



City of
Greater Geraldton
a vibrant future



Register of Delegated Authority to the Chief Executive Officer 2014 / 2015

Table of Amendments / Review

Item	Reference
Created	June 2012 (CHUCK No.)
Updated	October 2013 Remove Food Act
Updated	June 2014 –Annual review – Amendment of Town Planning delegations and rewording of headings to reflect plain English

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Local Government Act 1995

1.1 Issuing notices (Section 3.25)

Function Delegated	To give a person who is the owner or, unless Schedule 3.1 (of the Local Government Act 1995) indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice that — <div>(a) is prescribed in Schedule 3.1, Division 1; or (b) is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2.</div>		
Statutory Power Delegated	Section 3.25 – Notices requiring things to be done by owner or occupier of land		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	Section 5.42 – Delegation of some powers or duties to the CEO Section 5.43 – Limitations on delegations to the CEO		
Power Delegated to	Chief Executive Officer		
Council’s Conditions on Delegation	Nil		
Statutory Power for CEO to Sub-delegate	Section 5.44 CEO may delegate some powers and duties to other employees		
CEO’s Sub-delegation to	Refer to Register o Delegations from CEO to Others		
CEO’s Conditions on sub-delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – regulation 19		
Delegation Administration			
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Local Government Act 1995

1.2 Power to remove and impound (Section 3.39)

Function Delegated	To authorise employees to: a) remove and impound any goods that are involved in a contravention that can lead to impounding under the Local Government Act 1995; and b) remove and impound a vehicle that, in the opinion of the local government, is an abandoned vehicle wreck.		
Statutory Power Delegated	Section 3.39 – To authorise employees with power to remove and impound		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	Section 5.42 – Delegation of some powers or duties to the CEO Section 5.43 – Limitations on delegations to the CEO		
Power Delegated to	Chief Executive Officer		
Council’s Conditions on Delegation	Nil		
Statutory Power for CEO to Sub-delegate	Section 5.44 – CEO may delegate some powers and duties to other employees		
CEO’s Sub-delegation to	Refer to Register of Delegations from CEO to Others		
CEO’s Conditions on Sub-delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – regulation 19		
Delegation Administration			
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Local Government Act 1995

1.3 Closing certain thoroughfares to vehicles (Section 3.50)

Function Delegated	To: <div>a) close any thoroughfare that the City manages to the passage of vehicles, wholly or partially, for a period not exceeding 4 weeks; and</div> <div>b) by local public notice, order that a thoroughfare that the City manages is wholly or partially closed to the passage of vehicles for a period exceeding 4 weeks.</div>		
Statutory Power Delegated	Section 3.50 – Closing certain thoroughfares to vehicles		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	Section 5.42 – Delegation of some powers or duties to the CEO Section 5.43 – Limitations on delegations to the CEO		
Power Delegated to	Chief Executive Officer		
Council’s Conditions on Delegation	Nil		
Statutory power for CEO to sub-delegate	Section 5.44 CEO may delegate some powers and duties to other employees		
CEO’s Sub-delegation to	Refer to Register of Delegations from CEO to Others		
CEO’s Conditions on Sub-delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – regulation 19		
Delegation Administration			
Version	Decision reference	Date delegated	
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Local Government Act 1995

1.4 Tenders for providing goods and services (Section 3.57)

Function Delegated	To invite tenders before entering into a contract of a prescribed kind under which another person is to supply goods or services.		
Statutory Power delegated	Section 3.57 – Inviting tenders for providing goods and services		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	Section 5.42 - Delegation of some powers or duties to the CEO Section 5.43 – Limitations on delegations to the CEO		
Power delegated to	Chief Executive Officer		
Council’s Conditions on Delegation	Compliance with Council Policies: <ul style="list-style-type: none">• CP010 Procurement of Goods and Services; and• CP16 Regional Price Preference.		
Statutory power for CEO to Sub-delegate	Section 5.44 – CEO may delegate some powers and duties to other employees		
CEO’s Sub-delegation to	Refer to Register of Delegations from CEO to Others		
CEO’s Conditions on Sub-delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – regulation 19		
Delegation Administration			
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Local Government (Functions and General) Regulations 1996

1.5 Requirements for publicly inviting tenders (Regulation 14(2a))

Function Delegated	Where required to invite a tender; or where not required to invite a tender, but decide to invite a tender, and before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.		
Statutory Power Delegated	Regulation 14(2a) - requirements for publicly inviting tenders		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	Section 5.42- Delegation of some powers or duties to the CEO Section 5.43 – Limitations on delegations to the CEO		
Power Delegated to	Chief Executive Officer		
Council’s Conditions on Delegation	Nil		
Statutory Power for CEO to Sub-delegate	Section 5.44 CEO may delegate some powers and duties to other employees		
CEO’s Sub-delegation to	Refer to Register of Delegations from CEO to Others		
CEO’s Conditions on Sub-delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – regulation 19		
Delegation Administration			
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Local Government (Function and General) Regulations 1996

1.6 Choice of tender (Regulation 18(4) & (5))			
Function Delegated		To: a) asses, by means of a written evaluation, tenders that have not been rejected under sub-regulation (1), (2), or (3) of regulation 18, the extent to which each tender satisfies the criteria for deciding which tender to accept and decide which of them would be most advantageous to the local government to accept; and b) decline to accept any tender.	
Statutory Power Delegated		Regulation 18(4) & (5) Choice of tenders	
Power Originally Assigned to		The Local Government	
Statutory Power of Delegation		Section 5.42- Delegation of some powers or duties to the CEO Section 5.43 – Limitations on delegations to the CEO	
Power Delegated to		Chief Executive Officer	
Council’s Conditions on Delegation		1. The consideration under the tender is, or is expected to be, \$500 000 or less or worth \$500 000 or less; and 2. Compliance with Council Policy CP010 Procurement of Goods and Services.	
Statutory Power for CEO to Sub-delegate		Section 5.44 – CEO may delegate some powers and duties to other employees	
CEO’s Sub-delegation to		Refer to Register of Delegations from CEO to Others	
CEO’s Conditions on Sub-delegation		Refer to Register of Delegations from CEO to Others	
Record keeping requirements		Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – regulation 19	
Delegation Administration			
Version	Decision reference	Date delegated	
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Local Government (Function and General) Regulations 1996

1.7 Limitations placed on who may tender (Regulation 21)

Function Delegated	To seek expressions of interest with respect to the supply of goods or services.		
Statutory Power Delegated	Regulation 21- Place limitations on who can tender		
Power Originally Delegated to	The Local Government		
Statutory Power of Delegation	Section 5.42 – Delegation of some powers or duties to the CEO Section 5.43 – Limitations on delegations to the CEO		
Power Delegated to	Chief Executive Officer		
Council's Conditions on Delegation	Nil		
Statutory Power for CEO to Sub-delegate	Section 5.44- CEO may delegate some powers and duties to other employees		
CEO's Sub-delegation to	Refer to Register of Delegations from CEO to Others		
CEO's Conditions on Sub-delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – regulation 19		
Delegation Administration			
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Local Government (Function and General) Regulations 1996

1.8 Choice of acceptable tenderers (Regulation 23(3))

Function Delegated	To consider expressions of interest that have not been rejected under sub-regulation (1) or (2) and decide which, if any, of those expressions of interest are from persons who they think would be capable of satisfactorily supplying the goods or services.		
Statutory Power Delegated	Regulation 23(3) – Choice of acceptable tenderers.		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	Section 5.42 – Delegation of some powers or duties to the CEO Section 5.43 – Limitations on delegations to the CEO		
Power Delegated to	Chief Executive Officer		
Council’s Conditions on Delegation	Nil		
Statutory Power for CEO to Sub-delegate	Section 5.44 – CEO may delegate some powers and duties to other employees		
CEO’s Sub-delegation to	Refer to Register of Delegations from CEO to Others		
CEO’s Conditions on delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – regulation 19		
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Local Government (Function and General) Regulations 1996

1.9 Variation to contract price after awarding a contract

Function Delegated	To make a variation in the goods or services required, after it has entered into a contract for the supply of the goods or services required subject to such variations in the contract as may be agreed with the contractor.		
Statutory Power Delegated	Nil		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	Section 5.42 – Delegation of some powers or duties to the CEO Section 5.43 – Limitations on delegations to the CEO		
Power Delegated to	Chief Executive Officer		
Council’s Conditions on Delegation	Approval of variations necessary to achieve the outcome of the scope of the project and within the adopted budget of the project.		
Statutory Power for CEO to Sub-delegate	Section 5.44 – CEO may delegate some powers and duties to other employees		
CEO’s Sub-delegation to	Refer to Register of Delegations from CEO to Others		
CEO’s Conditions on Sub-delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – regulation 19		
Delegation Administration			
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Local Government Act 1995

1.10 Disposing of property (Section 3.58)

Function Delegated	1. Authority to dispose of property to: (a) the highest bidder at public auction [s.3.58(2)(a)]; or (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)]. 2. Authority to dispose of property in accordance with section 3.58(3) of the Act; and To dispose of property under regulation 30(3) (a) of the Local Government (Functions and General) Regulations 1996.		
Statutory Power Delegated	Section 3.58(2) and (3) Disposing of property		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	Section 5.42 – Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations on delegations to the CEO		
Power Delegated to	Chief Executive Officer		
Council’s Conditions on Delegation	Value of property that may be disposed under this delegation shall not exceed \$500 000 including plant and assets with a depreciated value not exceeding \$500 000.		
Statutory power for CEO to delegate	Section 5.44 – CEO may delegate some powers and duties to other employees		
CEO’s Sub-delegation to	Refer to Register of Delegations from CEO to Others		
CEO’s Conditions on Sub-delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – regulation 19		
Delegation Administration			
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Local Government Act 1995

1.11 Reimbursement of fees to a council member (Section 5.98(2)(b))

Function Delegated	To reimburse a council member who incurs an expense of a kind prescribed as being an expense- a) to be reimbursed; or b) which may be approved for reimbursement; and c) approve reimbursement of an expense either generally or in a particular case.		
Statutory Power delegated	Section 5.98(2) and (4) – Reimbursement of fees to a council member		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO		
Power Delegated to	Chief Executive Officer		
Council’s Conditions on Delegation	Nil		
Statutory Power for CEO to Sub-delegate	Section 5.44 – CEO may delegate some powers and duties to other employees		
CEO’s Sub-delegation to	Refer to Register of Delegations from CEO to Others		
CEO’s Conditions on Sub-delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – regulation 19		
Delegation Administration			
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Local Government Act 1995

1.12 Payments for certain committee members (Section 5.100(2))

Function Delegated	To reimburse a committee member for an expense incurred by the person in relation to a matter affecting the local government to a maximum amount prescribed.		
Statutory Power Delegated	Section 5.100(2) - Payments for certain committee members		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	Section 5.42- Delegation of some powers or duties to the CEO Section 5.43 Limitations on delegations to the CEO		
Power Delegated to	Chief Executive Officer		
Council’s Conditions on Delegation	Nil		
Statutory Power for CEO to Sub-delegate	Section 5.44 CEO may delegate some powers and duties to other employees		
CEO’s Delegation to	Refer to Register of Delegations from CEO to Others		
CEO’s Conditions on Delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – regulation 19		
Delegation Administration			
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Local Government Act 1995

1.13 Expense may be funded before actually incurred (Section 5.102)

Function Delegated	To make a cash advance to a person in respect of an expense for which the person can be reimbursed.		
Statutory Power Delegated	Section 5.102 – expense funded before actually incurred		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	Section 5.42- Delegation of some powers or duties to the CEO Section 5.43 Limitations on delegations to the CEO		
Power Delegated to	Chief Executive Officer		
Council’s Conditions on Delegation	Nil		
Statutory power for CEO to Sub-delegate	Section 5.44. CEO may delegate some powers and duties to other employees		
CEO’s delegation to	Refer to Register of Delegations from CEO to Others		
CEO’s conditions on delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – regulation 19		
Delegation Administration			
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Local Government Act 1995

1.14 Trust Fund (Section 6.9(4))

Function Delegated	To transfer money that has been held in the trust fund for 10 years to the municipal fund and repay the money, together with any interest earned from its investment, from that fund to a person claiming and establishing a right to the repayment.		
Statutory Power Delegated	Section 6.9(4) - Transfer funds from trust fund to municipal fund		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	Section 5.42- Delegation of some powers or duties to the CEO Section 5.43 Limitations on delegations to the CEO		
Power Delegated to	Chief Executive Officer		
Council’s Conditions on Delegation	Nil		
Statutory Power for CEO to Sub-delegate	Section 5.44 – CEO may delegate some powers and duties to other employees		
CEO’s Sub-delegation to	Refer to Register of Delegations from CEO to Others		
CEO’s Conditions on Sub-delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – regulation 19		
Delegation Administration			
Version	Decision reference	Date delegated	
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Local Government Act 1995

1.15 Power to Defer, Grant Discounts, Waive or Write Off Debts

Function Delegated	1. Waive or grant a concession in relation to any amount of money which is owed to the City. 2. Write off any amount of money which is owed to the City. <i>Note that section 6.12(2) of the Local Government Act 1995 does not allow money owed to the City in respect of rates and services charges to be waived or for a concession in relation to such money to be granted.</i>		
Statutory Power Delegated	Section 6.12 Power to defer, grant discounts, waive or write off debts		
Statutory Power Delegated to	The Local Government		
Statutory Power of Delegation	Section 5.42- Delegation of some powers or duties to the CEO Section 5.43 Limitations on delegations to the CEO		
Power Delegated to	Chief Executive Officer		
Council's Conditions on Delegation	Comply with Council Policy CP05 Writing off bad debts		
Statutory Power for CEO to Sub-delegate	Section 5.44 – CEO may delegate some powers and duties to other employees		
CEO's Sub-delegation to	Refer to Register of Delegations from CEO to Others		
CEO's Conditions on Sub-delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – regulation 19		
Delegation Administration			
Version	Decision reference	Date delegated	
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Local Government Act 1995

1.16 Power to invest (Section 6.14(1))

Function Delegated	To invest under the <i>Trustees Act 1962 Part III</i> , any money held in the municipal fund or the trust fund that is not, for the time being, required for any other purpose.		
Statutory Power Delegated	Section 6.14(1) – Power to invest		
Statutory Power Delegated to	The Local Government		
Statutory Power of Delegation	Section 5.42 – Delegation of some powers or duties to the CEO Section 5.43 Limitations on delegations to the CEO		
Power Delegated to	Chief Executive Officer		
Council’s Conditions on Delegation	Nil		
Statutory Power for CEO to Sub-delegate	Section 5.42 – Delegation of some powers or duties to the CEO Section 5.43 Limitations on delegations to the CEO		
CEO’s Sub-delegation to	Refer to Register of Delegations from CEO to Others		
CEO’s Conditions on Sub-delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – regulation 19		
Delegation Administration			
Version	Decision reference	Date delegated	
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Local Government Act 1995

1.17 Agreement as to payment of rates and service charges (Section 6.49)

Function Delegated	Authority to make an agreement with a person for the payment of rates or service charges.		
Statutory Power Delegated	Section 6.49 - Agreement as to payment of rates and service charges.		
Statutory Power Delegated to	The Local Government		
Statutory Power of Delegation	Section 5.42- Delegation of some powers or duties to the CEO Section 5.43 – Limitations on delegation to the CEO		
Power Delegated to	Chief Executive Officer		
Council’s Conditions on Sub-delegation	Nil		
Statutory Power for CEO to Sub-delegate	Section 5.44 – CEO may delegate some powers and duties to other employees		
CEO’s Sub-delegation to	Refer to Register of Delegations from CEO to Others		
CEO’s Conditions on Sub-delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – regulation 19		
Delegation Administration			
Version	Decision reference	Date delegated	
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Local Government Act 1995

1.18 Rates or service charges recoverable in court (Section 6.56(1))

Function Delegated	To recover a rate or service charge that remains unpaid after it becomes due and payable, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.		
Statutory Power Delegated	Section 6.56(1) - Rates or service charges recoverable in court.		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	Section 5.42 – Delegation of some powers or duties to the CEO Section 5.43 - Limitations on delegations to the CEO		
Power Delegated to	Chief Executive Officer		
Council’s Conditions on Delegation	Nil		
Statutory Power for CEO to Sub-delegate	Section 5.44 – CEO may delegate some powers and duties to other employees		
CEO’s Delegation to	Refer to Register of Delegations from CEO to Others		
CEO’s Conditions on Delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – regulation 19		
Delegation Administration			
Version	Decision reference	Date delegated	
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Local Government Act 1995

1.19 Local government may require lessee to pay rent (**Section 6.60(2)**)

Function Delegated	Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge requiring the lessee to pay its rent to the local government . Authority to recover the amount of the rate or service charge as a debt from a lessee if rent is not paid in accordance with the notice.		
Statutory Power Delegated	Section 6.60(2) - Local government may require lessee to pay rent. Section 6.60(4)		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	Section 5.42 – Delegation of some powers or duties to the CEO Section 5.43 Limitations on delegations to the CEO		
Power Delegated to	Chief Executive Officer		
Council’s Conditions on Delegation	Nil		
Statutory Power for CEO to Sub-delegate	Section 5.44 CEO may delegate some powers and duties to other employees		
CEO’s Sub-delegation to	Refer to Register of Delegations from CEO to Others		
CEO’s Conditions on Delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – regulation 19		
Delegation Administration			
Version	Decision reference	Date delegated	
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Local Government Act 1995

1.20 Unpaid rates or service charges (Section 6.64)

Function Delegated	To take possession of land, and hold the land as against a person having an estate or interest in the land if any rates or service charges which are due in respect of rateable land have been unpaid for at least 3 years and — (a) from time to time lease the land; or (b) sell the land; or (c) cause the land to be transferred to the Crown; or (d) cause the land to be transferred to itself; or (e) lodge a caveat to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.		
Statutory Power Delegated	Section 6.64 – Actions to be taken in respect of unpaid rates or service charges.		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	Section 5.42 – Delegation of some powers or duties to the CEO Section 5.43 – Limitations on delegations to the CEO		
Power Delegated to	Chief Executive Officer		
Council’s Conditions on Delegation	Nil		
Statutory Power for CEO to Delegate	Section 5.44 – CEO may delegate some powers and duties to other employees.		
CEO’s Delegation to	Refer to Register of Delegations from CEO to Others		
CEO’s Conditions on Delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – regulation 19		
Delegation Administration			
Version	Decision reference	Date delegated	
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Local Government Act 1995

1.21 *Extend time for & respond to objection to rate record (Section 6.76(4))*

Function Delegated	To extend the time for making an objection to the rate record; and promptly consider any objection and either disallow it or allow it, wholly or in part.		
Statutory Power Delegated	Section 6.76– Extend time for and respond to objection to rate record.		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	Section 5.42– Delegation of some powers or duties to the CEO Section 5.43 – Limitations on delegations to the CEO		
Power Delegated to	Chief Executive Officer		
Council’s Conditions on Delegation	Nil		
Statutory Power for CEO to Delegate	Section 5.44 – CEO may delegate some powers and duties to other employees		
CEO’s Delegation to	Refer to Register of Delegations from CEO to Others		
CEO’s Conditions on Delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – regulation 19		
Delegation Administration			
Version	Decision reference	Date delegated	
1			

Local Government Act 1995

1.22 Appoint authorised persons (Section 9.10)

Function Delegated	To appoint persons or classes of persons to be authorised for the purpose of performing particular functions under the Local Government Act 1995.		
Statutory Power Delegated	Section 3.24 – Authorising persons under this subdivision (Part 3, Division 3, Subdivision 2 – Certain provisions about land) Section 9.10 – Appointment of authorised persons		
Power originally Assigned to:	The Local Government		
Statutory Power of Delegation	Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO		
Power Delegated to	Chief Executive Officer		
Council’s Conditions on Delegation	Nil		
Statutory power for CEO to sub-delegate	Section 5.44 – CEO may delegate some powers and duties to other employees		
CEO’s Sub-delegation to	Refer to Register of Delegations from CEO to Others		
CEO’s Conditions on Sub-delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – regulation 19		
Delegation Administration			
Version	Decision reference	Date delegated	
1			

Local Government (Financial Management) Regulations 1996

1.23 Make payments from municipal fund and trust fund (Regulation 12(1)(a))

Function Delegated	To make payments from the municipal fund or the trust fund for the performance of functions and exercise of powers.		
Statutory Power Delegated	Section 6.7(2) of the Local Government Act 1995- performance of functions and exercise of powers; and Regulation 12(1)(a) Payments from municipal fund or trust fund.		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	Section 5.42 – Delegation of some powers or duties to the CEO Section 5.43 – Limitations on delegations to the CEO		
Power Delegated to	Chief Executive Officer		
Council’s Conditions on Delegation	i. Payment of salaries up to the amount required to meet the City’s employee entitlements obligations; and ii. All other payments not to exceed \$500 000; and iii. In accordance with Council policies and adopted budget.		
Statutory Power for CEO to Sub-delegate	Section 5.44 – CEO may delegate some powers and duties to other employees		
CEO’s Delegation to	Refer to Register of Delegations from CEO to Others		
CEO’s Conditions on Delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – regulation 19		
Delegation Administration			
Version	Decision reference	Date delegated	
1			

City of Greater Geraldton Local Planning Scheme No. 2 (Mullewa), Town Planning Scheme No. 3 (Geraldton) and Local Planning Scheme No. 5 (Greenough)

P1 <i>Determination of Applications</i>			
Function Delegated		To determine an application for planning approval/ consent by granting approval with or without conditions or refusing to grant approval.	
Statutory Power Delegated		LPS No. 2 – Clause 10.3 TPS No. 3 – Clause 7.3 LPS No. 5 – Clause 10.3	
Power Originally Assigned to		The Local Government	
Statutory Power of Delegation		LPS No. 2 – Clause 11.3 TPS No. 3 – Clause 8.6 LPS No. 5 – Clause 11.3	
Power Delegated to		Chief Executive Officer	
Council’s Conditions on Delegation		Nil	
Statutory Power for CEO to Sub-delegate		LPS No. 2 – Clause 11.3.2 TPS No. 3 – Clause 8.6.2 LPS No. 5 – Clause 11.3.2	
CEO’s Sub-delegation to		Refer to Register of Delegations from CEO to Others	
CEO’s Conditions on Sub-delegation		Refer to Register of Delegations from CEO to Others	
Record keeping requirements		Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19	
Delegation Administration			
Version	Decision Reference	Date Delegated	
1			

City of Greater Geraldton Local Planning Scheme No. 2 (Mullewa), Town Planning Scheme No. 3 (Geraldton) and Local Planning Scheme No. 5 (Greenough)

P2 Variation of Site and Development Standards			
Function Delegated		To approve an application, with or without conditions, (except where the Residential Design Codes apply) that does not comply with the site and development standards prescribed in the Scheme.	
Statutory Power Delegated		LPS No. 2 – Clause 5.5 TPS No. 3 – Clause 5.2 LPS No. 5 – Clause 5.5	
Power Originally Assigned to		The Local Government	
Statutory Power of Delegation		LPS No. 2 – Clause 11.3 TPS No. 3 – Clause 8.6 LPS No. 5 – Clause 11.3	
Power delegated to		Chief Executive Officer	
Council's Conditions on Delegation		Nil	
Statutory power for CEO to delegate		LPS No. 2 – Clause 11.3.2 TPS No. 3 – Clause 8.6.2 LPS No. 5 – Clause 11.3.2	
CEO's Sub-delegation to		Refer to Register of Delegations from CEO to Others	
CEO's Conditions on Sub-delegation		Refer to Register of Delegations from CEO to Others	
Record keeping requirements		Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19	
Delegation Administration			
Version	Decision Reference	Date Delegated	
1			

**City of Greater Geraldton Local Planning Scheme No. 2 (Mullewa), Town
Planning Scheme No. 3 (Geraldton) and Local Planning Scheme No. 5
(Greenough)**

P3 Advertising of Applications			
Function Delegated		To give notice of an application for planning approval/consent	
Statutory Power Delegated		LPS No. 2 – Clause 9.4 TPS No. 3 – Clause 7.2 LPS No. 5 – Clause 9.4	
Power Originally Assigned to		The Local Government	
Statutory Power of Delegation		LPS No. 2 – Clause 11.3 TPS No. 3 – Clause 8.6 LPS No. 5 – Clause 11.3	
Power Delegated to		Chief Executive Officer	
Council's Conditions on Delegation		Nil	
Statutory power for CEO to delegate		LPS No. 2 – Clause 11.3.2 TPS No. 3 – Clause 8.6.2 LPS No. 5 – Clause 11.3.2	
CEO's delegation to		Nil.	
CEO's conditions on delegation		Nil.	
Record keeping requirements		Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19	
Delegation Administration			
Version	Decision Reference	Date Delegated	
1			

City of Greater Geraldton Local Planning Scheme No. 5 (Greenough)

P4 Structure Plans

Function Delegated	To advertise a proposed structure plan. To vary a structure plan that does not materially alter the intent of the structure plan. To approve a detailed area plan.		
Statutory Power Delegated	LPS No. 5 – Clause 5.17.8; 5.17.14 and 5.17.15		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	LPS No. 5 – Clause 11.3		
Power delegated to	Chief Executive Officer		
Council's Conditions on Delegation	Nil		
Statutory Power for CEO to Delegate	LPS No. 5 – Clause 11.3.2		
CEO's Sub-delegation to	Nil		
CEO's Conditions on Sub-delegation	Nil		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19		
Delegation Administration			
Version	Decision Reference	Date Delegated	
1			

City of Greater Geraldton Town Planning Scheme No. 3 (Geraldton)

P5 Development Plans

Function Delegated	To advertise a proposed development guide plan in the Marina zone. To advertise a proposed development plan in the Development zone. To advertise a proposed outline development plan for the Residential Development zone.		
Statutory Power Delegated	TPS No. 3 – Clause 4.9.2; 4.14.3 and 4.16(c)		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	TPS No. 3 – Clause 8.6		
Power Delegated to	Chief Executive Officer		
Council's Conditions on Delegation	Nil		
Statutory Power for CEO to Delegate	TPS No. 3 – Clause 8.6.2		
CEO's Delegation to	Nil		
CEO's Conditions on Delegation	Nil		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19		
Delegation Administration			
Version	Decision Reference	Date Delegated	
1			

P6 Strata Applications

Function delegated	To issue a certificate of approval		
Statutory Power Delegated	s.25 Strata Titles Act - Certificate of Commission s.9 of the Strata Titles Act - Consolidation of lots		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	S25 and s9 Strata Titles Act 1985		
Power Delegated to	Chief Executive Officer		
Council's Conditions on Delegation	Nil		
Statutory power for CEO to Sub-delegate	Nil		
CEO's delegation to	Nil		
CEO's conditions on delegation	Nil		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19		
Delegation Administration			
Version	Decision Reference	Date Delegated	
1			

Building Act 2011

B1 Designation of employee (Section 96)			
Function Delegated		To designate a person employed by City under the Local Government Act 1995 section 5.36, as an authorised person for the purposes of this Act in relation to buildings and incidental structures located, or proposed to be located, in the district of the local government	
Statutory Power Delegated		Building Act 2011 Section 96 - Designation of employee	
Power Originally Assigned to		The Local Government	
Statutory Power of Delegation		Building Act 2011- Section 127(1)	
Power Delegated to		Chief Executive Officer	
Council’s Conditions on Delegation		Nil	
Statutory Power for CEO to Sub-delegate		Building Act 2011-Section 127 (6A)	
CEO’s Delegation to		Refer to Register of Delegations from CEO to Others	
CEO’s conditions on delegation		Refer to Register of Delegations from CEO to Others	
Record keeping requirements		Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19	
Delegation Administration			
Version	Decision Reference	Date Delegated	
1			

Building Act 2011

B2 *Uncertified application to be considered by building surveyor (Section 17)*

Function Delegated	To refer to a building surveyor an uncertified application if the application complies with section 16.		
Statutory Power Delegated	Building Act Section 17 - Uncertified application to be considered by building surveyor		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	Building Act 2011- Section 127(1)		
Power Delegated to	Chief Executive Officer		
Council's Conditions on Delegation	Nil		
Statutory Power for CEO to Sub-delegate	Building Act 2011-Section 127 (6A)		
CEO's Sub-delegation to	Refer to Register of Delegations from CEO to Others		
CEO's conditions on Sub-delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19		
Delegation Administration			
Version	Decision Reference	Date Delegated	
1			

Building Act 2011

B3 *Require further information from applicant (Section 18)*

Function Delegated	To: <ul style="list-style-type: none">• require the applicant to give the permit authority, within a specified time of not more than 21 days, any document or information that it requires to determine the application and may require the applicant to verify the information by statutory declaration; and• refuse to consider an application if the applicant does not comply with a requirement under subsection (1) within the specified time.		
Statutory Power Delegated	Building Act Section 18 Require further information from applicant		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	Building Act 2011- Section 127(1)		
Power Delegated to	Chief Executive Officer		
Council’s Conditions on Delegation	Nil		
Statutory Power for CEO to Sub-delegate	Building Act 2011-Section 127 (6A)		
CEO’s Sub-delegation to	Refer to Register of Delegations from CEO to Others		
CEO’s Conditions on Sub-delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19		
Delegation Administration			
Version	Decision Reference	Date Delegated	
1			

Building Act 2011

B4 Grant or not grant a building permit (Section 20 & 27)			
Function Delegated		To: <ul style="list-style-type: none">grant a building permit when satisfied as to each of the matters mentioned in (1)(a) to (s); ornot grant the building permit when not satisfied as to each of the matters mentioned in subsection (1)(a) to (s); andimpose conditions on the grant of a building permit in addition to any provided for in the regulations.	
Statutory Power Delegated		Section 20 Require further information from applicant Section 27 - Conditions imposed by permit authority	
Power Originally Assigned to		The Local Government	
Statutory Power of Delegation		Building Act 2011- Section 127(1)	
Power Delegated to		Chief Executive Officer	
Council’s Conditions on Delegation		Nil	
Statutory power for CEO to Sub-delegate		Building Act 2011-Section 127 (6A)	
CEO’s Delegation to		Refer to Register of Delegations from CEO to Others	
CEO’s Conditions on Sub-delegation		Refer to Register of Delegations from CEO to Others	
Record keeping requirements		Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19	
Delegation Administration			
Version	Decision Reference	Date Delegated	
1			

Building Act 2011

B5 Grant or not grant a demolition permit (Section 21)			
Function Delegated		To: <ul style="list-style-type: none">grant a demolition permit when satisfied as to each of the matters mentioned in (1)(a) to (o); ornot grant the demolition permit when not satisfied as to each of the matters mentioned in subsection (1)(a) to (o); andimpose conditions on the grant of a demolition permit in addition to any provided for in the regulations.	
Statutory Power Delegated		Section 21 - Require further information from applicant Section 27 - Conditions imposed by permit authority	
Power Originally Assigned to		The Local Government	
Statutory Power of Delegation		Building Act 2011- Section 127(1)	
Power delegated to		Chief Executive Officer	
Council's Conditions on Delegation		Nil	
Statutory Power for CEO to Sub-delegate		Building Act 2011-Section 127 (6A)	
CEO's Delegation to		Refer to Register of Delegations from CEO to Others	
CEO's Conditions on Sub-delegation		Refer to Register of Delegations from CEO to Others	
Record keeping requirements		Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19	
Delegation Administration			
Version	Decision Reference	Date Delegated	
1			

Building Act 2011

B6 Grant or not grant an occupancy permit and a building approval certificate (Section 20)

Function Delegated	To: <ul style="list-style-type: none">grant or modify the occupancy permit or grant the building approval certificate applied for if it is satisfied; ornot grant or modify the occupancy permit or grant the building approval certificate applied for unless it is satisfied as to each of the matters mentioned in subsection (1)(a) to (l); andrefuse to grant or modify the occupancy permit or grant the building approval certificate applied for if it appears to the permit authority that there is an error in the information or a document provided for the application.		
Statutory Power Delegated	Section 58 - Grant of occupancy permit, building approval certificate		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	Building Act 2011- Section 127(1)		
Power Delegated to	Chief Executive Officer		
Council’s Conditions on Delegation	Nil		
Statutory Power for CEO to Delegate	Building Act 2011-Section 127 (6A)		
CEO’s Delegation to	Refer to Register of Delegations from CEO to Others		
CEO’s Conditions on Delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19		
Delegation Administration			
Version	Decision Reference	Date Delegated	
1			

Building Act 2011

B7 Building orders (Section 110 and 117)			
Function Delegated	To make an order (a building order) in respect of one or more of the following — (a) particular building work; (b) particular demolition work; (c) a particular building or incidental structure, whether completed before or after commencement day; or by notice in writing, revoke a building order at any time and must serve each person to whom the order is directed with a copy of the notice		
Statutory Power Delegated	Section 110 – make a building order Section 117 – revoke a building order		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	Building Act 2011- Section 127(1)		
Power Delegated to	Chief Executive Officer		
Council’s Conditions on Delegation	Nil		
Statutory Power for CEO to Sub-delegate	Building Act 2011-Section 127 (6A)		
CEO’s Sub-delegation to	Refer to Register of Delegations from CEO to Others		
CEO’s Conditions on Sub-delegation	Refer to Register of Delegations from CEO to Others		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19		
Delegation Administration			
Version	Decision Reference	Date Delegated	
1			

Building Act 2011

B8 Issue certificates (Section 145A)			
Function Delegated		To issue a certificate that complies with section 19, 56 or 57 of the Building Act 2011.	
Statutory Power Delegated		Section 145 – Issue certificates	
Power Originally Assigned to		The Local Government	
Statutory Power of Delegation		Building Act 2011- Section 127(1)	
Power Delegated to		Chief Executive Officer	
Council’s Conditions on Delegation		Nil	
Statutory Power for CEO to Delegate		Building Act 2011-Section 127 (6A)	
CEO’s Sub-delegation to		Nil	
CEO’s Conditions on Sub-delegation		Nil	
Record keeping requirements		Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19	
Delegation Administration			
Version	Decision Reference	Date Delegated	
1			

Bush Fires Act 1954

BF1		Variation of burning times (Section 17(10))	
Function Delegated		To <ul style="list-style-type: none">• vary the prohibited burning times in respect of that year in the district or a part of the district (under sub-section (7); and• give notice of the variation to any local government whose district adjoins that district (under sub-section 8).	
Statutory Power Delegated		Bush Fires Act- section 17(10) and (7) & (8).	
Power Originally Assigned to		The Local Government	
Statutory Power of Delegation		Bush Fires Act - section 118(2)(b)	
Power Delegated to		The mayor and its Chief Bush Fire Control Officer, jointly its powers and duties under subsections (7) and (8).	
Council’s Conditions on Delegation		Nil	
Statutory Power for CEO to Sub-delegate		Nil	
CEO’s Sub-delegation to		Nil	
CEO’s Conditions on Delegation		Nil	
Record keeping requirements		Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19	
Delegation Administration			
Version	Decision Reference	Date Delegated	
1			

Bush Fires Act 1954

BF2		Institute proceedings (Section 24G(2))	
Function Delegated		To consider allegations of offences alleged to have been committed against this Act in the district and to institute and carry on proceedings against any person alleged to have committed any of those offences.	
Statutory Power delegated		Bush Fires Act- section 24G(2)	
Power Originally Assigned to		Local Government	
Statutory Power of Delegation		Bush Fires Act - section 118(2)(b)	
Power Delegated to		The Chief Executive Officer or bush fire control officer.	
Council’s Conditions on Delegation		Nil	
Statutory Power for CEO to Delegate		Nil- Bush Fires Act section 48(3) <i>(A delegation under this section does not include the power to sub-delegate. Refer also to sub-section 48(4))</i>	
CEO’s Sub-delegation to		Nil	
CEO’s Conditions on Sub-delegation		Nil	
Record keeping requirements		Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19	
Delegation Administration			
Version	Decision Reference	Date Delegated	
1			

Bush Fires Act 1954

BF3 Restrictions to burning garden refuse (Section 24G(2))			
Function delegated		To prohibit or impose restrictions on the burning of garden refuse within its district that is otherwise permitted under section 24F.	
Statutory Power delegated		Bush Fires Act- section 24G(2)	
Power Originally Assigned to		The Local Government	
Statutory Power of Delegation		Bush Fires Act - section 118(2)(b)	
Power Delegated to		The Chief Executive Officer	
Council's Conditions on Delegation		Nil	
Statutory Power for CEO to Delegate		Nil- Bush Fires Act section 48(3) <i>(A delegation under this section does not include the power to sub-delegate. Refer also to sub-section 48(4))</i>	
CEO's Sub-delegation to		Nil	
CEO's Conditions on Sub-delegation		Nil	
Record keeping requirements		Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19	
Delegation Administration			
Version	Decision Reference	Date Delegated	
1			

Bush Fires Act 1954

BF4 Prohibition on use of tractors or engines except under certain conditions (Section 27 (3))

Function Delegated	To prohibit the operation in its district of any tractor or self-propelled harvester other than a tractor or self-propelled harvester that is equipped with a fire extinguisher.		
Statutory Power Delegated	Bush Fires Act- section 27(3)		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	Bush Fires Act - section 118(2)(b)		
Power Delegated to	The Chief Executive Officer		
Council's Conditions on Delegation	Nil		
Statutory Power for CEO to Delegate	Nil- Bush Fires Act section 48(3) <i>(A delegation under this section does not include the power to sub-delegate. Refer also to sub-section 48(4))</i>		
CEO's Sub-delegation to	Nil		
CEO's Conditions on Sub-delegation	Nil		
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19		
Delegation Administration			
Version	Decision Reference	Date Delegated	
1			

Bush Fires Act 1954

BF5 Require fire breaks (Section 33(1))		
Function delegated	To give notice in writing to an owner or occupier of land to plough, cultivate, scarify, burn or otherwise clear upon the land fire-breaks as required.	
Statutory Power Delegated	Bush Fires Act- section 33(1) require occupier of land to plough or clear fire-break	
Power Originally Assigned to	Local Government	
Statutory Power of Delegation	Bush Fires Act - section 118(2)(b)	
Power Delegated to	The Chief Executive Officer	
Council's Conditions on Delegation	Nil	
Statutory Power for CEO to Delegate	Nil- Bush Fires Act section 48(3) (<i>A delegation under this section does not include the power to sub delegate. Refer also to sub-section 48(4)</i>)	
CEO's Delegation to	Nil	
CEO's Conditions on Sub-delegation	Nil	
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19	
Delegation Administration		
Version	Decision Reference	Date Delegated
1		

Bush Fires Act 1954

BF6 Appoint bush fire control officer (Section 38(1))			
Function delegated		To appoint a bush fire control officer as the Chief Bush Fire Control Officer and another as Deputy Chief Bush Fire Control Officer.	
Statutory Power Delegated		Bush Fires Act- section 38(1) appoint bush fire control officers	
Power Originally Assigned to		Local Government	
Statutory Power of Delegation		Bush Fires Act - section 118(2)(b)	
Power Delegated to		The Chief Executive Officer	
Council's Conditions on Delegation		Nil	
Statutory Power for CEO to Delegate		Nil- Bush Fires Act section 48(3) <i>(A delegation under this section does not include the power to subdelegate. Refer also to sub-section 48(4))</i>	
CEO's Delegation to		Nil	
CEO's Conditions on Sub-delegation		Nil	
Record keeping requirements		Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19	
Delegation Administration			
Version	Decision Reference	Date Delegated	
1			

Bush Fires Act 1954

BF6 Appoint weather officers (Section 38(8))		
Function delegated	To appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.	
Statutory Power Delegated	Bush Fires Act- section 38(8) appoint weather officers	
Power Originally Assigned to	Local Government	
Statutory Power of Delegation	Bush Fires Act - section 118(2)(b)	
Power delegated to	The Chief Executive Officer	
Council's Conditions on Delegation	Nil	
Statutory Power for CEO to Delegate	Nil- Bush Fires Act section 48(3) <i>(A delegation under this section does not include the power to subdelegate. Refer also to sub-section 48(4))</i>	
CEO's Sub-delegation to	Nil	
CEO's Conditions on Sub-delegation	Nil	
Record keeping requirements	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19	
Delegation Administration		
Version	Decision Reference	Date Delegated
1		