditions	Nil.
Statutory framework	Section 6.60(2) and (4) of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	25 June 2019
Adoption references	CJ078-06/19
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
25 Jun 2019	New delegation	Insertion of delegation for Chief Executive Officer to have authority to give notice to the lessee of land requiring the lessee to pay to the City any rent as it falls due, in satisfaction of the imposed rate or service charge on the land; and recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice.	CJ078-06/19
26 Jun 2019	Amended delegation	The inclusion CEO sub-delegations to positions 00063, 00075, 00079	INT19/29912
23 Jun 2020	Amended delegation	Change in position title from Team Leader Rating Services (00079) to Coordinator Rating Services.	INT20/19165

Delegation	1.25 SEEKING EXPRESSIONS OF INTEREST
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	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.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Subdelegates	Director Corporate Services (00063) Manager Financial Services (00075)
Subdelegate conditions	Limited to the ability to seek expressions of interest only.
Statutory framework	Regulation 21 of the <i>Local Government (Functions and General) Regulations 1996</i> .
Policy	Not applicable.
Date adopted	26 June 2012
Adoption references	CJ108-06/12
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
26 Jun 2012	New delegation	Insertion of delegation for Chief Executive Officer to have authority to seek expressions of interest with respect to the supply of the goods or services.	CJ108-06/12
24 Jun 2014	Amended delegation	Changes to wording in Function delegated and removal of CEO condition, and inclusion of sub-delegate conditions to include "Limited to the ability to seek expressions of interest only".	CJ091-06/14

Delegation	1.26 WAIVER OF FEES AND GRANTING OF CONCESSIONS
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	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.
Delegates	Chief Executive Officer (00001)
Conditions	Additional subsidies and waiver of hire fees under the <i>Facility Hire Subsidy Policy</i> limited to \$5,000 per request.
Subdelegates	Adult and Seniors Services Officer (00525) Branch Librarian - Duncraig (00521) Branch Librarian - Joondalup (00519) Branch Librarian - Whitford (00520) Branch Librarian - Woodvale (00522) Cataloguer (00531) Cataloguer (00532) Collection Management Team Leader (00528) Coordinator Library Resources and Development (00517) Digital Services Officer (01126) Director Corporate Services (00063) Director Governance and Strategy (00648) Director Infrastructure Services (00184) Director Planning and Community Development (00105) Librarian (00539) Librarian (00549) Librarian (00558) Librarian (00559) Librarian (00560) Librarian (00575) Library Service Coordinator (00516) Local History and Reference Team Leader (00526) Manager Community Development and Library Services (00390) Manager Leisure and Cultural Services (00159) Manager Regulatory Services (01093) Reference and Local History Librarian (00527) Youth and Children's Services Officer (00524) Youth and Children's Services Officer (01231)

Subdelegate conditions	<p>1. Director Planning and Community Development (00105), Director Corporate Services, Director (00063), Infrastructure Services (00184) and Director Governance and Strategy (00648). Not applicable.</p> <p>2. Manager Leisure and Cultural Services (00159). Limited to individual items to \$5,000 and limited to the hire and use of City facilities.</p> <p>3. Librarian – Duncraig (00575), Librarians – Joondalup (00558), (00559), (00560), Librarian – Whitford (00539), Librarians – Woodvale (00549) (x2), Reference and Local History Librarian (00527); Adult and Seniors Officer (00525); Youth and Children’s Services Officer (00524); Youth and Children’s Services Officer (01231); Cataloguer (00532); Cataloguer (00531). 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, SUBJECT TO a quarterly report on fines and fees that have been waived being submitted to the Manager Financial Services.</p> <p>4. Coordinator Library Resources and Development (00517), Library Service Coordinator (00516), Branch Librarian – Joondalup (00519), Branch Librarian – Whitford (00520), Branch Librarian – Woodvale (00522), Branch Librarian – Duncraig (00521), Digital Services Officer (01126); Local History and Reference Team Leader (00526); Collection Management Team Leader (00528). Limited to waiving fines to the value of \$100 and under; waiving fines up to any value when a lost or damaged item is paid for by the customer; waiving the \$12.80 debt collection fee in special circumstances; waiving accounts up to \$150 for lost or damaged items in special circumstances, SUBJECT TO a quarterly report on fines and fees that have been waived being submitted to the Manager Financial Services.</p> <p>5. Manager Community Development and Library Services (00390). (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. (d) Limited to the waiver of fees or grant concessions for the Youth Holiday Programs.</p> <p>6. Manager Regulatory Services (01093). Limited to waiving the City’s Building Permit Application fee for applications submitted by not-for-profit charitable organisations.</p>
Statutory framework	Section 6.12 of the <i>Local Government Act 1995</i> .
Policy	<i>Facility Hire Subsidy Policy.</i>
Date adopted	7 September 2007
Adoption references	CJ186-09/07
Last reviewed	23 June 2020

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

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

Delegation	1.27 WRITE OFF OF MONIES
Category	PART 1 – DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Delegator	Council
Function	Authority to write off monies.
Delegates	Chief Executive Officer (00001)
Conditions	Subject to: (a) individual items to \$20,000; (b) a report being provided to the Audit and Risk Committee on a six monthly basis on the exercise of this delegation.
Subdelegates	Coordinator Rating Services (00079) Director Corporate Services (00063) Manager Community Development and Library Services (00390) Manager Financial Services (00075)
Subdelegate conditions	Additional sub-delegation conditions: 1. Director Corporate Services (00063). Not applicable. 2. Manager Financial Services (00075). Individual items to \$5,000. 3. Manager Community Development and Library Services (00390). Individual items to \$500. 4. Coordinator Rating Services (00079). Individual items to \$50.
Statutory framework	Section 6.12 of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	15 March 1999
Adoption references	CJ78-03/99
Last reviewed	23 June 2020

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

PART 2 – DELEGATIONS TO COMMITTEES

Delegation	2.0 DELEGATIONS TO COMMITTEES
Category	PART 2 – DELEGATIONS TO COMMITTEES
Delegator	Council
Express power or duty delegated	No delegations to committees have been approved by Council at this time.
Delegates	Committee
Conditions	Nil
Statutory framework	Nil.
Policy	Not applicable.
Date adopted	3 November 2017
Adoption references	JSC03-11/17; CJ078-06/19.
Last reviewed	23 June 2020

PART 3 – DELEGATIONS UNDER OTHER LEGISLATION

Delegation	3.1 AMENDMENTS TO THE PARKING SCHEMES
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	Authority to approve and implement amendments to parking schemes adopted by Council in relation to: <ul style="list-style-type: none"> • time limits, conditions and prohibitions in streets and parking stations; • the designation of visitor and authorised vehicle parking.
Delegates	Chief Executive Officer (00001)
Conditions	Authority to be exercised consistently with the provisions of the <i>City of Joondalup Parking Local Law 2013</i> .
Subdelegates	Director Corporate Services (00063)
Subdelegate conditions	Nil.
Statutory framework	<i>City of Joondalup Parking Local Law 2013</i> .
Policy	<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>
Date adopted	3 May 2008
Adoption references	CJ073-05/08
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
13 May 2008	New delegation	Council delegates to CEO authority to approve amendments to the Parking Scheme to implement and change time limits in streets and parking stations and the designation of visitor and authorised vehicle parking.	CJ073-05/08
18 Aug 2009	Amended delegation	Delegates to CEO authority to approve amendments to parking schemes adopted by Council under the Parking Schemes for Suburban Areas Outside of the Joondalup City Centre.	CJ183-08/09
28 Jun 2011	Amended delegation	<ul style="list-style-type: none"> • Changes to the Title and removing of the words "for Suburban Areas Outside of the Joondalup City Centre Policy". • Changes to the Function - removing the words "under the Parking Schemes for Suburban Areas Outside of the Joondalup City Centre Policy". • Changes to the Function - adding the word "condition", allowing CEO to approve and implement amendments which are not a time limit or prohibition. 	CJ107-06/11
16 Aug 2018	Amended delegation	Sub-delegations to Director Corporate Services (00063).	INT18/33324

Delegation	3.2 AUTHORISED PERSONS UNDER THE BUILDING ACT 2011
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	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.
Delegates	Chief Executive Officer (00001)
Conditions	Nil
Statutory framework	Section 96(3) of the <i>Building Act 2011</i> . Section 127 of the <i>Building Act 2011</i> .
Policy	Not applicable.
Date adopted	20 March 2012
Adoption references	CJ027-03/12
Last reviewed	23 June 2020

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

Delegation	3.3 BUILDING ACT 2011 - ISSUING CERTIFICATES OF BUILDING COMPLIANCE AND DESIGN COMPLIANCE
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	Authority to issue certificates of building compliance and design compliance.
Delegates	Assistant Building Surveyor (00151) Assistant Building Surveyor (00154) Assistant Building Surveyor (00615) Assistant Building Surveyor (01068) Building Surveyor (00150) Coordinator Building Approvals (00113) Director Planning and Community Development (00105) Manager Regulatory Services (01093) Senior Building Surveyor (00148) Senior Building Surveyor (00153)
Conditions	Subject to meeting the qualification requirements in accordance with <i>Building Services (Registration) Regulations 2011</i> .
Statutory framework	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> .
Policy	Not applicable.
Date adopted	20 March 2012
Adoption references	CJ027-03/12
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
20 Mar 2012	New delegation	Insertion of delegation in accordance to Section 127 of the new Building Act 2011, authority to approve or refuse permit applications, building approval certificates, design compliance certificates and certificates of construction compliance.	CJ027-03/12
2 Oct 2012	Amended delegation	Remove Position No. 00150 from Building Surveyor classification to Assistant Building Surveyor classification, in accordance with advice from HR and Coordinator Building Approvals.	INT12/23123
21 Oct 2014	Amended delegation	Council authorised delegation to Administration Team Leader (00110) the power to approve permit applications, on the condition that the position is restricted to approving permit applications that have been certified by a suitably qualified Building Surveyor.	CJ180-10/14
26 Jun 2018	Amended delegation	Sub delegations provided to position numbers (00105, 01093, 00113, 00153, 00148, 00150, 00154, 00615, 01068, 00151).	CJ101-06/18
26 Jun 2018	New delegation	The original delegation 'Building Act 2011 - Building and Demolition Permit Applications, building approval certificates, certificates of building compliance, construction compliance and design compliance' was repealed, and split into component parts as the changes to the grouping of the delegations better aligned with workflow processes, extent of authority and aims to improve service delivery. This delegation is made by Council direct to officers, subject to the delegated officers being qualified in accordance with the Building Services (registration) Regulations 2011.	CJ101-06/18
23 Jun 2020	Amended delegation	Changes to the title and function by way of removing the words "construction compliance".	CJ079-06/20
7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259

Delegation	3.4 BUILDING ACT 2011 - GRANTING BUILDING AND DEMOLITION PERMITS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	Authority to administratively grant building and demolition permits, building approval certificates and occupancy permits.
Delegates	Chief Executive Officer (00001)
Conditions	Restricted to administratively granting certificates and permits that have the relevant certifications of building compliance, construction compliance and/or design compliance, as certified and issued by a person meeting the qualification requirements of the <i>Building Services (Registration) Regulations 2011</i> .
Subdelegates	Administration Officer (00110) Administration Officer (00131) Administration Officer (00132) Administration Officer (00133) Assistant Building Surveyor (00151) Assistant Building Surveyor (00154) Assistant Building Surveyor (00615) Assistant Building Surveyor (01068) Building Surveyor (00150) Coordinator Building Approvals (00113) Director Planning and Community Development (00105) Manager Regulatory Services (01093) Senior Building Surveyor (00148) Senior Building Surveyor (00153)
Statutory framework	Sections 20, 21, 58 and 127 of the <i>Building Act 2011</i> .
Policy	Not applicable.
Date adopted	20 March 2012
Adoption references	CJ027-03/12
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
20 Mar 2012	New delegation	Insertion of delegation in accordance to Section 127 of the new Building Act 2011, authority to approve or refuse permit applications, building approval certificates, design compliance certificates and certificates of construction compliance.	CJ027-03/12
21 Oct 2014	Amended delegation	Council authorised delegation to Administration Team Leader (00110) the power to approve permit applications, on the condition that the position is restricted to approving permit applications that have been certified by a suitably qualified Building Surveyor.	CJ180-10/14
23 Jun 2015	Amended delegation	Update legislation reference to Building Regulation 2012.	CJ095-06/15
26 Jun 2018	Amended delegation	Sub delegations provided to position numbers (00105, 01093, 00113, 00153, 00148, 00150, 00154, 00615, 01068, 00151, 00119, 00120, 00155, 00614, 00110, 00131, 00132, 00133, 00109, 00106).	CJ101-06/18
26 Jun 2018	New delegation	The original delegation 'Building Act 2011 - Building and Demolition Permit Applications, building approval certificates, certificates of building compliance, construction compliance and design compliance' was repealed, and split into component parts as the changes to the grouping of the delegations better aligned with workflow processes, extent of authority and aims to improve service delivery.	CJ101-06/18
25 Jun 2019	Amended delegation	Removal of sub delegations for position numbers (00119, 00120, 00155, 00614, 00106)	CJ078-06/19
25 Jun 2019	Amended delegation	Small amendments to title and function, and addition of delegated conditions. Addition of reference to Sections 20, 21, 58 of the Building Act 2011.	CJ078-06/19
7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259

Delegation	3.5 BUILDING ACT 2011 – REFUSING BUILDING AND DEMOLITION PERMIT APPLICATIONS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	Authority to refuse building and demolition permit applications, building approval certificates and occupancy permits.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Subdelegates	Coordinator Building Approvals (00113) Director Planning and Community Development (00105) Manager Regulatory Services (01093) Senior Building Surveyor (00148) Senior Building Surveyor (00153)
Subdelegate conditions	Nil.
Statutory framework	Section 60 of the <i>Building Act 2011</i> . Section 127 of the <i>Building Act 2011</i> .
Policy	Not applicable.
Date adopted	20 March 2012
Adoption references	CJ027-03/12
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
20 Mar 2012	New delegation	Insertion of delegation in accordance to Section 127 of the new Building Act 2011, authority to approve or refuse permit applications, building approval certificates, design compliance certificates and certificates of construction compliance.	CJ027-03/12
23 Jun 2015	Amended delegation	Legislation reference changed to Building Regulations 2012.	CJ095-06/15
23 Jun 2015	Amended delegation	Addition of two sub-delegation positions of Senior Building Surveyor (00153, 00148).	CJ095-06/15
26 Jun 2018	New delegation	The original delegation 'Building Act 2011 - Building and Demolition Permit Applications, building approval certificates, certificates of building compliance, construction compliance and design compliance' was repealed, and split into component parts as the changes to the grouping of the delegations better aligned with workflow processes, extent of authority and aims to improve service delivery.	CJ101-06/18
23 Jun 2020	Amended delegation	Changes to the title and function by way of removing the words "Building approval certificate strata".	CJ079-06/20
7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259

Delegation	3.6 BUILDING ACT 2011 - BUILDING ORDERS
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	Authority to serve a building order.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Subdelegates	Coordinator Compliance and Regulatory Performance (01094) Director Planning and Community Development (00105) Manager Regulatory Services (01093)
Statutory framework	Division 5 of Part 8 of the Building Act 2011. Section 127 of the Building Act 2011.
Policy	Not applicable.
Date adopted	20 March 2012
Adoption references	CJ027-03/12
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
20 Mar 2012	New delegation	Insertion of delegation as a result of the new Building Act 2011.	CJ027-03/12
26 Jun 2018	Amended delegation	Sub delegations provided to position numbers (00105, 01093, 01094).	CJ101-06/18
26 Jun 2018	New delegation	The original delegation 'Building Act 2011 - Building and Demolition Permit Applications, building approval certificates, certificates of building compliance, construction compliance and design compliance' was repealed, and split into component parts as the changes to the grouping of the delegations better aligned with workflow processes, extent of authority and aims to improve service delivery. A condition requiring the issuing of orders be reported to Council has been deleted, as this is an operational enforcement matter that may be required following extensive action by the City to address areas of non-compliance with the Building Act 2011.	CJ101-06/18
8 May 2020	Amended delegation	Change in position title from Coordinator Compliance (01094) to Coordinator Compliance and Regulatory Performance (01094).	EMI21/253
7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259

Delegation	3.7 BUSH FIRES ACT 1954 - FUNCTIONS OF A LOCAL GOVERNMENT
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	Authority to perform the functions of the local government under the <i>Bush Fires Act 1954</i> .
Delegates	Chief Executive Officer (00001)
Conditions	Cannot be sub-delegated.
Statutory framework	Section 48 of the <i>Bush Fires Act 1954</i> .
Policy	Not applicable.
Date adopted	21 October 2014
Adoption references	CJ180-10/14
Last reviewed	23 June 2020

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

Delegation	3.8 CAT ACT 2011 - POWERS AND DUTIES OF A LOCAL GOVERNMENT
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	Authority to exercise the powers or discharge the duties of the local government under the Cat Act 2011.
Delegates	Chief Executive Officer (00001)
Conditions	Nil
Subdelegates	Director Corporate Services (00063) Manager Rangers Parking and Community Safety (00912)
Subdelegate conditions	Nil.
Statutory framework	Section 44 of the <i>Cat Act 2011</i> .
Policy	Not applicable.
Date adopted	25 June 2013
Adoption references	CJ102-06/13
Last reviewed	23 June 2020

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

Delegation	3.9 DOG ACT 1976 - POWERS AND DUTIES OF A LOCAL GOVERNMENT
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	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.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Statutory framework	Section 10AA of the <i>Dog Act 1976</i> .
Policy	Not applicable.
Date adopted	21 October 2014
Adoption references	CJ180-10/14
Last reviewed	23 June 2020

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

Delegation	3.10 FOOD ACT 2008 - FUNCTIONS OF AN ENFORCEMENT AGENCY
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	Authority to exercise the powers or discharge the duties of the local government, as an enforcement agency under the <i>Food Act 2008</i> .
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Statutory framework	Section 118(2)(b) of the <i>Food Act 2008</i> .
Policy	Not applicable.
Date adopted	21 October 2014
Adoption references	CJ180-10/14
Last reviewed	23 June 2020

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

Delegation	3.11 GRAFFITI VANDALISM ACT 2016 – POWERS AND DUTIES OF A LOCAL GOVERNMENT
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	Authority to exercise the powers or discharge the duties of the local government under the <i>Graffiti Vandalism Act 2016</i> including the authority to delegate the powers and duties of a local government to other persons.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Subdelegates	Manager Rangers Parking and Community Safety (00912)
Subdelegate conditions	Nil.
Statutory framework	Section 16 and 17 of the <i>Graffiti Vandalism Act 2016</i> .
Policy	Not applicable.
Date adopted	15 November 2016
Adoption references	CJ192-11/16
Last reviewed	23 June 2020

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

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

	<ul style="list-style-type: none"> d. the height and/or length of boundary wall(s) does not exceed the amounts set out in the Deemed-to-Comply Requirements or Table 2.1 of the Residential Design Codes or any applicable structure plan, activity centre plan, local development plan or local planning policy by more than 10% of those requirements, and where there are boundary walls to no more than two (2) separate boundaries; 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. <p>b. the approval of an application for development approval for the purposes of a class of use listed in Table 3 Zoning Table, Table 3a Whitford Activity Centre Zoning Table and Table 3b Joondalup Activity Centre Zoning Table of the Scheme other than a 'single house', 'grouped dwelling', 'multiple dwelling', or any associated, ancillary or incidental development where:</p> <ul style="list-style-type: none"> 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 <i>State Planning Policy 3.7 – Planning in Bushfire Prone Areas (SPP 3.7)</i> the development: <ul style="list-style-type: none"> a. has a Bushfire Attack Level of less than 40; and b. where the Bushfire Attack Level is 12.5, 19 or 29: <ul style="list-style-type: none"> 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 applicable structure plan, activity centre plan or local development plan and all applicable local planning policies; with the exception of the following: v. setback requirements for patio(s), verandah(s), shade sail(s), portico(s), outbuilding(s) or retaining wall(s) not greater than 1.2 metres above natural ground level in height; or vi. the shortfall in car parking is not increasing from that previously approved; or vii. the application is a sign type under the <i>Advertisements Local Planning Policy</i> and the development does not exceed the applicable conditions by greater than 10%.
Delegates	Chief Executive Officer (00001)
Conditions	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.

Subdelegates	Coordinator Planning Approvals (00112) Coordinator Planning Approvals (01313) Coordinator Urban Design and Policy (00111) Senior Urban Planner (00115) Senior Urban Planner (00125) Senior Urban Planner (00609) Senior Urban Planner (00778) Senior Urban Planner (01479)
Subdelegate conditions	Nil.
Statutory framework	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> .
Policy	Not applicable.
Date adopted	21 November 2006
Adoption references	CJ208-11/06
Last reviewed	23 June 2020

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

28 Jun 2011	Amended delegation	<p>An amendment to the position title to reflect a change in the City's organisational structure – the position of Manager Planning Services replaces the position of Manager Planning Approvals and Environmental Services.</p> <p>The addition of part (d) the determination of an application for approval for short stay accommodation except where abutting the 'Residential' zone."</p>	CJ107-06/11
13 Dec 2011	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Development, to have authority to determine applications for display homes on a maximum of 23 Lots in Burns Beach.	CJ229-12/11
21 Feb 2012	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Development, to have authority to determine applications for display homes on Lot 1189 Larvotto Turn, Burns Beach.	CJ003-02/12

15 May 2012	Amended delegation	Town Planning Delegations - General - amendments relating to: <ul style="list-style-type: none"> • Add "Coordinator Urban Design and Policy (00111)". • Amend "Senior Urban Planner (00122, 00125)" to "Senior Planning Officer (00122, 00125)". • Typographical changes. • Insert "associated, ancillary and incidental development". • Insert "any Agreed Structure Plan". 	CJ094-06/13
16 Jul 2013	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Community Development and the Manager Planning Services, the authority to determine applications for the unlisted land use 'Ancillary Dwelling' as defined by the new Residential Design Codes under the City's District Planning Scheme No.	CJ123-07/13
21 Oct 2014	Amended delegation	Change in title from Town Planning Delegations - General to District Planning Scheme No. 2, and other amendments to the instrument of delegation, including delegations provided to Senior Urban Planner (00778).	CJ180-10/14
6 Oct 2015	Amended delegation	District Planning Scheme No. 2 - Amendments include major changes introduced by the Planning and Development (Local Planning Schemes) Regulations 2015 and alignment to District Planning Scheme No. 2 (DPS2). <ul style="list-style-type: none"> • Delegate a range of local government functions to Chief Executive Officer. • Revoke delegations previously afforded to various officers of the Planning Services Business Unit. 	CJ167-10/15
19 Oct 2015	Amended delegation	District Planning Scheme No. 2 - sub-delegation of local government functions to designated employees.	INT15/36323
21 Aug 2018	Amended delegation	<ul style="list-style-type: none"> • Change in title from District Planning Scheme No. 2 - Delegations - General to Local Planning Scheme No. 3 - Delegations - General, and other minor amendments. • Change in conditions, with the removal of "the delegations are to have effect for a period of two years from and including 27 June 2017". • Sub-Delegation afforded to Senior Urban Planner (01479). • Other minor changes. 	CJ133-08/18
25 Jun 2019	Amended delegation	Local Planning Scheme No. 3 – Delegations - General - minor changes made due to the annual review of Delegation of Authority Register.	CJ078-06/19

23 Jun 2020	Amended delegation	Local Planning Scheme No. 3 – Delegations - General - minor changes made due to the annual review of Delegation of Authority Register.	CJ079-06/20
8 Jan 2021	Amended delegation	Local Planning Scheme No. 3 – Delegations - General - removal of position 00122, as the position is now classified as an Urban Planner and no longer has delegated authority.	EMI21/293

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

	<ul style="list-style-type: none"> e. the determination under clause 63(2) of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> whether to waive or vary the requirement for plans and other information to be submitted with an application; f. the determination under clause 61(1)(f) of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> whether works are temporary for the purposes of the Scheme and the length of time that such 'development' is permitted to remain in the requested location; g. the decision whether an application for development approval may affect any other statutory, public or planning authority, and shall therefore require them to be provided a copy of the application for objections and recommendations under clause 66(1) of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.
Delegates	Chief Executive Officer (00001)
Conditions	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.
Subdelegates	Director Planning and Community Development (00105) Manager Planning Services (00108) Manager Regulatory Services (01093)
Subdelegate conditions	Nil.
Statutory framework	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> .
Policy	Not applicable.
Date adopted	21 November 2006
Adoption references	CJ208-11/06
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
21 Nov 2006	New delegation	Insertion of delegation for Town Planning delegations be appointed to delegates; the Planning Director, Manager, Coordinator and Senior Planning Officers, and matters not delegated to coordinator Planning approvals and senior planning officers.	CJ208-11/06
7 Sep 2007	Amended delegation	Wording of delegation to be amended to reflect and align with recent modifications to DPS2, as Schedule 6 and clause 8.9 have been deleted from DPS2.	CJ186-09/07
16 Jun 2009	Amended delegation	Minor amendments to various clauses.	CJ127-06/09
22 Jun 2010	Amended delegation	Removal of Part 4 - the Subdivision Delegation and established in a new delegation for ease of reference and to clarify the source of the delegation power.	CJ095-06/10
28 Jun 2011	Amended delegation	<p>An amendment to the position title to reflect a change in the City's organisational structure – the position of Manager Planning Services replaces the position of Manager Planning Approvals and Environmental Services.</p> <p>The addition of part (d) the determination of an application for approval for short stay accommodation except where abutting the 'Residential' zone."</p>	CJ107-06/11
13 Dec 2011	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Development, to have authority to determine applications for display homes on a maximum of 23 Lots in Burns Beach.	CJ229-12/11
21 Feb 2012	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Development, to have authority to determine applications for display homes on Lot 1189 Larvotto Turn, Burns Beach.	CJ003-02/12
15 May 2012	Amended delegation	Minor changes made to the Town Planning Delegations.	CJ075-05/12

Approved	Type	Amendment	References
25 Jun 2013	Amended delegation	Town Planning Delegations - General - amendments relating to: <ul style="list-style-type: none"> • Add "Coordinator Urban Design and Policy (00111)". • Amend "Senior Urban Planner (00122, 00125)" to "Senior Planning Officer (00122, 00125)". • Typographical changes. • Insert "associated, ancillary and incidental development". • Insert "any Agreed Structure Plan". 	CJ094-06/13
16 Jul 2013	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Community Development (00105) and the Manager Planning Services (00108), the authority to determine applications for the unlisted land use 'Ancillary Dwelling' as defined by the new Residential Design Codes under the City's District Planning Scheme No. 2 (DPS2).	CJ123-07/13
21 Oct 2014	Amended delegation	Change in title from Town Planning Delegations - General to District Planning Scheme No. 2, and other amendments to the instrument of delegation, including delegations provided to Senior Urban Planner (00778).	CJ180-10/14
6 Oct 2015	Amended delegation	<ul style="list-style-type: none"> • District Planning Scheme No. 2 - Amendments include major changes introduced by the Planning and Development (Local Planning Schemes) Regulations 2015 and alignment to District Planning Scheme No. 2 (DPS2). • Delegate a range of local government functions to Chief Executive Officer. • Revoke delegations previously afforded to various officers of the Planning Services Business Unit. 	CJ167-10/15
19 Oct 2015	Amended delegation	District Planning Scheme No. 2 - sub-delegation of local government functions to designated employees.	INT15/36323
21 Aug 2018	Amended delegation	<ul style="list-style-type: none"> • Change in title from District Planning Scheme No. 2 - Delegations - General to Local Planning Scheme No. 3 - Delegations - General, and other minor amendments. • Amendments to functions delegated. • Change in conditions, with the removal of "the delegations are to have effect for a period of two years from and including 27 June 2017". 	CJ133-08/18

Approved	Type	Amendment	References
25 Jun 2019	Amended delegation	Local Planning Scheme No. 3 – Delegations - General - minor changes made due to the annual review of Delegation of Authority Register.	CJ078-06/19
21 May 2020	Amended delegation	Sub-delegation afforded to Manager Compliance and Regulatory Services (01093)	INT20/19165
7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259

Delegation	3.13 PLANNING AND DEVELOPMENT ACT 2005 - POWER AS TO ILLEGAL DEVELOPMENT
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	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> .
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Statutory framework	Section 5.42(1)(b) of the <i>Local Government Act 1995</i> .
Policy	Not applicable.
Date adopted	21 October 2014
Adoption references	CJ180-10/14
Last reviewed	23 June 2020

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

Delegation	3.14 PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 - DETERMINE DEVELOPMENT APPLICATIONS FOR 'UNLISTED USE (BICYCLE HIRE)'
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	Authority to determine development applications for 'Unlisted Use (Bicycle Hire)'.
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Subdelegates	Director Planning and Community Development (00105) Manager Planning Services (00108)
Subdelegate conditions	Nil.
Statutory framework	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> .
Policy	Not applicable.
Date adopted	20 September 2016
Adoption references	CJ135-09/16
Last reviewed	23 June 2020

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

Delegation	3.15 PUBLIC HEALTH ACT 2016 - FUNCTIONS OF AN ENFORCEMENT AGENCY
Category	PART 3 – DELEGATIONS UNDER OTHER LEGISLATION
Delegator	Council
Function	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> .
Delegates	Chief Executive Officer (00001)
Conditions	Nil.
Statutory framework	Section 21 of the <i>Public Health Act 2016</i> .
Policy	Not applicable.
Date adopted	21 February 2017
Adoption references	CJ012-02/17
Last reviewed	23 June 2020

Amendments			
Approved	Type	Amendment	References
21 Feb 2017	New delegation	New delegation in accordance with Public Health Act 2016.	CJ012-02/17

AMENDMENTS

Delegation	Approved or adopted	Type	Amendment	References
1.1 ACKNOWLEDGE RECEIPT OF PRIMARY AND ANNUAL RETURNS	8 Apr 2013	New delegation	Insertion of new delegation to Chief Executive Officer and sub-delegation to Director Governance and Strategy (00648)	INT13/7349; CJ094-06/13
1.2 ACTIVITIES ON PRIVATE LAND	24 Jun 2014	New delegation	Insertion of delegation providing the Chief Executive Officer authority to do anything prescribed in Schedule 3.2 of the Local Government Act 1995, even though the land on which it is done is not local government property and the local government does not have the consent to do it.	CJ091-06/14
1.3 ADMINISTER THE CITY'S LOCAL LAWS	19 Oct 2010	New delegation	New delegation in relation to authority to administer the City's Local Laws.	CJ175-10/10
1.3 ADMINISTER THE CITY'S LOCAL LAWS	20 Nov 2012	Amended delegation	Pest Plant Local Law 2012 added to the list of local laws.	CJ232-11/12
1.3 ADMINISTER THE CITY'S LOCAL LAWS	30 May 2013	Amended delegation	Replacing "Agriculture and Related Resources Protection Act 1976" with "Pest Plant Local Law 2012" within the reference list.	INT13/9868
1.3 ADMINISTER THE CITY'S LOCAL LAWS	28 Jun 2016	Amended delegation	Removal of Trading in Public Places Local Law 1999 and update to Local Government and Public Property Local Law 1999 to 2014.	CJ091-06/16
1.4 AGREEMENT FOR PAYMENT OF RATES AND SERVICE CHARGES	25 Jun 2019	New delegation	Insertion of delegation for Chief Executive Officer to have authority to accept payment of a rate or service charge.	CJ078-06/19
1.4 AGREEMENT FOR PAYMENT OF RATES AND SERVICE CHARGES	26 Jun 2019	Amended delegation	The inclusion of sub delegations to position numbers 00063, 00075, 00079.	INT19/29912
1.4 AGREEMENT FOR PAYMENT OF RATES AND SERVICE CHARGES	21 May 2020	Amended delegation	Change to position title from Team Leader Rating Services (00079) to Coordinator Rating Services (00079).	INT20/19165
1.5 AMENDMENT TO THE RATE RECORD	25 Jun 2019	New delegation	Insertion of delegation providing the Chief Executive Officer authority to amend the rate record for five years prior to current financial year.	CJ078-06/19

Delegation	Approved or adopted	Type	Amendment	References
1.5 AMENDMENT TO THE RATE RECORD	26 Jun 2019	Amended delegation	The inclusion of sub delegations for position numbers 00063, 00075, 00079.	INT19/29912
1.5 AMENDMENT TO THE RATE RECORD	21 May 2020	Amended delegation	Change in position title from Team Leader Rating Services (00079) to Coordinator Rating Services (00079).	INT20/19165
1.6 APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER	11 Oct 2005	New delegation	Insertion of delegation for Chief Executive Officer to have authority to make appointments to position of Acting Chief Executive Officer.	CJ220-10/05
1.6 APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER	28 Jun 2011	Amended delegation	Correction of typographical error.	CJ107-06/11
1.6 APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER	24 Jun 2014	Amended delegation	Layout re-structured - Conditional wording re-located to 'Conditions' section of the template.	CJ091-06/14
1.7 APPOINTMENT OF AUTHORISED PERSONS	28 Jun 2011	New delegation	Insertion of delegation for Chief Executive Officer to have authority to appoint authorised persons in accordance with the Local Government Act 1995.	CJ107-06/11
1.7 APPOINTMENT OF AUTHORISED PERSONS	20 Mar 2012	Amended delegation	Insertion of delegation as result of the new Building Act 2011.	CJ027-03/12
1.7 APPOINTMENT OF AUTHORISED PERSONS	20 Nov 2012	Amended delegation	Pest Plant Local Law 2012 added to the list of local laws.	CJ232-11/12
1.7 APPOINTMENT OF AUTHORISED PERSONS	20 Nov 2012	Amended delegation	Delegations provided for Chief Executive Officer to appoint authorised persons to enforce the provisions of the City of Joondalup Pest Plant Local Law 2012.	RGS00813
1.7 APPOINTMENT OF AUTHORISED PERSONS	30 May 2013	Amended delegation	Replacing "Agriculture and Related Resources Protection Act 1976" with "Pest Plant Local Law 2012" within the reference list.	INT13/9868
1.7 APPOINTMENT OF AUTHORISED PERSONS	25 Jun 2013	Amended delegation	Inclusion of the Chief Executive Officer being appointed as an authorised person to undertake all the powers and duties of the local government under the Cat Act 2011.	CJ102-06/13

Delegation	Approved or adopted	Type	Amendment	References
1.7 APPOINTMENT OF AUTHORISED PERSONS	24 Jun 2014	Amended delegation	Changes to Part 1 in relation to; title amendment; delegation re-worded; deletion of part 1.2; inclusion of new parts 1.4 and 1.8. In addition a new Part 2, and Part 2 renumbered as Part 3.	CJ091-06/14
1.7 APPOINTMENT OF AUTHORISED PERSONS	21 Oct 2014	Amended delegation	Removal of Part 3 of delegation relating to appointing and authorising employees to exercise power under individual legislation apart from the Local Government Act 1995.	CJ180-10/14
1.7 APPOINTMENT OF AUTHORISED PERSONS	4 Jan 2018	Amended delegation	The inclusion of a sub-delegation condition - authority be extended to appoint members of a surf lifesaving club as authorised persons for the purposes of clause 5.3 of the Local Government and Public Property Local Law 2014 (patrol, close beaches).	INT18/485
1.7 APPOINTMENT OF AUTHORISED PERSONS	25 Jun 2019	Amended delegation	Inclusions of Parts 1.2 and 1.3 relating to section 3.26 and 3.27 of the Act where a local government can appoint persons to perform particular functions.	CJ078-06/19
1.7 APPOINTMENT OF AUTHORISED PERSONS	7 Nov 2020	Amended delegation	Amendment reflects the introduction of the Local Government Legislation Amendment Act 2019 section 9.10 of the Act was change to remove the local government appointing authorised persons under the Act (as well as others) and replaced the delegator as the Chief Executive Officer.	EMI21/4952
1.8 CHOICE OF ACCEPTABLE TENDERS FROM AN EXPRESSION OF INTEREST	18 Aug 1998	New delegation	Insertion of delegation for Chief Executive Officer to have authority to choose acceptable tenders from an Expression of Interest.	CJ60-08/98
1.8 CHOICE OF ACCEPTABLE TENDERS FROM AN EXPRESSION OF INTEREST	24 Jun 2014	Amended delegation	Re-wording of the Power or Duty delegated and inclusion of the regulation 23 (3).	CJ091-06/14
1.9 CHOICE OF TENDER	21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to assess valid tenders before deciding to accept successful tenderer.	CJ208-11/06

Delegation	Approved or adopted	Type	Amendment	References
1.9 CHOICE OF TENDER	28 Jun 2011	Amended delegation	The inclusion of a condition relating to "Authority to decline to accept any tender".	CJ107-06/11
1.9 CHOICE OF TENDER	26 Jun 2012	Amended delegation	A change to the Conditions, to increase the tender value limit that can be accepted by the CEO from \$250,000 to \$300,000.	CJ108-06/12
1.9 CHOICE OF TENDER	24 Jun 2014	Amended delegation	Wording of delegation amended and layout re-structured, including the removal of the condition "Authority to decline to accept any tender".	CJ091-06/14
1.9 CHOICE OF TENDER	23 Jun 2015	Amended delegation	A change to the Conditions, to increase the tender value limit that can be accepted by the CEO from \$300,000 to \$350,000.	CJ095-06/15
1.9 CHOICE OF TENDER	25 Jun 2019	Amended delegation	A change to the Conditions, to increase the tender value limit that can be accepted by the CEO from \$350,000 to \$500,000.	CJ078-06/19
1.10 CLOSING CERTAIN THOROUGHFARE TO VEHICLES	21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have authority to close any thoroughfare that it manages for the passage of vehicles wholly or partially for a period not exceeding four weeks.	CJ208-11/06
1.10 CLOSING CERTAIN THOROUGHFARE TO VEHICLES	7 Sep 2007	Amended delegation	Change to position title	CJ186-09/07
1.10 CLOSING CERTAIN THOROUGHFARE TO VEHICLES	22 Jun 2010	Amended delegation	Consolidation of two delegations into one.	CJ095-06/10
1.10 CLOSING CERTAIN THOROUGHFARE TO VEHICLES	24 Jun 2014	Amended delegation	Wording of delegation function amended to read - Authority to close any thoroughfare that the City manages, wholly or partially, to the passage of vehicles.	CJ091-06/14
1.11 COMPLAINTS - MODEL CODE OF CONDUCT	18 May 2021	New delegation	Insertion of new delegation to the Chief Executive Officer with the authority to; deal with a complaint; dismiss a complaint; and establish procedures for dealing with complaints under the model Code of Conduct.	CJ071-05/21

Delegation	Approved or adopted	Type	Amendment	References
1.12 DISPOSING OF PROPERTY	21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have authority to dispose of property to the highest bidder at public auction.	CJ208-11/06
1.12 DISPOSING OF PROPERTY	7 Sep 2007	Amended delegation	Clause (3) amended to read: "A local government may dispose of property by private treaty in accordance with Section 3.58 of the Local Government Act 1995."	CJ186-09/07
1.12 DISPOSING OF PROPERTY	16 Jun 2009	Amended delegation	Provision relating to exempt dispositions to be added.	CJ127-06/09
1.12 DISPOSING OF PROPERTY	22 Jun 2010	Amended delegation	Consolidation of four delegations into one - titled Disposing of Property.	CJ095-06/10
1.12 DISPOSING OF PROPERTY	26 Jun 2012	Amended delegation	Change in Conditions - Authority limit to property valued from \$500,000 increased to \$600,000.	CJ108-06/12
1.12 DISPOSING OF PROPERTY	24 Jun 2014	Amended delegation	Changes to delegation wording and structure, to include meaning of "Property" under conditions.	CJ091-06/14
1.12 DISPOSING OF PROPERTY	25 Jun 2019	Amended delegation	Change in Conditions - Authority limited to property valued less than \$900,000, was previously \$600,000. Inclusion of the meaning of "Dispose". Additional condition - "following the disposal of City land, the detail of the disposal is to be reported to a relevant Committee of the Council for its information".	CJ078-06/19
1.13 ENTRY IN AN EMERGENCY	25 Jun 2019	New delegation	Inclusion of delegation for Chief Executive Officer to have authority to lawfully enter property in an Emergency.	CJ078-06/19
1.14 ESTABLISHING PANELS OF PRE-QUALIFIED SUPPLIERS	28 Jun 2016	New delegation	Inclusion of delegation for Chief Executive Officer to have authority to establish panels of pre-qualified suppliers.	CJ091-06/16
1.15 EXTENSION OF EXISTING CONTRACTS	1 Nov 2005	New delegation	Inclusion of delegation for Chief Executive Officer to have authority to extend existing contracts.	CJ231-11/05

Delegation	Approved or adopted	Type	Amendment	References
1.15 EXTENSION OF EXISTING CONTRACTS	21 May 2020	Amended delegation	Sub-delegation afforded to Director Corporate Services (00063), only in the event when the Chief Executive Officer declares a conflict of interest in extending a contract.	INT20/19165
1.15 EXTENSION OF EXISTING CONTRACTS	23 Jun 2020	Amended delegation	Change to the Conditions - Part 3 to amend the Committee title from Audit Committee to Audit and Risk Committee.	CJ079-06/20
1.16 INFRINGEMENTS - EXTENSION OF TIME TO PAY AND WITHDRAWAL OF NOTICES	18 Apr 2018	New delegation	Insertion of delegation to designated employees to provide the authority to extend the period within a modified penalty may be paid or withdraw an infringement notice.	INT18/15225
1.17 OBJECTION TO THE RATE RECORD	21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have authority to consider any objection to the rate record and may either disallow or allow wholly or in part.	CJ208-11/06
1.17 OBJECTION TO THE RATE RECORD	22 Jun 2010	Amended delegation	Inclusion of "Delegated by Council" and Nil Conditions.	CJ095-06/10
1.17 OBJECTION TO THE RATE RECORD	24 Jun 2014	Amended delegation	Function delegated - removal of the words local government and replaced by the word Authority.	CJ091-06/14
1.17 OBJECTION TO THE RATE RECORD	25 Jun 2019	Amended delegation	Change to Function delegated to include " extend the time for making an objection to the rate record for such period as is deemed fit".	CJ078-06/19
1.17 OBJECTION TO THE RATE RECORD	26 Jun 2019	Amended delegation	Inclusion of sub-delegations relating to position numbers (00063), (00075), (00079).	INT19/29912
1.17 OBJECTION TO THE RATE RECORD	23 Jun 2020	Amended delegation	Sub-delegation - Change in title from Team Leader Rating Services to Coordinator Rating Services.	INT20/19165
1.18 OPENING OF FENCES	24 Jun 2014	New delegation	Insertion of delegation for Chief Executive Officer to have the authority to open a fence on private property.	CJ091-06/14
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have authority to make payments from the Municipal and Trust Fund.	CJ208-11/06

Delegation	Approved or adopted	Type	Amendment	References
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	7 Sep 2007	Amended delegation	Sub- Delegations - Changes to designated Officer titles.	CJ186-09/07
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	16 Jun 2009	Amended delegation	Sub- Delegations - Changes to designated Officer titles.	CJ127-06/09
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	22 Jun 2010	Amended delegation	Changes to structure and inclusion of CEO Conditions outlying authority to CEO and sub-delegation approval limits, categorised by A, B, C, D and E. Changes in categories and titles. Change in Legislation reference from 6.10 to 6.5 Local Government Act 1995.	CJ095-06/10
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	28 Jun 2011	Amended delegation	Sub- Delegations - Changes to designated Officer titles.	CJ107-06/11
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	14 Jun 2012	Amended delegation	Add to Category C (up to \$250,000) the position of Coordinator Natural Areas and Capital Works Projects.	INT12/13286
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	26 Jun 2012	Amended delegation	Sub-delegations - Changes to designated officer titles, inclusion of officer positions as designated employees.	CJ108-06/12
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	31 Aug 2012	Amended delegation	Add to Category E (up to \$5,000) the position of Collection Management Team Leader.	INT12/20354
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	19 Oct 2012	Amended delegation	Add to Category D (up to \$25,000) the position of Internal Auditor.	INT12/24858

Delegation	Approved or adopted	Type	Amendment	References
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	22 Nov 2012	Amended delegation	Add position 'Acting Manager Marketing and Communications' to Category D - limited to \$25,000 , following organisational restructure.	EMI12/6002; INT12/29775
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	30 May 2013	Amended delegation	Amending the title of "Senior Librarian – Duncraig/Sorrento" to "Senior Librarian Duncraig". Amending various position titles within the Infrastructure Services Directorate. Inclusion of "Design Engineer / Coordinator (01119)" to Category C. Inclusion of "Executive Project Officer (00937)" to Category D.	INT13/9868
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	16 Aug 2013	Amended delegation	Inclusion of "Manager Executive and Risk" (1193) to Category C.	INT13/16228
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	24 Jun 2014	Amended delegation	Change to title to read "Payments from Municipal Fund and Trust Fund - Incurring Liabilities and Making Payments". Change to wording for function delegated and changes to CEO Conditions to include part 1 - 4.	CJ091-06/14
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	12 Feb 2015	Amended delegation	Change of position title from Senior Librarian to Branch Librarian for Joondalup (00519), Whitford (00520) Duncraig (00521) and Woodvale (00522).	INT15/5981
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	17 Mar 2015	Amended delegation	Inclusion of the following positions to Category D: <ul style="list-style-type: none"> • Coordinator Civil Projects (00208) • Coordinator Civil Projects (00210) • Coordinator Electrical Projects (01244). 	INT14/18637
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	13 May 2015	Amended delegation	Changes to positions; remove Internal Auditor (00008), add Business Performance Analyst (01200), add to Category E - Team Leader Youth Services (00182) and Team Leader Community Development (01224), amend various titles and amend position number 00792 to read 00762.	INT15/11342

Delegation	Approved or adopted	Type	Amendment	References
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	23 Jun 2015	Amended delegation	Changes to the delegation title and function delegated, removing the words "and Trust Fund".	CJ095-06/15
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	24 Jul 2015	Amended delegation	Changes of various position payment limits and titles in Leisure and Cultural Services relating to position (00612, 00172, 00173, 00617, 00637, 00638, 00639).	INT15/25509
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	2 Feb 2016	Amended delegation	Changes to positions; removal of Executive Officer (00006) and amend - Executive Liaison Officer (00007) to Executive Officer (00007) with changes in category from a Category D to a Category C.	EMI16/1160; INT16/3378
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	28 Jun 2016	Amended delegation	Change in position title for position (00607) and removal of Executive Officer (00006),	CJ091-06/16
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	6 Dec 2016	Amended delegation	Change in Position title for (00762) to Coordinator Waste Services and change in Category from D to C approval limit of \$250,000.	INT17/40500
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	2 May 2017	Amended delegation	Change to title of position from Executive Project Officer (00937) to Senior Projects Officer (00937).	Nil
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	2 May 2017	Amended delegation	Changes to titles of various positions within Infrastructure Management Services relating to positions 00490, 01119, 00208, 00210, 01244.	EMI17/4516
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	4 Dec 2017	Amended delegation	Inclusion of a new designated employee position - Team Leader Health and Fitness (01433), Category E - limited to \$5,000.	INT17/59664

Delegation	Approved or adopted	Type	Amendment	References
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	13 Feb 2018	Amended delegation	Inclusion of a new designated position - Verge Coordinator (01468) with Category E - limited to \$5,000.	INT18/5995
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	10 Sep 2018	Amended delegation	Add Project Engineer (01405) to approval category D (\$25,000).	Nil
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	25 Jan 2019	Amended delegation	Amendment category of Senior Projects Officer (00937) from \$25,000 to \$250,000; and add Senior Projects Officer (0005) to Category D (\$25,000).	EMI19/685; EMI19/686
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	9 May 2019	Amended delegation	Change title of Business Performance Analyst (1200) to Special Projects Officer, Analytics (1200).	INT19/22398
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	25 Jun 2019	Amended delegation	Changes to Delegation Conditions to include a new Category D - limited to \$100,000 and Category E changed to be limited to \$25,000 and Category F limited to \$5,000.	CJ078-06/19
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	22 Jul 2019	Amended delegation	Changes to positions and category limits after the inclusion of new category D - limited to \$100,000. Positions to be included in Category D - (00195, 00228, 00211, 00224, 00490, 01244), the inclusion of two new delegations position Stores and Material Controller (00945) and Electrical Project Engineer (01390).	INT19/34634
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	29 Nov 2019	Amended delegation	Change in Category for Economic Development Lead (00502) from Category F to E, with a limit of \$25,000.	INT19/57256
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	10 Dec 2019	Amended delegation	Addition of new position title with delegated authority; Administration Officer - Economic Development (01525) - Category F - \$5,000 approval limit.	INT19/59496

Delegation	Approved or adopted	Type	Amendment	References
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	21 May 2020	Amended delegation	Change of Category for position Manager Audit and Risk (01193) from Category C to D. Removal of position (00007) from Category C. Various changes to titles.	INT20/19165
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	23 Jun 2020	Amended delegation	Inclusion of Condition limits including GST component for Category B to F.	CJ079-06/20
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	24 Aug 2020	Amended delegation	Inclusion of a new designated employee position in Category E - Customer Experience Lead (01545) with a limit to \$25,000	INT20/35245
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	2 Sep 2020	Amended delegation	The inclusion of a new delegated authority position - Customer Experience Lead (01545) - Category E - \$25,000 approval limit.	INT20/35245
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	18 Sep 2020	Amended delegation	The inclusion of reinstated position (00007) Special Projects Officer, Category F - limited to \$5,000.	INT20/38115
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	21 Dec 2020	Amended delegation	Change title of Manager Human Resources (00054) to Manager Human Resource Services (00054).	INT20/54123
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	21 Dec 2020	Amended delegation	Change title of Senior Civil Projects Officer (00210) to Senior Project Engineer (00210).	INT20/54123
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	21 Dec 2020	Amended delegation	Change title of Coordinator Organisational Development (00789) to Coordinator Organisational Development and Improvement (00789).	INT20/54123
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	21 Dec 2020	Amended delegation	Change title of Coordinator Natural Areas and Capital Works Projects (01120) to Coordinator Projects and Conservation (01120).	INT20/54123

Delegation	Approved or adopted	Type	Amendment	References
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	21 Dec 2020	Amended delegation	Delegated authority has been removed for the position Special Project Officer (00007), as the position is no longer required.	EMI21/776
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	25 Mar 2021	Amended delegation	The inclusion of a new delegated authority position - Senior Projects Officer Casual (01563) - Category D - \$100,000 (excl gst) approval limit and removal of Senior Projects Officer (00937).	EMI21/3218
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	1 Apr 2021	Amended delegation	Sub-Delegations - Change of position title from Administration Coordinator (00187) to Team Leader Customer Relations (00187).	EMI21/3277
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	10 May 2021	Amended delegation	Change in title for Senior Sport and Recreation Officer (00172) to Team Leader Sport and Recreation (00172).	INT21/20088
1.19 PAYMENTS FROM MUNICIPAL FUND - INCURRING LIABILITIES AND MAKING PAYMENTS	10 May 2021	Amended delegation	Add to Category F – limited to \$5,000 (\$5,500 including GST) the position of Library Systems and Administration Officer (00514).	INT21/20088
1.20 AUTHORISING PAYMENT FROM THE TRUST FUND	23 Jun 2015	New delegation	New delegation arising from separation of authorising payments from municipal fund. Delegations limited to Directors and Managers with trust fund responsibilities. Provides tighter financial management controls.	CJ095-06/15
1.20 AUTHORISING PAYMENT FROM THE TRUST FUND	24 Jul 2015	Amended delegation	Inclusion of: <ul style="list-style-type: none"> • Coordinator Leisure Centre (00612) – up to a maximum of \$25,000 • Coordinator Recreation Services (00611) – up to a maximum of \$25,000 • Recreation Development Officer (00172, 00173) – up to a maximum of \$5,000 • Senior Leisure Officer (00617, 00637, 00638, 00639) – up to a maximum of \$5,000. 	INT15/25509

Delegation	Approved or adopted	Type	Amendment	References
1.20 AUTHORISING PAYMENT FROM THE TRUST FUND	4 Aug 2015	Amended delegation	Inclusion of Administration Coordinator - position number 00187 (Infrastructure Services) to authorise payments from the trust fund.	INT15/25855
1.20 AUTHORISING PAYMENT FROM THE TRUST FUND	9 Nov 2017	Amended delegation	Amended various titles and position numbers with delegations resulting from Craigie Leisure Centre restructure. Position numbers 00617, 00637, 00638 and 00639 changed to 01435, 01434, 01433 and 01432 respectively.	EMI17/9582
1.20 AUTHORISING PAYMENT FROM THE TRUST FUND	10 May 2021	Amended delegation	Remove sub-delegations for positions (00612, 00611, 01436, 01435, 00173, 00187, 01433, 01434, 01432), only leaving positions held by Directors and Managers with delegated authority relating to payments from the Trust Fund.	INT21/20088
1.20 AUTHORISING PAYMENT FROM THE TRUST FUND	10 May 2021	Amended delegation	Remove sub-delegation conditions as they relate to positions that have been deleted from this delegation (00612, 00611, 01436, 01435, 00173, 00187, 01433, 01434, 01432) and change conditions to nil.	INT21/20088
1.21 PAYMENTS FROM MUNICIPAL FUND AND TRUST FUND - SIGNATORIES TO BANK ACCOUNTS	21 Nov 2006	New delegation	Delegation initially incorporated as part of "Payments from the Municipal Fund and Trust Fund" delegation.	CJ208-11/06
1.21 PAYMENTS FROM MUNICIPAL FUND AND TRUST FUND - SIGNATORIES TO BANK ACCOUNTS	7 Sep 2007	Amended delegation	Under the 'Category B Signatories' the position title "Manager Strategic Development" has been added against 'Category A Signatories, Director Infrastructure Services'	CJ186-09/07
1.21 PAYMENTS FROM MUNICIPAL FUND AND TRUST FUND - SIGNATORIES TO BANK ACCOUNTS	22 Jun 2010	Amended delegation	The deletion of positions Manager Human Resources, Manager Strategic and Sustainable Development from Category B signatories. Payment under \$10,000 to read "Any one signatory". Payments of \$10,000 to \$250,000 to read "Any two signatories".	CJ095-06/10

Delegation	Approved or adopted	Type	Amendment	References
1.21 PAYMENTS FROM MUNICIPAL FUND AND TRUST FUND - SIGNATORIES TO BANK ACCOUNTS	26 Jun 2012	Amended delegation	Change in title from "Director Planning and Development" to Director Planning and Community Development".	CJ108-06/12
1.21 PAYMENTS FROM MUNICIPAL FUND AND TRUST FUND - SIGNATORIES TO BANK ACCOUNTS	24 Jun 2014	Amended delegation	Change to wording of function delegated "Authority to make payments from the Municipal Fund or the Trust Fund".	COJ091-06/14
1.21 PAYMENTS FROM MUNICIPAL FUND AND TRUST FUND - SIGNATORIES TO BANK ACCOUNTS	23 Jun 2020	Amended delegation	Change to delegation conditions for payments under \$10,000 to include the words " any one signatory (for cheques only), provided for clarification.	CJ079-06/20
1.22 POWER TO INVEST	21 Nov 2006	New delegation	Insertion of delegation for Chief Executive Officer to have the power to invest municipal and trust funds.	CJ208-11/06
1.22 POWER TO INVEST	7 Sep 2007	Amended delegation	Deletion of "Statutory Accountant" and addition of "Senior Financial Accountant"	CJ186-09/07
1.22 POWER TO INVEST	22 Jun 2010	Amended delegation	Changes to general format and changes to the conditions to include Chief Executive Officer and Director Corporate Services as unlimited and Manager Financial Services (up to \$3M), Senior Management Accountant and Senior Financial Accountant (up to \$1.5M).	CJ095-06/10
1.22 POWER TO INVEST	24 Jun 2014	Amended delegation	Changes to wording of delegation and layout re-structured to reflect action required in accordance to the Local Government Act 1995. Conditional wording re-located to 'sub delegation conditions' section of the delegation. The addition of the related Investment Policy.	CJ091-06/14
1.23 RECOVERY OF RATES AND SERVICE CHARGES	25 Jun 2019	New delegation	New delegation relating to authority to recover rates and service charges, as well as the costs of court proceedings, if any for that recovery, in a court of competent jurisdiction.	CJ078-06/19
1.23 RECOVERY OF RATES AND SERVICE CHARGES	26 Jun 2019	Amended delegation	The inclusion CEO sub-delegations to positions 00063, 00075, 00079.	INT19/29912

Delegation	Approved or adopted	Type	Amendment	References
1.23 RECOVERY OF RATES AND SERVICE CHARGES	23 Jun 2020	Amended delegation	Change in position title from Team Leader Rating Services (00079) to Coordinator Rating Services (00079).	INT20/19165
1.24 RECOVERY OF RATES AND SERVICE CHARGES FROM LESSEE	25 Jun 2019	New delegation	Insertion of delegation for Chief Executive Officer to have authority to give notice to the lessee of land requiring the lessee to pay to the City any rent as it falls due, in satisfaction of the imposed rate or service charge on the land; and recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice.	CJ078-06/19
1.24 RECOVERY OF RATES AND SERVICE CHARGES FROM LESSEE	26 Jun 2019	Amended delegation	The inclusion CEO sub-delegations to positions 00063, 00075, 00079	INT19/29912
1.24 RECOVERY OF RATES AND SERVICE CHARGES FROM LESSEE	23 Jun 2020	Amended delegation	Change in position title from Team Leader Rating Services (00079) to Coordinator Rating Services.	INT20/19165
1.25 SEEKING EXPRESSIONS OF INTEREST	26 Jun 2012	New delegation	Insertion of delegation for Chief Executive Officer to have authority to seek expressions of interest with respect to the supply of the goods or services.	CJ108-06/12
1.25 SEEKING EXPRESSIONS OF INTEREST	24 Jun 2014	Amended delegation	Changes to wording in Function delegated and removal of CEO condition, and inclusion of sub-delegate conditions to include "Limited to the ability to seek expressions of interest only".	CJ091-06/14
1.26 WAIVER OF FEES AND GRANTING OF CONCESSIONS	7 Sep 2007	New delegation	<p>Reinstatement and Insertion of delegation for Chief Executive Officer to have authority to Waive Fees.</p> <p>This delegation was removed from the register in 2006. Advice received is that 'acting through' powers of the legislation do not provide sufficient delegation; therefore delegation should be reinstated.</p>	CJ186-09/07

Delegation	Approved or adopted	Type	Amendment	References
1.26 WAIVER OF FEES AND GRANTING OF CONCESSIONS	22 Jun 2010	Amended delegation	Change to wording of delegated function - to "Authority to waive or grant a concession in relation to any amount of money which is owed to the City other than rates and service charges. Change to delegation being delegated by Council and change in Policy reference to Setting Fees and Charges.	CJ095-06/10
1.26 WAIVER OF FEES AND GRANTING OF CONCESSIONS	26 Jun 2012	Amended delegation	The inclusion of the sub-delegation to Manager Leisure and Cultural Services (00159) - individual items to \$5,000 and limited to the hire and use of City facilities.	CJ108-06/12
1.26 WAIVER OF FEES AND GRANTING OF CONCESSIONS	25 Jul 2013	Amended delegation	Changes to sub-delegation conditions for position, Manager Community Development and Library Services (00390), authority to waive fines and accounts to the value of \$6 and over, Waive the 12.80 debt collection fee in special circumstances, and authority to write off bad debts up to \$500.	INT13/16608
1.26 WAIVER OF FEES AND GRANTING OF CONCESSIONS	25 Jul 2013	Amended delegation	Insertion of new delegation to various library officers to waive fees and accounts within specified parameters.	INT13/16608, INT13/16607, INT13/16265, INT13/16587, INT13/16588, INT13/16589, INT13/16590, INT13/16592, INT13/16595, INT13/16597, INT13/16598.
1.26 WAIVER OF FEES AND GRANTING OF CONCESSIONS	25 Jul 2013	Amended delegation	Inclusion of sub delegation positions; Senior Librarian-Joondalup, Senior Librarian-Whitford, Senior Librarian-Duncraig, Senior Librarian-Woodvale, Library Operations coordinator and Library Services Coordinator. With authority to waive fines to the value of \$6 and under, waive fines up to any value when a lost or damaged item is paid, waive accounts up to \$150 for lost or damaged items in special circumstances.	INT13/16607
1.26 WAIVER OF FEES AND GRANTING OF CONCESSIONS	9 Dec 2014	Amended delegation	Insertion of new conditions, limiting CEO to \$5,000.	CJ243-12/14

Delegation	Approved or adopted	Type	Amendment	References
1.26 WAIVER OF FEES AND GRANTING OF CONCESSIONS	16 Feb 2015	Amended delegation	<ul style="list-style-type: none"> • Inclusion of various library staff with differing limits of authority. • Change of position title from Senior Librarian to Branch Librarian (throughout document). • Inclusion of additional condition from CEO to library staff, requiring quarterly reporting of waivers. 	INT15/5981
1.26 WAIVER OF FEES AND GRANTING OF CONCESSIONS	13 May 2015	Amended delegation	<ul style="list-style-type: none"> • Add Manager Compliance and Regulatory Services (01093) - Limited to waiving the City's Building Permit Application fee for applications submitted by not-for-profit charitable organisations. • Amend Category 3 delegations as from Librarians – Whitford (00539) (x2) to Librarian – Whitford (00539) and from Librarian – Woodvale (00549) to Librarians – Woodvale (00549) (x2). • Amend title from Librarian Reference and Local Studies (00527) to Reference and Local History Librarian (00527). 	INT15/11342
1.26 WAIVER OF FEES AND GRANTING OF CONCESSIONS	29 May 2017	Amended delegation	<ul style="list-style-type: none"> • Additional sub-delegation condition 3 and 4, change limit value of waiving from "\$6 and under" to "\$50 and under". • Additional sub delegation condition 5 for position (00390), change amount to "\$50 and over". • Additional sub delegation condition 5 for position (00390), limited to waive hire and use of library facilities of \$1,000 and under. • Additional sub delegation condition 5 for position (00390), limited to Community Transport hire of \$500 and under per group per year. 	INT17/24978
1.26 WAIVER OF FEES AND GRANTING OF CONCESSIONS	21 May 2020	Amended delegation	<ul style="list-style-type: none"> • Change position title from Reference and Local History Team Leader (00526) to Local History and Reference Team Leader (00526). • Remove position number 01516 as the position was temporarily created and no longer required. 	INT20/19165
1.26 WAIVER OF FEES AND GRANTING OF CONCESSIONS	7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259

Delegation	Approved or adopted	Type	Amendment	References
1.26 WAIVER OF FEES AND GRANTING OF CONCESSIONS	10 May 2021	Amended delegation	Change in Sub delegate conditions for Category 4; in part from "Limited to waiving fines to the value of \$50 and under..." to "Limited to waiving fines to the value of \$100 and under..."	INT21/20088
1.27 WRITE OFF OF MONIES	15 Mar 1999	New delegation	Insertion of delegation for Chief Executive Officer to have authority to write off monies.	CJ78-03/99
1.27 WRITE OFF OF MONIES	22 Jun 2010	Amended delegation	Change in title to include the words "Authority to" Write off of monies and removal of section number in legislation reference.	CJ095-06/10
1.27 WRITE OFF OF MONIES	25 Jul 2013	Amended delegation	Insertion of new delegation to Manager Community Development and Library Services to write off bad debts up to \$500.	INT13/16608
1.27 WRITE OFF OF MONIES	21 May 2020	Amended delegation	Change in position title from Team Leader Rating Services (00079) to Coordinator Rating Services (00079).	INT20/19165
1.27 WRITE OFF OF MONIES	23 Jun 2020	Amended delegation	Amendment to Condition (b) - Change in Committee name from Audit Committee to Audit and Risk Committee.	CJ079-06/20
3.1 AMENDMENTS TO THE PARKING SCHEMES	13 May 2008	New delegation	Council delegates to CEO authority to approve amendments to the Parking Scheme to implement and change time limits in streets and parking stations and the designation of visitor and authorised vehicle parking.	CJ073-05/08
3.1 AMENDMENTS TO THE PARKING SCHEMES	18 Aug 2009	Amended delegation	Delegates to CEO authority to approve amendments to parking schemes adopted by Council under the Parking Schemes for Suburban Areas Outside of the Joondalup City Centre.	CJ183-08/09

Delegation	Approved or adopted	Type	Amendment	References
3.1 AMENDMENTS TO THE PARKING SCHEMES	28 Jun 2011	Amended delegation	<ul style="list-style-type: none"> • Changes to the Title and removing of the words "for Suburban Areas Outside of the Joondalup City Centre Policy". • Changes to the Function - removing the words "under the Parking Schemes for Suburban Areas Outside of the Joondalup City Centre Policy". • Changes to the Function - adding the word "condition", allowing CEO to approve and implement amendments which are not a time limit or prohibition. 	CJ107-06/11
3.1 AMENDMENTS TO THE PARKING SCHEMES	16 Aug 2018	Amended delegation	Sub-delegations to Director Corporate Services (00063).	INT18/33324
3.2 AUTHORISED PERSONS UNDER THE BUILDING ACT 2011	20 Mar 2012	New delegation	Insertion of delegation in accordance to Section 127 of the new Building Act 2011, authority to approve or refuse permit applications, building approval certificates, design compliance certificates and certificates of construction compliance.	CJ027-03/12
3.2 AUTHORISED PERSONS UNDER THE BUILDING ACT 2011	23 Jun 2015	Amended delegation	Update legislation reference to Building Regulation 2012.	CJ095-06/15
3.3 BUILDING ACT 2011 - ISSUING CERTIFICATES OF BUILDING COMPLIANCE AND DESIGN COMPLIANCE	20 Mar 2012	New delegation	Insertion of delegation in accordance to Section 127 of the new Building Act 2011, authority to approve or refuse permit applications, building approval certificates, design compliance certificates and certificates of construction compliance.	CJ027-03/12
3.3 BUILDING ACT 2011 - ISSUING CERTIFICATES OF BUILDING COMPLIANCE AND DESIGN COMPLIANCE	2 Oct 2012	Amended delegation	Remove Position No. 00150 from Building Surveyor classification to Assistant Building Surveyor classification, in accordance with advice from HR and Coordinator Building Approvals.	INT12/23123
3.3 BUILDING ACT 2011 - ISSUING CERTIFICATES OF BUILDING COMPLIANCE AND DESIGN COMPLIANCE	21 Oct 2014	Amended delegation	Council authorised delegation to Administration Team Leader (00110) the power to approve permit applications, on the condition that the position is restricted to approving permit applications that have been certified by a suitably qualified Building Surveyor.	CJ180-10/14

Delegation	Approved or adopted	Type	Amendment	References
3.3 BUILDING ACT 2011 - ISSUING CERTIFICATES OF BUILDING COMPLIANCE AND	26 Jun 2018	Amended delegation	Sub delegations provided to position numbers (00105, 01093, 00113, 00153, 00148, 00150, 00154, 00615, 01068, 00151).	CJ101-06/18
3.3 BUILDING ACT 2011 - ISSUING CERTIFICATES OF BUILDING COMPLIANCE AND DESIGN COMPLIANCE	26 Jun 2018	New delegation	<p>The original delegation 'Building Act 2011 - Building and Demolition Permit Applications, building approval certificates, certificates of building compliance, construction compliance and design compliance' was repealed, and split into component parts as the changes to the grouping of the delegations better aligned with workflow processes, extent of authority and aims to improve service delivery.</p> <p>This delegation is made by Council direct to officers, subject to the delegated officers being qualified in accordance with the Building Services (registration) Regulations 2011.</p>	CJ101-06/18
3.3 BUILDING ACT 2011 - ISSUING CERTIFICATES OF BUILDING COMPLIANCE AND	23 Jun 2020	Amended delegation	Changes to the title and function by way of removing the words "construction compliance".	CJ079-06/20
3.3 BUILDING ACT 2011 - ISSUING CERTIFICATES OF BUILDING COMPLIANCE AND	7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259
3.4 BUILDING ACT 2011 - GRANTING BUILDING AND DEMOLITION PERMITS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	20 Mar 2012	New delegation	Insertion of delegation in accordance to Section 127 of the new Building Act 2011, authority to approve or refuse permit applications, building approval certificates, design compliance certificates and certificates of construction compliance.	CJ027-03/12
3.4 BUILDING ACT 2011 - GRANTING BUILDING AND DEMOLITION PERMITS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	21 Oct 2014	Amended delegation	Council authorised delegation to Administration Team Leader (00110) the power to approve permit applications, on the condition that the position is restricted to approving permit applications that have been certified by a suitably qualified Building Surveyor.	CJ180-10/14

Delegation	Approved or adopted	Type	Amendment	References
3.4 BUILDING ACT 2011 - GRANTING BUILDING AND DEMOLITION PERMITS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	23 Jun 2015	Amended delegation	Update legislation reference to Building Regulation 2012.	CJ095-06/15
3.4 BUILDING ACT 2011 - GRANTING BUILDING AND DEMOLITION PERMITS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	26 Jun 2018	Amended delegation	Sub delegations provided to position numbers (00105, 01093, 00113, 00153, 00148, 00150, 00154, 00615, 01068, 00151, 00119, 00120, 00155, 00614, 00110, 00131, 00132, 00133, 00109, 00106).	CJ101-06/18
3.4 BUILDING ACT 2011 - GRANTING BUILDING AND DEMOLITION PERMITS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	26 Jun 2018	New delegation	The original delegation 'Building Act 2011 - Building and Demolition Permit Applications, building approval certificates, certificates of building compliance, construction compliance and design compliance' was repealed, and split into component parts as the changes to the grouping of the delegations better aligned with workflow processes, extent of authority and aims to improve service delivery.	CJ101-06/18
3.4 BUILDING ACT 2011 - GRANTING BUILDING AND DEMOLITION PERMITS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	25 Jun 2019	Amended delegation	Removal of sub delegations for position numbers (00119, 00120, 00155, 00614, 00106)	CJ078-06/19
3.4 BUILDING ACT 2011 - GRANTING BUILDING AND DEMOLITION PERMITS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	25 Jun 2019	Amended delegation	Small amendments to title and function, and addition of delegated conditions. Addition of reference to Sections 20, 21, 58 of the Building Act 2011.	CJ078-06/19
3.4 BUILDING ACT 2011 - GRANTING BUILDING AND DEMOLITION PERMITS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259

Delegation	Approved or adopted	Type	Amendment	References
3.5 BUILDING ACT 2011 – REFUSING BUILDING AND DEMOLITION PERMIT APPLICATIONS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	20 Mar 2012	New delegation	Insertion of delegation in accordance to Section 127 of the new Building Act 2011, authority to approve or refuse permit applications, building approval certificates, design compliance certificates and certificates of construction compliance.	CJ027-03/12
3.5 BUILDING ACT 2011 – REFUSING BUILDING AND DEMOLITION PERMIT APPLICATIONS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	23 Jun 2015	Amended delegation	Legislation reference changed to Building Regulations 2012.	CJ095-06/15
3.5 BUILDING ACT 2011 – REFUSING BUILDING AND DEMOLITION PERMIT APPLICATIONS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	23 Jun 2015	Amended delegation	Addition of two sub-delegation positions of Senior Building Surveyor (00153, 00148).	CJ095-06/15
3.5 BUILDING ACT 2011 – REFUSING BUILDING AND DEMOLITION PERMIT APPLICATIONS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	26 Jun 2018	New delegation	The original delegation 'Building Act 2011 - Building and Demolition Permit Applications, building approval certificates, certificates of building compliance, construction compliance and design compliance' was repealed, and split into component parts as the changes to the grouping of the delegations better aligned with workflow processes, extent of authority and aims to improve service delivery.	CJ101-06/18
3.5 BUILDING ACT 2011 – REFUSING BUILDING AND DEMOLITION PERMIT APPLICATIONS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	23 Jun 2020	Amended delegation	Changes to the title and function by way of removing the words "Building approval certificate strata".	CJ079-06/20
3.5 BUILDING ACT 2011 – REFUSING BUILDING AND DEMOLITION PERMIT APPLICATIONS, BUILDING APPROVAL CERTIFICATES AND OCCUPANCY PERMITS	7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259

Delegation	Approved or adopted	Type	Amendment	References
3.6 BUILDING ACT 2011 - BUILDING ORDERS	20 Mar 2012	New delegation	Insertion of delegation as a result of the new Building Act 2011.	CJ027-03/12
3.6 BUILDING ACT 2011 - BUILDING ORDERS	26 Jun 2018	Amended delegation	Sub delegations provided to position numbers (00105, 01093, 01094).	CJ101-06/18
3.6 BUILDING ACT 2011 - BUILDING ORDERS	26 Jun 2018	New delegation	<p>The original delegation 'Building Act 2011 - Building and Demolition Permit Applications, building approval certificates, certificates of building compliance, construction compliance and design compliance' was repealed, and split into component parts as the changes to the grouping of the delegations better aligned with workflow processes, extent of authority and aims to improve service delivery.</p> <p>A condition requiring the issuing of orders be reported to Council has been deleted, as this is an operational enforcement matter that may be required following extensive action by the City to address areas of non-compliance with the Building Act 2011.</p>	CJ101-06/18
3.6 BUILDING ACT 2011 - BUILDING ORDERS	8 May 2020	Amended delegation	Change in position title from Coordinator Compliance (01094) to Coordinator Compliance and Regulatory Performance (01094).	EMI21/253
3.6 BUILDING ACT 2011 - BUILDING ORDERS	7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259
3.7 BUSH FIRES ACT 1954 - FUNCTIONS OF A LOCAL GOVERNMENT	21 Oct 2014	New delegation	New instrument of delegation to formally delegate to the Chief Executive Officer the functions of a local government under section 48 of the Bush Fires Act 1954.	CJ180-10/14
3.8 CAT ACT 2011 - POWERS AND DUTIES OF A LOCAL GOVERNMENT	25 Jun 2013	New delegation	Initially this delegation was placed within the instrument of delegation titled "Appointment of Authorised Persons" however the delegation is broader than just appointing authorised persons.	CJ102-06/13

Delegation	Approved or adopted	Type	Amendment	References
3.8 CAT ACT 2011 - POWERS AND DUTIES OF A LOCAL GOVERNMENT	21 Oct 2014	Amended delegation	A separate instrument of delegation has been developed relating to the Cat Act 2011 in its entirety, delegating the Chief Executive Officer all the powers and duties of the local government under the Cat Act 2011.	CJ180-10/14
3.8 CAT ACT 2011 - POWERS AND DUTIES OF A LOCAL GOVERNMENT	21 May 2020	Amended delegation	New sub-delegations to Director Corporate Services (00063) and Manager Rangers Parking and Community Safety (00912).	INT20/19165
3.9 DOG ACT 1976 - POWERS AND DUTIES OF A LOCAL GOVERNMENT	21 Oct 2014	New delegation	New instrument of delegation to Chief Executive Officer to undertake the powers and duties of the local government under the Dog Act 1976	CJ180-10/14
3.10 FOOD ACT 2008 - FUNCTIONS OF AN ENFORCEMENT AGENCY	21 Oct 2014	New delegation	New instrument of delegation to formally delegate to the Chief Executive Officer the functions of a local government under section 118 (2) of the Food Act 2008.	CJ180-10/14
3.10 FOOD ACT 2008 - FUNCTIONS OF AN ENFORCEMENT AGENCY	23 Jun 2015	Amended delegation	Legislative reference amended from Section 122 to Section 118(2)(b) of the Food Act 2008.	CJ095-06/15
3.11 GRAFFITI VANDALISM ACT 2016 – POWERS AND DUTIES OF A LOCAL GOVERNMENT	15 Nov 2016	New delegation	New instrument of delegation to delegate to the Chief Executive Officer the functions of a local government under section 16 of the Graffiti Vandalism Act 2016.	CJ192-11/16
3.11 GRAFFITI VANDALISM ACT 2016 – POWERS AND DUTIES OF A LOCAL GOVERNMENT	21 May 2020	Amended delegation	New sub-delegations to Manager Rangers Parking and Community Safety (00912) authority to exercise the power or discharge the duties of the local government under the Graffiti Vandalism Act 2016.	INT20/19165
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	21 Nov 2006	New delegation	Insertion of delegation for Town Planning delegations be appointed to delegates; the Planning Director, Manager, Coordinator and Senior Planning Officers, and matters not delegated to coordinator Planning approvals and senior planning officers.	CJ208-11/06

Delegation	Approved or adopted	Type	Amendment	References
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	7 Sep 2007	Amended delegation	Wording of delegation to be amended to reflect and align with recent modifications to DPS2, as Schedule 6 and clause 8.9 have been deleted from DPS2.	CJ186-09/07
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	16 Jun 2009	Amended delegation	Minor amendments to various clauses.	CJ127-06/09
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	22 Jun 2010	Amended delegation	Removal of Part 4 - the Subdivision Delegation and established in a new delegation for ease of reference and to clarify the source of the delegation power.	CJ095-06/10
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	28 Jun 2011	Amended delegation	An amendment to the position title to reflect a change in the City's organisational structure – the position of Manager Planning Services replaces the position of Manager Planning Approvals and Environmental Services. The addition of part (d) the determination of an application for approval for short stay accommodation except where abutting the 'Residential' zone."	CJ107-06/11
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	13 Dec 2011	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Development, to have authority to determine applications for display homes on a maximum of 23 Lots in Burns Beach.	CJ229-12/11
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	21 Feb 2012	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Development, to have authority to determine applications for display homes on Lot 1189 Larvotto Turn, Burns Beach.	CJ003-02/12

Delegation	Approved or adopted	Type	Amendment	References
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	15 May 2012	Amended delegation	Town Planning Delegations - General - amendments relating to: <ul style="list-style-type: none"> • Add "Coordinator Urban Design and Policy (00111)". • Amend "Senior Urban Planner (00122, 00125)" to "Senior Planning Officer (00122, 00125)". • Typographical changes. • Insert "associated, ancillary and incidental development". • Insert "any Agreed Structure Plan". 	CJ094-06/13
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	16 Jul 2013	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Community Development and the Manager Planning Services, the authority to determine applications for the unlisted land use 'Ancillary Dwelling' as defined by the new Residential Design Codes under the City's District Planning Scheme No. 2 (DPS2).	CJ123-07/13
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	21 Oct 2014	Amended delegation	Change in title from Town Planning Delegations - General to District Planning Scheme No. 2, and other amendments to the instrument of delegation, including delegations provided to Senior Urban Planner (00778).	CJ180-10/14
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	6 Oct 2015	Amended delegation	District Planning Scheme No. 2 - Amendments include major changes introduced by the Planning and Development (Local Planning Schemes) Regulations 2015 and alignment to District Planning Scheme No. 2 (DPS2). <ul style="list-style-type: none"> • Delegate a range of local government functions to Chief Executive Officer. • Revoke delegations previously afforded to various officers of the Planning Services Business Unit. 	CJ167-10/15
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	19 Oct 2015	Amended delegation	District Planning Scheme No. 2 - sub-delegation of local government functions to designated employees.	INT15/36323

Delegation	Approved or adopted	Type	Amendment	References
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	21 Aug 2018	Amended delegation	<ul style="list-style-type: none"> • Change in title from District Planning Scheme No. 2 - Delegations - General to Local Planning Scheme No. 3 - Delegations - General, and other minor amendments. • Change in conditions, with the removal of “the delegations are to have effect for a period of two years from and including 27 June 2017”. • Sub-Delegation afforded to Senior Urban Planner (01479). • Other minor changes. 	CJ133-08/18
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	25 Jun 2019	Amended delegation	Local Planning Scheme No. 3 – Delegations - General - minor changes made due to the annual review of Delegation of Authority Register.	CJ078-06/19
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	23 Jun 2020	Amended delegation	Local Planning Scheme No. 3 – Delegations - General - minor changes made due to the annual review of Delegation of Authority Register.	CJ079-06/20
3.12.1 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	8 Jan 2021	Amended delegation	Local Planning Scheme No. 3 – Delegations - General - removal of position 00122, as the position is now classified as an Urban Planner and no longer has delegated authority.	EMI21/293
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	21 Nov 2006	New delegation	Insertion of delegation for Town Planning delegations be appointed to delegates; the Planning Director, Manager, Coordinator and Senior Planning Officers, and matters not delegated to coordinator Planning approvals and senior planning officers.	CJ208-11/06
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	7 Sep 2007	Amended delegation	Wording of delegation to be amended to reflect and align with recent modifications to DPS2, as Schedule 6 and clause 8.9 have been deleted from DPS2.	CJ186-09/07
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	16 Jun 2009	Amended delegation	Minor amendments to various clauses.	CJ127-06/09

Delegation	Approved or adopted	Type	Amendment	References
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	22 Jun 2010	Amended delegation	Removal of Part 4 - the Subdivision Delegation and established in a new delegation for ease of reference and to clarify the source of the delegation power.	CJ095-06/10
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	28 Jun 2011	Amended delegation	<p>An amendment to the position title to reflect a change in the City's organisational structure – the position of Manager Planning Services replaces the position of Manager Planning Approvals and Environmental Services.</p> <p>The addition of part (d) the determination of an application for approval for short stay accommodation except where abutting the 'Residential' zone."</p>	CJ107-06/11
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	13 Dec 2011	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Development, to have authority to determine applications for display homes on a maximum of 23 Lots in Burns Beach.	CJ229-12/11
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	21 Feb 2012	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Development, to have authority to determine applications for display homes on Lot 1189 Larvotto Turn, Burns Beach.	CJ003-02/12
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	15 May 2012	Amended delegation	Minor changes made to the Town Planning Delegations.	CJ075-05/12
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	25 Jun 2013	Amended delegation	<p>Town Planning Delegations - General - amendments relating to:</p> <ul style="list-style-type: none"> • Add "Coordinator Urban Design and Policy (00111)". • Amend "Senior Urban Planner (00122, 00125)" to "Senior Planning Officer (00122, 00125)". • Typographical changes. • Insert "associated, ancillary and incidental development". • Insert "any Agreed Structure Plan". 	CJ094-06/13

Delegation	Approved or adopted	Type	Amendment	References
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	16 Jul 2013	Amended delegation	Town Planning Delegations - General - delegations have been added for the Director Planning and Community Development (00105) and the Manager Planning Services (00108), the authority to determine applications for the unlisted land use 'Ancillary Dwelling' as defined by the new Residential Design Codes under the City's District Planning Scheme No. 2 (DPS2).	CJ123-07/13
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	21 Oct 2014	Amended delegation	Change in title from Town Planning Delegations - General to District Planning Scheme No. 2, and other amendments to the instrument of delegation, including delegations provided to Senior Urban Planner (00778).	CJ180-10/14
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	6 Oct 2015	Amended delegation	<ul style="list-style-type: none"> District Planning Scheme No. 2 - Amendments include major changes introduced by the Planning and Development (Local Planning Schemes) Regulations 2015 and alignment to District Planning Scheme No. 2 (DPS2). Delegate a range of local government functions to Chief Executive Officer. Revoke delegations previously afforded to various officers of the Planning Services Business Unit. 	CJ167-10/15
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	19 Oct 2015	Amended delegation	District Planning Scheme No. 2 - sub-delegation of local government functions to designated employees.	INT15/36323
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	21 Aug 2018	Amended delegation	<ul style="list-style-type: none"> Change in title from District Planning Scheme No. 2 - Delegations - General to Local Planning Scheme No. 3 - Delegations - General, and other minor amendments. Amendments to functions delegated. Change in conditions, with the removal of "the delegations are to have effect for a period of two years from and including 27 June 2017". 	CJ133-08/18

Delegation	Approved or adopted	Type	Amendment	References
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	25 Jun 2019	Amended delegation	Local Planning Scheme No. 3 – Delegations - General - minor changes made due to the annual review of Delegation of Authority Register.	CJ078-06/19
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	21 May 2020	Amended delegation	Sub-delegation afforded to Manager Compliance and Regulatory Services (01093)	INT20/19165
3.12.2 LOCAL PLANNING SCHEME NO. 3 – DELEGATIONS - GENERAL	7 Dec 2020	Amended delegation	Change in position title from Manager Compliance and Regulatory Services (01093) to Manager Regulatory Services (01093).	EMI21/259
3.13 PLANNING AND DEVELOPMENT ACT 2005 - POWER AS TO ILLEGAL DEVELOPMENT	21 Oct 2014	New delegation	Insertion of delegation in accordance to Sections 214 (2), (3) and (5) of the Planning and Development Act 2005.	CJ180-10/14
3.14 PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 - DETERMINE DEVELOPMENT APPLICATIONS FOR 'UNLISTED USE (BICYCLE HIRE)'	20 Sep 2016	New delegation	Delegate function to Chief Executive Officer to determine development applications for 'Unlisted Use (Bicycle Hire)'	CJ135-09/16, INT16/36170
3.14 PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 - DETERMINE DEVELOPMENT APPLICATIONS FOR 'UNLISTED USE (BICYCLE HIRE)'	21 Sep 2016	Amended delegation	Sub-delegation afforded to Director Planning and Community Development (00105) and Manager Planning Services (00108) to determine development applications for 'Unlisted Use (Bicycle Hire)'	INT16/36191
3.15 PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 – DETERMINE DEVELOPMENT APPLICATIONS FOR OCEAN REEF MARINA (BREAKWATERS, SIGNAGE, ROAD WORKS AND RELATED INFRASTRUCTURE)	18 Feb 2020	New delegation	Insertion of delegation in accordance with section 5.42 of the Local Government Act 1995 and clause 82 of schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, delegates authority to the Chief Executive Officer to determine development applications for breakwaters, signage, road works and related infrastructure relating to the Ocean Reef Marina development.	CJ003-02/20

Delegation	Approved or adopted	Type	Amendment	References
3.15 PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 – DETERMINE DEVELOPMENT APPLICATIONS FOR OCEAN REEF MARINA (BREAKWATERS, SIGNAGE, ROAD WORKS AND RELATED INFRASTRUCTURE)	1 Jul 2020	Amended delegation	Sub-delegations afforded to Director Planning and Community Development (00105) and Manager Planning Services (00108).	INT20/24553, INT20/24551
3.16 PUBLIC HEALTH ACT 2016 - FUNCTIONS OF AN ENFORCEMENT AGENCY	21 Feb 2017	New delegation	New delegation in accordance with Public Health Act 2016.	CJ012-02/17