



City of
Greater Geraldton
a vibrant future



Register of Delegated Authority to the Chief Executive Officer 2016 / 2017

Table of Amendments / Review

Item	Reference	Document Reference
Created:	June 2012	
Updated	May 2013	OP0044 -28 May 2013
Updated	October 2013 – Remove Food Act	
Updated	June 2014- Annual review, Amendment of Town Planning delegations and rewording of headings to reflect plain English.	CCS 062 -22 July 2014
Updated	October 2014- Add Cat Act, Dog Act and delegations under S9.49,	CCS083 - 28 October 2014
Updated	July 2015- Annual Review- Add Local Laws, TPS and Bush Fires Act S59.	CCS122 – 28 July 2015
Updated	December 2015 – Revision to amend delegation under the Local Planning Schemes - Part of 1A, 2, 3 & 5 have been revoked and new Local Planning Scheme No 1 added. Delegation P1 replaced, P2-P6 removed.	DRS240 – 15 December 2015
Updated	June 2016 – Annual Review Amend existing delegations and add additional delegations (1.24-1.33) in accordance with amendments to the Local Government (Functions and General) Regulations 1996. Add delegations F1 and F2 under the Food Act 2008.	CCS 192 - 26 July 2016

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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 — (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.	
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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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
1.2016	CCS192	26 July 2016

Local Government Act 1995

1.2 Power to remove and impound (Section 3.39 & 3.40A)		
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 Section 3.40A – To authorise employees with power to remove an abandoned vehicle wreck	
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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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
1.2016	CCS192	26 July 2016

Local Government Act 1995

1.3 Closing certain thoroughfares to vehicles (Section 3.50)		
Function Delegated	To: (1) close any thoroughfare that the City manages to the passage of vehicles, wholly or partially, for a period not exceeding 4 weeks. (1a) 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.	
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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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
1.2016	CCS192	26 July 2016

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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council. Compliance with Council Policies: <ul style="list-style-type: none"> • CP010 Procurement of Goods and Services; and • CP016 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		
Version	Decision reference	Date delegated
1.2016	CCS192	26 July 2016

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

1.5 Disposing of property (Section 3.58)		
Function Delegated	<p>Authority to dispose of property to- s. 3.58 2(a) the highest bidder at public auction; or</p> <p>(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.</p> <p>Authority to dispose of property in accordance with s.3.58 (3) of the Act. Authority to dispose of property under regulation 30(3) (a) of the Local Government (Functions and General) Regulations 1996.</p>	
Statutory Power Delegated	Section 3.58(2) and (3) Disposing of property	
Power Originally Assigned to	The Local Government	
Statutory Power of Delegation	<p>Section 5.42 - Delegation of some powers or duties to the CEO</p> <p>Section 5.43 - Limitations on delegations on delegations to the CEO</p>	
Power Delegated to	Chief Executive Officer	
Council's Conditions on Delegation	<p>This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.</p> <p>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.</p>	
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	<p>Local Government Act 1995 – Section 5.46(3)</p> <p>Local Government (Administration) Regulations 1996 – regulation 19</p>	
Delegation Administration		
Version	Decision reference	Date delegated
1.2016	CCS192	26 July 2016

Local Government Act 1995

Local Government Act (Administration Regulations) 1996

1.6 Reimbursement of fees to a council member		
Function Delegated	Local Government Act (Section 5.98(2) -(4)) 1. To reimburse a council member who incurs an expense of a kind prescribed as being an expense- <ul style="list-style-type: none"> • to be reimbursed by all local governments; or • which may be approved for reimbursement Is entitled to be reimbursed for the expense in accordance with subsection (3). 2. The local Government may approve reimbursement of an expense either generally or in a particular case. Local Government Act (Administration Regulations)1996 32. (1) (a)-(c) Expenses that may be approved for reimbursement.	
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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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
1.2016	CCS192	26 July 2016

Local Government Act 1995

1.7 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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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
1.2016	CCS192	26 July 2016

Local Government Act 1995

1.8 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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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
1.2016	CCS192	26 July 2016

Local Government Act 1995

1.9 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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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
1.2016	CCS192	26 July 2016

Local Government Act 1995

1.10 Defer, Grant Discounts, Waive or Write Off Debts (Section 6.12(1) (b) ,(1) (c), (2)and (3))		
Function Delegated	<ul style="list-style-type: none"> • To waive or grant concessions in relation to any amount of money (Does not apply to rates and service charges); or • Write off any amount of money owed to the City; • Determine conditions to be imposed when granting concessions. 	
Statutory Power Delegated	Section 6.12(1) (b), (1) (c) and (3) – Waive or grant (conditional) concessions in relation to any amount of money, and write off money.	
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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council. Comply with Council Policy CP035 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
1.2016	CCS192	26 July 2016

Local Government Act 1995

1.11 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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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
1.2016	CCS192	26 July 2016

Local Government Act 1995

1.12 Agreement as to payment of rates and service charges (Section 6.49)		
Function Delegated	To accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.	
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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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
1.2016	CCS192	26 July 2016

Local Government Act 1995

1.13 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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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
1.2016	CCS192	26 July 2016

Local Government Act 1995

1.14 Local Government may require lessee to pay rent (Section 6.60(2),(4))		
Function Delegated	<p>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.</p> <p>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.</p>	
Statutory Power Delegated	<p>Section 6.60(2) - Local government may require lessee to pay rent.</p> <p>Section 6.60(4)</p>	
Power Originally Assigned to	The Local Government	
Statutory Power of Delegation	<p>Section 5.42 - Delegation of some powers or duties to the CEO</p> <p>Section 5.43 - Limitations on delegations to the CEO</p>	
Power Delegated to	Chief Executive Officer	
Council's Conditions on Delegation	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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	<p>Local Government Act 1995 – Section 5.46(3)</p> <p>Local Government (Administration) Regulations 1996 – regulation 19</p>	
Delegation Administration		
Version	Decision reference	Date delegated
1.2016	CCS192	26 July 2016

Local Government Act 1995

1.15 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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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
1.2016	CCS192	26 July 2016

Local Government Act 1995

1.16 Extend time for & respond to objection to rate record (Section 6.76(4),(5))		
Function Delegated	<ul style="list-style-type: none"> Extend the time for making an objection to the rate record; 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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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
1.2016	CCS192	26 July 2016

Local Government Act 1995

1.17 Appoint Authorised persons (Section 9.10. Section 3.24)		
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 9.10 – Appointment of authorised persons Section 3.24 – Authorising persons under this subdivision (Part 3, Division 3, Subdivision 2 – Certain provisions about 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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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
1.2016	CCS192	26 July 2016

Local Government Act 1995

1.18 Administer Local Laws (Section 3.18)		
Function Delegated	<p>To administer the City of Greater Geraldton Local Laws and do all other things necessary or convenient to be done for in connection with, performing functions under the Local Government Act 1995.</p> <ul style="list-style-type: none"> • Parking Local Law 2012 • Local Government and Public Property Local Law 2014 • Animal Environment and Nuisance Local Law 2014 • Health Local Law 2014 • Dogs Local Law 2011 • Pest Plants Local Law 2011 • Bush Fire Brigades Local Law 2011 • Cemetery Local Law 2011 • City of Greater Geraldton Activities in Thoroughfares and Public Places and Trading Local Law • Meeting Procedures Local Law 2011 	
Statutory Power Delegated	<p>Section 9.10 – Appointment of authorised persons Section 3.18 – Administer local laws</p>	
Power originally Assigned to:	The Local Government	
Statutory Power of Delegation	<p>Section 5.42 - Delegation of some powers or duties to the CEO Section 5.43 - Limitations on delegations to the CEO</p>	
Power Delegated to	Chief Executive Officer	
Council's Conditions on Delegation	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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	<p>Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – regulation 19</p>	
Delegation Administration		
Version	Decision reference	Date delegated
1.2016	CCS192	26 July 2016

Local Government Act 1995

1.19 Common Seal (Section 9.49(A)(2))	
Function delegated	To affix the common seal of the City to local government documents.
Statutory function delegated	<p>The authority to affix the common seal of the City to a document that needs the City's common seal to be legally effective and that is within one or more of the following categories –</p> <ol style="list-style-type: none"> 1. documents required to satisfy conditions of subdivision and/or development approval; 2. documents required to effect the transfer of land as part of a settlement transaction (sale and purchase); 3. documents required to secure the repayment of a loan granted by the City, a loan granted to the City by a third party and/or to secure the pre-funding of infrastructure works by the City; 4. documents required to effect the grant of leasehold interests in the land either by the City to a third party, or by a third party to the City; 5. documents required to effect the grant of a licence either by the City to a third party, or by a third party to the City; 6. documents required to effect the subdivision of land, including the strata titling of land; 7. documents which are capable of registration and/or lodgement at Landgate (WA Land Titles office); and 8. documents that are necessary or appropriate to enable a CEO to carry out his functions under any written law.
Statutory function delegated to	Local Government
Statutory power of delegation	Local Government Act 1995 section 5.42 Section 5.43 - Limitations on delegations to the CEO
Function delegated to	Chief Executive Officer
Council's conditions on delegation	<p>This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.</p> <p>The document must not be inconsistent with a Council policy or resolution.</p>
Statutory power for CEO to delegate	Section 5.44 – Local Government Act 1995
CEO's delegation to	N/A
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
1.2016	CCS192	26 July 2016

Version	Decision reference	Date delegated
1.2016	CCS192	26 July 2016

Local Government Act 1995

1.20 Execution of Documents (Section 9.49(A)(4))		
Function authorised	To sign documents on behalf of the City either generally or subject to conditions or restrictions specified in this authorisation.	
Statutory function authorised	Section 9.49A(4) - Execution of documents	
Function authorised to	Chief Executive Officer	
Council's conditions on authorisation	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council. The document must be consistent with a Council policy or resolution.	
Statutory power for CEO to delegate	Interpretation Act 1984 Section 59 Section 5.44 – Local Government Act 1995	
Function delegated	Refer to register of delegations from CEO to Employees	
CEO's delegation to	Refer to register of delegations from CEO to Employees	
CEO's conditions on delegation	Refer to register of delegations from CEO to Employees	
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
1.2016	CCS192	26 July 2016

Local Government (Financial Management) Regulations 1996

1.21 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.	
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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council. 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. iv. Contract Variations are not to exceed \$500,000, and must be within the approved Council Budget for the Project.	
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
1.2016	CCS192	26 July 2016

Local Government (Functions and General) Regulations 1996

**1.22 Tenders to be invited for certain contracts, Section 3.57(1)
Local Government Act 1995, Regulation 11(1).**

Function Delegated	(1)Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.	
Statutory Power Delegated	Section 3.57(1) of the Local Government Act 1995 and Regulation 11(1) of the Local Government (Function and General) Regulations 1996.	
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	The Chief Executive Officer	
Council's Conditions on Delegation	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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
1.2016	CCS192	26 July 2016

Local Government (Functions and General) Regulations 1996

1.23 Determining that Tenders do not have to be invited for the supply of goods and services. Section 3.57(1) Local Government Act 1995, Regulation 11(2)(f)

Function Delegated	11.(2) Tenders do not have to be publicly invited according to the requirements of this Division if — (f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier;	
Statutory Power delegated	Section 3.57(1) of the Local Government Act 1995 Regulation 11(2)(f) of the Local Government (Function and General) Regulations 1996.	
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	The Chief Executive Officer	
Council's Conditions on Delegation	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council. <ul style="list-style-type: none"> • The determination is to be supported by a detailed report; • Subject to the requirements and conditions of Council's Procurement of Goods & Service Policy. 	
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
1.2016	CCS192	26 July 2016

Local Government (Functions and General) Regulations 1996

1.24 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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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
1.2016	CCS192	26 July 2016

Local Government (Functions and General) Regulations 1996

1.25 Choice of tender (Regulation 18(4), (4a) & (5))	
Function Delegated	<p>(4) Tenders that have not been rejected under subregulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.</p> <p>(4a) To assist the local government in deciding which tender would be the most advantageous to it to accept, a tenderer may be requested to clarify the information provided in the tender.</p> <p>(5) The local government may decline to accept any tender.</p>
Statutory Power Delegated	Regulation 18(4), (4a) & (5) Choice of tenders
Power Originally Assigned to	The Local Government
Statutory Power of Delegation	<p>Section 5.42 - Delegation of some powers or duties to the CEO</p> <p>Section 5.43 - Limitations on delegations to the CEO</p>
Power Delegated to	Chief Executive Officer
Council's Conditions on Delegation	<p>This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.</p> <p>Delegation subject to a provision in the Annual Budget and limited to:</p> <ol style="list-style-type: none"> 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	<p>Local Government Act 1995 – Section 5.46(3)</p> <p>Local Government (Administration) Regulations 1996 – regulation 19</p>

Delegation Administration		
Version	Decision reference	Date delegated
1.2016	CCS192	26 July 2016

Version	Decision reference	Date delegated
1.2016	CCS192	26 July 2016

Local Government (Functions and General) Regulations 1996

1.26 Variation of requirements before entry into contract (Regulation 20(1))		
Function Delegated	A Local Government may, with approval of the successful tenderer, make a minor variation in a contract for goods or services before it enters the contract with the successful tenderer.	
Statutory Power Delegated	Regulation 20(1) of the Local Government (Function and General) Regulations 1996.	
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	<p>This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.</p> <ul style="list-style-type: none"> • That the variation is minor having regard to the total goods or services that tenderers were invited to supply and shall be consistent with the intended purpose of the contract. • Subject to a provision in the Annual Budget. • Delegation limited to an amount of \$500 000. 	
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
1.2016	CCS192	26 July 2016

Local Government (Functions and General) Regulations 1996

1.27 Variation of requirements before entry into contract (Regulation 20(2))		
Function Delegated	<p>If a chosen tenderer is unable or unwilling to enter into a contract to supply, with a minor variation in goods or services required and:</p> <p>The local government and the chosen tenderer cannot agree on any other variation to be included in the contract.</p> <p>A Local Government may, instead of inviting tenders again, choose the tenderer, if any, which was considered the next most advantageous to it to accept.</p>	
Statutory Power Delegated	Regulation 20(2) of the Local Government (Function and General) Regulations 1996.	
Power Originally Assigned to	The Local Government.	
Statutory Power of Delegation	<p>Section 5.42 – Delegation of some powers or duties to the CEO</p> <p>Section 5.43 – Limitations on delegations to the CEO</p>	
Power Delegated to	Chief Executive Officer	
Council's Conditions on Delegation	<p>This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.</p> <ul style="list-style-type: none"> • That the variation is minor having regard to the total goods or services that tenderers were invited to supply and shall be consistent with the intended purpose of the contract. • Subject to a provision in the Annual Budget. • Delegation limited to an amount of \$500 000. 	
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	<p>Local Government Act 1995 – Section 5.46(3)</p> <p>Local Government (Administration) Regulations 1996 – regulation 19</p>	
Delegation Administration		
Version	Decision reference	Date delegated
1.2016	CCS192	26 July 2016

Local Government (Functions and General) Regulations 1996

1.28 Limitations placed on who may tender (Regulation 21)		
Function Delegated	To seek expressions of interest with respect to the supply of goods or services, where a Local Government thinks there is good reason to make a preliminary selection from amongst prospective tenderers.	
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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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
1.2016	CCS192	26 July 2016

Local Government (Functions and General) Regulations 1996

1.29 Varying a contract for the supply of goods or services (Regulation 21A)		
Function Delegated	<p>If a local government has entered into a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless —</p> <ul style="list-style-type: none"> (a) the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or (b) the variation is a renewal or extension of the term of the contract as described in regulation 11(2)(j). 	
Statutory Power Delegated	Regulation 21A- Varying a contract established via tender	
Power Originally Delegated to	The Local Government	
Statutory Power of Delegation	<p>Section 5.42 – Delegation of some powers or duties to the CEO</p> <p>Section 5.43 – Limitations on delegations to the CEO</p>	
Power Delegated to	Chief Executive Officer	
Council's Conditions on Delegation	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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	<p>Local Government Act 1995 – Section 5.46(3)</p> <p>Local Government (Administration) Regulations 1996 – regulation 19</p>	
Delegation Administration		
Version	Decision reference	Date delegated
1.2016	CCS192	26 July 2016

Local Government (Functions and General) Regulations 1996

1.30 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	<p>This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.</p> <p>Should any expression of interest be considered acceptable the subsequent request for tender shall be subject to:</p> <ul style="list-style-type: none"> • Regulation 14 (3), (4) and (5) of Local Government (Functions and General) Regulations 1996; and • Delegations 1.25 through to 1.27. 	
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
1.2016	CCS192	26 July 2016

Local Government (Functions and General) Regulations 1996

1.31 Establishment of Local Panels of Prequalified Suppliers (Regulation 24AB & 24AD)

Function Delegated	<p>24AB A local government may establish a panel of pre-qualified suppliers to supply particular goods or services to the local government in accordance with this Division.</p> <p>24AD (1) If a local government decides to establish a panel of pre-qualified suppliers of particular goods or services, persons are to be publicly invited to apply to join the panel.</p> <p>(2) Statewide public notice of the invitation to apply to join a panel of pre-qualified suppliers is to be given.</p> <p>(3) The local government must, before applications to join a panel of pre-qualified suppliers for particular goods or services are publicly invited, determine in writing the criteria for deciding which applications should be accepted.</p> <p>Subject to subclauses (4), (5) and (6)</p>
Statutory Power Delegated	Regulation 24AB and 24AD of the Local Government (Functions and General) Regulations 1996
Power Originally Assigned to	The Local Government
Statutory Power of Delegation	<p>Section 5.42 – Delegation of some powers or duties to the CEO</p> <p>Section 5.43 – Limitations on delegations to the CEO</p>
Power Delegated to	Chief Executive Officer
Council's Conditions on Delegation	<p>This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.</p> <p>In accordance with the provisions of CP014 Procurement of Panels of Prequalified Suppliers.</p>
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	<p>Local Government Act 1995 – Section 5.46(3)</p> <p>Local Government (Administration) Regulations 1996 – regulation 19</p>

Delegation Administration		
Version	Decision reference	Date delegated
1.2016	CCS192	26 July 2016

Version	Decision reference	Date delegated
1.2016	CCS192	26 July 2016

Local Government (Functions and General) Regulations 1996

1.32 Rejecting and Accepting Applications to join the Panels of Prequalified Suppliers (Regulation 24AH)

Function Delegated	<p>(1) An application to join a panel of pre-qualified suppliers (an application) is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for applications to join the panel.</p> <p>(2) An application that is submitted at a place, and within the time, specified in the invitation but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the application.</p> <p>(3) Applications that have not been rejected under subregulation (1) or (2) are to be assessed by the local government by means of a written evaluation of the extent to which each application satisfies the criteria for deciding which applications to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.</p> <p>(4) To assist the local government in deciding whether an application would be advantageous to it to accept, the person who submitted the application may be requested to clarify the information provided in it.</p> <p>(5) The local government may decline to accept any application.</p>
Statutory Power Delegated	Regulation 24AH of the Local Government (Function and General) Regulations 1996
Power Originally Assigned to	The Local Government
Statutory Power of Delegation	<p>Section 5.42 – Delegation of some powers or duties to the CEO</p> <p>Section 5.43 – Limitations on delegations to the CEO</p>
Power Delegated to	Chief Executive Officer
Council's Conditions on Delegation	<p>This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.</p> <p>In accordance with the provisions of CP014 Procurement of Panels of Prequalified Suppliers</p>
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	
1.2016	CCS192	26 July 2016	

Local Government (Functions and General) Regulations 1996

1.33 Contracts with Pre-Qualified Suppliers (Regulation 24AJ)

Function Delegated	<p>(1) The local government may enter into a contract, or contracts, for the supply of goods or services with a pre-qualified supplier who is part of a panel of pre-qualified suppliers for the supply of those particular goods or services.</p> <p>(2) A contract referred to in subregulation (1) must not —</p> <p>(a) be for a term exceeding 12 months; or</p> <p>(b) contain an option to renew or extend its term.</p>		
Statutory Power Delegated	Regulation 24AJ of the Local Government (Functions and General) Regulations 1996.		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	<p>Section 5.42 – Delegation of some powers or duties to the CEO</p> <p>Section 5.43 – Limitations on delegations to the CEO</p>		
Power Delegated to	Chief Executive Officer		
Council's Conditions on Delegation	<p>This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.</p> <p>In accordance with the provisions of CP014 Procurement of Panels of Prequalified Suppliers</p>		
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	<p>Local Government Act 1995 – Section 5.46(3)</p> <p>Local Government (Administration) Regulations 1996 – regulation 19</p>		
Delegation Administration			
Version	Decision reference	Date delegated	
1.2016	CCS192	26 July 2016	

City of Greater Geraldton Local Planning Scheme No. 1

<i>P1 Powers and Duties under Local Planning Scheme No. 1</i>		
Function Delegated	The exercise of all powers and duties under Local Planning Scheme No. 1 other than the power of delegation	
Statutory Power Delegated	City of Greater Geraldton Local Planning Scheme No. 1	
Power Originally Assigned to	The Local Government	
Statutory Power of Delegation	Schedule 2, Part 10, Clause 82 Planning and Development (Local Planning Schemes) Regulations 2015	
Power Delegated to	Chief Executive Officer	
Council's Conditions on Delegation	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council. Does not include the power of delegation	
Statutory Power for CEO to Sub-delegate	Schedule 2, Part 10, Clause 83 Planning and Development (Local Planning Scheme) Regulations 2015	
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
1.2016	CCS192	26 July 2016

Strata Titles Act 1985

P7 Strata Applications (Section 25 & Section 9)		
Function delegated	<p>To issue a certificate of approval under section 25 of the Strata Titles Act except for those applications that:</p> <ul style="list-style-type: none"> • Propose the creation of a vacant lot; • Propose vacant air stratas in multi –tiered strata scheme developments; • In the opinion of the WAPC as notified to the relevant local government as notified to the WAPC in writing, relate to: <ul style="list-style-type: none"> (a) a type of development and/or (b) land within an area, which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application. <p>To issue a certificate under Section 9 of the Strata Titles Act For the consolidation of two or more lots.</p>	
Statutory Power Delegated	<p>s.25 Strata Titles Act - Certificate of Commission</p> <p>s.9 Strata Titles Act - Consolidation of lots</p>	
Power Originally Assigned to	The Local Government	
Statutory Power of Delegation	<p>Section 5.42 - Local Government Act 1995</p> <p>Section 16(3)(e) - Planning and Development Act 2005</p>	
Power Delegated to	Chief Executive Officer	
Council's Conditions on Delegation	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
Statutory power for CEO to Sub-delegate	Nil	
CEO's delegation to	Nil	
CEO's conditions on delegation	Nil	
Record keeping requirements	<p>Local Government Act 1995 – Section 5.46(3)</p> <p>Local Government (Administration) Regulations 1996 – Regulation 19</p>	
Delegation Administration		
Version	Decision Reference	Date Delegated
1.2016	CCS192	26 July 2016

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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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
1.2016	CCS192	26 July 2016

Building Act 2011

<i>B2 Uncertified application to be considered by building surveyor (Section 17)</i>		
Function Delegated	To refer to a building surveyor an uncertified application if the application complies with section 16.	
Statutory Power Delegated	Building Act 2011 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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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
1.2016	CCS192	26 July 2016

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 2011 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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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
1.2016	CCS192	26 July 2016

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); or not grant the building permit when not satisfied as to each of the matters mentioned in subsection (1)(a) to (s); and impose conditions on the grant of a building permit in addition to any provided for in the regulations. 	
Statutory Power Delegated	Section 20 - Grant of building permit 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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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 Building Act 2011- Section 127 , Section 130	
Delegation Administration		
Version	Decision Reference	Date Delegated
1.2016	CCS192	26 July 2016

Building Act 2011

B5 Grant or not grant a demolition permit (Section 21 & 27)		
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); or • not grant the demolition permit when not satisfied as to each of the matters mentioned in subsection (1)(a) to (o); and • impose conditions on the grant of a demolition permit in addition to any provided for in the regulations. 	
Statutory Power Delegated	Section 21 - Grant of demolition permit 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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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 Building Act 2011- Section 127, Section 130	
Delegation Administration		
Version	Decision Reference	Date Delegated
1.2016	CCS192	26 July 2016

Building Act 2011

B6 Grant or not grant an occupancy permit and a building approval certificate (Section 58)

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 as to each of the matters mentioned in subsection (1)(a) to (l); or not 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); and refuse 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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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 Building Act 2011- Section 127 , Section130	
Delegation Administration		
Version	Decision Reference	Date Delegated
1.2016	CCS192	26 July 2016

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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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 Building Act 2011- Section 127, Section 130	
Delegation Administration		
Version	Decision Reference	Date Delegated
1.2016	CCS192	26 July 2016

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, signed by a building surveyor employed by the local government whether or not; (a) the building or incidental structure is, or is proposed to be located in the local governments district; or (b) the applicant is an owner or occupier of land in the local government district	
Statutory Power Delegated	Section 145A – 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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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
1.2016	CCS192	26 July 2016

Bush Fires Act 1954

BF1 Variation of burning times (Section 17 (7) & (8))		
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 (7) & (8).	
Power Originally Assigned to	The Local Government	
Statutory Power of Delegation	Bush Fires Act - section 17(10)	
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	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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 Bush Fires Act 1954 Section 50	
Delegation Administration		
Version	Decision Reference	Date Delegated
1.2016	CCS192	26 July 2016

Bush Fires Act 1954

<i>BF2 Institute proceedings (Section 59(3))</i>		
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- Section (59)	
Statutory Power delegated	Bush Fires Act- section 59(3) Prosecution of Offences	
Power Originally Assigned to	Local Government	
Statutory Power of Delegation	Bush Fires Act - section 59(3)	
Power Delegated to	The Chief Executive Officer or bush fire control officer.	
Council's Conditions on Delegation	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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 Bush Fires Act 1954 Section 50	
Delegation Administration		
Version	Decision Reference	Date Delegated
1.2016	CCS192	26 July 2016

Bush Fires Act 1954

BF3 Issue Infringement Notice (Section 59A)		
Function Delegated	Where there is reason to believe that a person has committed any such offence against this Act as is prescribed for the purposes of this section, serve on that person a notice, in the prescribed form – an infringement notice.	
Statutory Power delegated	Bush Fires Act - Section 59A(2) Alternative procedure – Infringement notices	
Power Originally Assigned to	Local Government	
Statutory Power of Delegation	Bush Fires Act - section 59(3)	
Power Delegated to	The Chief Executive Officer or bush fire control officer.	
Council's Conditions on Delegation	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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 Bush Fires Act 1954 Section 50	
Delegation Administration		
Version	Decision Reference	Date Delegated
1.2016	CCS192	26 July 2016

Bush Fires Act 1954

BF4 Restrictions to burning garden refuse(Section 24G(2))		
Function delegated	To publish in the Gazette and a newspaper circulating in its district, 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 48(1)	
Power Delegated to	The Chief Executive Officer	
Council's Conditions on Delegation	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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 Bush Fires Act 1954 Section 50	
Delegation Administration		
Version	Decision Reference	Date Delegated
1.2016	CCS192	26 July 2016

Bush Fires Act 1954

***BF5 Prohibition on use of tractors or engines except under certain conditions
(Section 27 (3))***

Function Delegated	To publish a notice in the district by — (a) publication in a newspaper circulating in that district; (b) broadcast from a radio broadcasting station that gives radio broadcasting coverage to that district; and (c) display in prominent positions in that district, 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 48(1)
Power Delegated to	The Chief Executive Officer
Council's Conditions on Delegation	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.
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
1.2016	CCS192	26 July 2016

Bush Fires Act 1954

BF6 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)	
Power Originally Assigned to	Local Government	
Statutory Power of Delegation	Bush Fires Act - section 48(1)	
Power Delegated to	The Chief Executive Officer	
Council's Conditions on Delegation	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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 Bush Fires Act 1954 Section 50	
Delegation Administration		
Version	Decision Reference	Date Delegated
1.2016	CCS192	26 July 2016

Bush Fires Act 1954

BF7 Appoint bush fire control officer (Section 38(1))		
Function delegated	A local government may appoint such persons to be its bush fire control officers under and for the purposes of this Act, of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fires Control Officer and the 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 48(1)	
Power Delegated to	The Chief Executive Officer	
Council's Conditions on Delegation	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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 Bush Fires Act 1954 Section 50	
Delegation Administration		
Version	Decision Reference	Date Delegated
1.2016	CCS192	26 July 2016

Bush Fires Act 1954

BF8 Appoint weather officers (Section 38(8))		
Function delegated	To appoint bush 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 48(1)	
Power delegated to	The Chief Executive Officer	
Council's Conditions on Delegation	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
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 Bush Fires Act 1954 Section 50	
Delegation Administration		
Version	Decision Reference	Date Delegated
1.2016	CCS192	26 July 2016

C1 Registrations (Sections 9 - 13)	
Function Delegated:	<ul style="list-style-type: none"> (1) Grant or refuse to grant the registration of a cat [s.9(1)(a)]. (2) Renew or refuse to renew the registration of a cat [s.9(1)(b)]. (3) Require an applicant to provide any document or information required to determine an application for registration [s.9(5)]. (4) Refuse to consider an application, where an applicant has not complied with a request for information [s.9(6)]. (5) Cancel the registration of a cat [s.10] (6) Allot a registration number, give the owner a registration certificate for the cat, give a registration tag [s.11(1)] and give a new registration certificate or tag for the cat [s.11(2)] (7) Keep an accurate and up-to-date register of cats [s.12] (8) Give notice of decisions [s.13]
Statutory Power Delegated:	<p>Cat Act 2011</p> <p>Section 9. Registration</p> <p>Section 10. Cancellation of registration</p> <p>Section 11. Registration numbers, certificates and tags</p> <p>Section 12. Register of cats</p> <p>Section 13. Notice to be given of certain decisions made under this Subdivision</p>
Power Originally Assigned to:	Local Government
Statutory Power of Delegation:	<p>Cat Act 2011</p> <p>Section 44. Delegation by Local Government</p>
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.
Statutory Power for CEO to Sub-delegate:	<p>Cat Act 2011</p> <p>Section 45. Delegation by CEO of Local Government</p>
CEO's Sub-delegation to	Refer to Register of Delegated Authority from CEO to Employees
CEO's Conditions on sub-delegation	Refer to Register of Delegated Authority from CEO to Employees
Record keeping	Cat Act 2011 Section 47

requirements		
Delegation Administration		
Version	Decision reference	Date delegated
1.2016	CCS192	26 July 2016

C2 Breeder Approvals (Section 37, 38 and 40)		
Function Delegated:	(1) Grant or refuse to grant an approval for the person to breed cats[s.37(1)(a)]. (2) Renew or refuse to renew an approval for the person to breed cats [s.37(1)(b)]. (3) Require an applicant to provide any document or information required to determine the application [s.37(3)]. (4) Refuse to consider an application, where the applicant has not complied with a request for information [s.37(4)]. (5) Cancel an approval to breed cats [s.38]. (6) Give notice of decisions [s.40].	
Statutory Power Delegated:	Cat Act 2011 Section 37. Approval to breed cats Section 38. Cancellation of approval to breed cats. Section 40. Notice to be given of certain decisions made under this Subdivision.	
Power Originally Assigned to:	Local Government	
Statutory Power of Delegation:	Cat Act 2011 Section 44. Delegation by Local Government	
Power Delegated to:	Chief Executive Officer	
Council's Conditions on Delegation	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
Statutory Power to Sub-delegate:	Cat Act 2011 Section 45. Delegation by CEO of Local Government	
Compliance Links:	Cat Act 2011 Part 3 Division 4 Breeding of cats	
CEO's Sub-delegation to	Refer to Register of Delegated Authority from CEO to Employees	
CEO's Conditions on Sub-delegation	Refer to Register of Delegated Authority from CEO to Employees	
Record keeping requirements	Cat Act 2011 Section 47	
Delegation Administration		
Version	Decision reference	Date delegated
1.2016	CCS192	26 July 2016

Cat Act 2011

C3 Appoint Authorised Persons (Section 48)		
Function Delegated:	(1) Appoint persons or classes of persons to be authorised for the purposes of performing particular functions under the Act [s.48(1)]. (2) Determine conditions on any authorisation [s.48(3)] (3) Cancel or vary an authorisation [s.48(4)].	
Statutory Power Delegated:	Cat Act 2011 Section 48. Authorised Persons	
Power Originally Assigned to:	Local Government	
Statutory Power of Delegation:	Cat Act 2011 Section 44. Delegation by Local Government	
Power Delegated to:	Chief Executive Officer	
Council's Conditions on Delegation:	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
Statutory power to sub-delegate:	Cat Act 2011 Section 45. Delegation by CEO of Local Government	
Compliance Links:	Cat Act 2011 Part 3 Division 4 Breeding of cats	
CEO's Sub-delegation to	Refer to Register of Delegated Authority from CEO to Employees	
CEO's Conditions on Sub-delegation	Refer to Register of Delegated Authority from CEO to Employees	
Record keeping requirements	Cat Act 2011 Section 47	
Delegation Administration		
Version	Decision reference	Date delegated
1.2016	CCS192	26 July 2016

Dog Act 1976

D1 Delegation of local government powers and duties (Section 29(1))		
Function Delegated:	(1) Appoint persons to be authorised for the purposes of performing particular functions under the Act [s.29(1)].	
Statutory Power delegated:	Dog Act 1976 Section 29(1) – Authorised Person	
Power Originally Assigned to:	The Local Government	
Statutory Power of Delegation:	Dog Act 1976 Section 10AA	
Power delegated to:	Chief Executive Officer who is authorised to further delegate the power or duty.	
Council's Conditions on Delegation	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
Statutory power for CEO to Sub-delegate	Dog Act 1976 Section 10AA	
CEO's Sub-delegation to	Refer to Register of Delegated Authority from CEO to Employees	
CEO's Conditions on Sub-delegation	Refer to Register of Delegated Authority from CEO to Employees	
Record keeping requirements	Dog Act 1976 Section 10AB	
Delegation Administration		
Version	Decision reference	Date delegated
1.2016	CCS192	26 July 2016

Food Act 2008

F1 Appointment of Authorised officers (Section 122)

Function Delegated:	<p>(1) An enforcement agency may appoint a person to be an authorised officer for the purposes of this Act if — <i>(Having regard to any guidelines issued by the CEO Health Department under subsection (2))</i></p> <p>(a) the enforcement agency considers the person has appropriate qualifications and experience to perform the functions of an authorised officer; or</p> <p>(b) the person holds office as an environmental health officer under the <i>Health Act 1911</i>.</p> <p><i>N.B The CEO of the Health Department may issue guidelines that describe the qualifications and experience that are appropriate for a person to be appointed as an authorised officer.</i></p> <p>(3) Each enforcement agency must prepare and maintain a list of authorised officers appointed by the agency.</p>		
Statutory Power delegated:	Food Act 2008 Authorised Person Section 122.		
Power Originally Assigned to:	The Local Government (Enforcement Agency)		
Statutory Power of Delegation:	Food Act 2008 Division 2 s.118		
Power delegated to:	Chief Executive Officer		
Council's Conditions on Delegation	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.		
Statutory power for CEO to Sub-delegate	Nil		
CEO's Sub-delegation to	Nil		
CEO's Conditions on Sub-delegation	N/A		
Record keeping requirements	Food Act 2008 Local Government Act 1995 – Section 5.46(3)		
Delegation Administration			
Version	Decision reference	Date delegated	
1.2016	CCS192	26 July 2016	

Food Act 2008

F2 Designate Authorised Officers (Section 126(13))		
Function Delegated:	An enforcement agency may, in writing, designate authorised officers appointed by the agency under Part 10 Division 3 to be designated officers for the purposes of subsection (2), (3), (6) or (7) or for the purposes of 2 or more of those subsections, but a person who is a designated officer for the purposes of giving infringement notices under subsection (2) is not eligible to be a designated officer for the purposes of any of the other subsections.	
Statutory Power delegated:	Food Act 2008 Section 126 – Designate authorised officer	
Power Originally Assigned to:	The Local Government (Enforcement Agency)	
Statutory Power of Delegation:	Food Act 2008 Division 2 s.118	
Power delegated to:	Chief Executive Officer	
Council’s Conditions on Delegation	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.	
Statutory power for CEO to Sub-delegate	Nil	
CEO’s Sub-delegation to	Nil	
CEO’s Conditions on Sub-delegation	N/A	
Record keeping requirements	Food Act 2008 Local Government Act 1995 – Section 5.46(3)	
Delegation Administration		
Version	Decision reference	Date delegated
1.2016	CCS192	26 July 2016