



City of
Greater Geraldton
a vibrant future



**Register of
Delegated Authority to the
Chief Executive Officer
2015 / 2016**

Table of Amendments / Review

Item	Reference	Document Reference
Created:	June 2012	
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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.	CCS0

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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	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
1.2015		

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	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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1. 2015		

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	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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1.2015		

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	
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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-</p> <p>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.</p> <p>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		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		<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	
1.2015			

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	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	
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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	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	
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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	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	
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1.2015		

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	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	
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1.2015		

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	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		
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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	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	
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1.2015		

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	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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1.2015		

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	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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1.2015		

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	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	<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
1.2015		

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	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		
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1.2015		

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	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		
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1.2015		

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	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
1.2015		

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	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	<p>Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – regulation 19</p>	
Delegation Administration		
Version	Decision reference	Date delegated
1.2015		

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
Function delegated to	Chief Executive Officer
Council's conditions on delegation	The document must not be inconsistent with a Council policy or resolution.
Statutory power for CEO to delegate	Section 5.44 – Local Government Act 1995
CEO's delegation to	NA
CEO's conditions on delegation	NA
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
1.2015		

Version	Decision reference	Date delegated
1.2015		

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	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
1.2015		

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	<ul style="list-style-type: none"> 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
1.2015		

Local Government (Functions and General) Regulations 1996

1.22 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		
Version	Decision reference	Date delegated
1.2015		

Local Government (Functions and General) Regulations 1996

1.23 Choice of tender (Regulation 18(4) & (5))		
Function Delegated	A local government must consider any tender that has not been rejected and decide which one to accept. The local government may 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	Delegation subject to a provision in the Annual Budget and limited to: 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
1.2015		

Local Government (Functions and General) Regulations 1996

1.24 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	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
1.2015		

Local Government (Functions and General) Regulations 1996

1.25 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	Subject to Regulation 14(2), 15(2), 17(2) (C) and 18(3) of the Local Government (Functions and General) Regulations 1996.	
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
1.2015		

Local Government (Functions and General) Regulations 1996

1.26 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	A local government does not have to publicly invite tenders before it enters into a contract for the supply of goods or services even though the consideration under the contract is, or is expected to be, worth more than \$100,000 if it 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	<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		

Local Government (Functions and General) Regulations 1996

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

Function Delegated	A local government is to publicly invite tenders before it enters into a contract for the supply of goods or services if the consideration under the contract is, or is expected to be, worth more than \$100,000.
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	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
1.2015		

Local Government (Functions and General) Regulations 1996

1.28 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 contrast 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	That the variation is minor having regard to the total goods or services that tenderers were invited to supply.	
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
1.2015		

Local Government (Functions and General) Regulations 1996

1.29 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	<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. • Subject to a provision in the Annual Budget. • Delegation limited to an amount of \$500000 	
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
1.2015		

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

<i>P1 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
1.2015		

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
1.2015		

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)

<i>P4 Structure Plans</i>		
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

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		

Shire of Greenough Town Planning Scheme 1A, City of Greater Geraldton Local Planning Scheme No. 2 (Mullewa), Town Planning Scheme No. 3 (Geraldton) and Local Planning Scheme No.5 (Greenough)

<i>P6 Authorisation under local town planning schemes (Clause 8.6.2, 11.3.2, 11.3.2 and LGA 9.10)</i>			
Function Delegated	To enter any building or land for the purpose of ascertaining whether the provisions of the Scheme are being observed.		
Statutory Power Delegated	<ul style="list-style-type: none"> • Clause 7.1(c) Town Planning Scheme No.1A (Greenough River Resort) • Clause 8.1.(c) Town Planning Scheme No.3 (Geraldton) • Clause 11.1.2 Local Planning Scheme No.5 (Greenough) • Clause 11.1.2 Local Planning Scheme No.2 (Mullewa) 		
Power Originally Assigned to	The Local Government		
Statutory Power of Delegation	<ul style="list-style-type: none"> • Clause 8.6.1 Town Planning Scheme No.3 (Geraldton) • Clause 11.3.1 Local Planning Scheme No.5 (Greenough) • Clause 11.3.2. Local Planning Scheme No.2 (Mullewa) • Local Government Act Section 9.10 		
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 Section 5.44– CEO may delegate some powers and duties to other employees		
CEO's Sub-delegation to	Refer to Authorisations from CEO to Others		
CEO's Conditions on Sub-delegation	Refer to Register of Authorisations 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	
1.2015			

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	Nil	
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
1.2015		

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
1.2015		

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	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
1.2015		

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	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
1.2015		

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	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 Building Act 2011- Section 127 , Section 130	
Delegation Administration		
Version	Decision Reference	Date Delegated
1.2015		

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	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 Building Act 2011- Section 127, Section 130	
Delegation Administration		
Version	Decision Reference	Date Delegated
1.2015		

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	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 Building Act 2011- Section 127 , Section130	
Delegation Administration		
Version	Decision Reference	Date Delegated
1.2015		

Building Act 2011

B7 Building orders (Section 110 and 117)		
Function Delegated	<p>To make an order (a building order) in respect of one or more of the following —</p> <p style="padding-left: 40px;">(a) particular building work;</p> <p style="padding-left: 40px;">(b) particular demolition work;</p> <p style="padding-left: 40px;">(c) a particular building or incidental structure, whether completed before or after commencement day; or</p> <p>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</p>	
Statutory Power Delegated	<p>Section 110 – make a building order</p> <p>Section 117 – revoke a building order</p>	
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	<p>Local Government Act 1995 – Section 5.46(3)</p> <p>Local Government (Administration) Regulations 1996 – Regulation 19</p> <p>Building Act 2011- Section 127, Section 130</p>	
Delegation Administration		
Version	Decision Reference	Date Delegated
1.2015		

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	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
1.2015		

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	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 Bush Fires Act 1954 Section 50	
Delegation Administration		
Version	Decision Reference	Date Delegated
1.2015		

Bush Fires Act 1954

BF2 Institute proceedings (Section 59(3))		
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	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 Bush Fires Act 1954 Section 50	
Delegation Administration		
Version	Decision Reference	Date Delegated
1.2015		

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	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 Bush Fires Act 1954 Section 50	
Delegation Administration		
Version	Decision Reference	Date Delegated
1.2015		

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	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 Bush Fires Act 1954 Section 50	
Delegation Administration		
Version	Decision Reference	Date Delegated
1.2015		

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	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

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	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 Bush Fires Act 1954 Section 50	
Delegation Administration		
Version	Decision Reference	Date Delegated
1.2015		

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	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 Bush Fires Act 1954 Section 50	
Delegation Administration		
Version	Decision Reference	Date Delegated
1.2015		

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	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 Bush Fires Act 1954 Section 50	
Delegation Administration		
Version	Decision Reference	Date Delegated
1.2015		

C1 Registrations (Section 9, 10 & 13)		
Function Delegated:	(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) Give notice of decisions [s.13]	
Statutory Power Delegated:	Cat Act 2011 Section 9. Registration Section 10. Cancellation of registration Section 13. 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:	Nil	
Statutory Power for CEO to Sub-delegate:	Cat Act 2011 Section 45. Delegation by CEO of Local Government	
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
1.2015		

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	Nil	
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
1.2015		

C3 Appoint Authorised Persons (Section 48)		
Function Delegated:	(1) Appoint persons or class 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:	Nil	
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
1.2015		

Dog Act 1976

D1 Delegation of local government powers and duties (Section 29(1))		
Function Delegated:	(1) Appoint persons or class of 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	Nil	
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
1.2015		