



DELEGATIONS REGISTER

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CITY OF KARRATHA – DELEGATIONS REGISTER

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INTRODUCTION

BACKGROUND TO DELEGATIONS AND AUTHORISATIONS

- 1.1 The aim of delegations and authorisations is to assist with improving the time taken to make decisions within the constraints imposed by legislation. This is consistent with the City's commitment to a strong customer service focus.
- 1.2 A delegation is where a person or body is appointed to exercise a power or discharge a duty by the person who has the responsibility to exercise that power or duty. In exercising a delegated authority, such appointed person does so "on behalf" of the delegator.
- 1.3 An appointment or authorisation is where a person or body is given permission to perform a specific statutory function in their own right.

INTERPRETATION – COUNCIL DELEGATING TO CEO

- 1.4 ***In an effort to reduce the bureaucratic impost on Council, it is understood that unless stated otherwise, by virtue of Council resolution to approve this document, all delegations will be from Council to CEO and then sub-delegated unless not allowed at law or requested by Council. This will enable the CEO to make minor operational changes for staff/roles where required without having to seek Council approval. To this end, this Register should be read with this in mind, removing the need to repeat the fact on each individual delegation below, that Council is delegating to CEO.***

REQUIREMENTS FOR DELEGATED AUTHORITIES

- 1.5 There are two requirements for a delegation to be effective. These are:
 - 1.5.1 There must be a power to delegate; and
 - 1.5.2 A power to be delegated must exist.
- 1.6 **Power to Delegate**
 - 1.6.1 The power to delegate must be contained within legislation. However a legislative power to delegate only relates to the powers or duties under the Act which the delegated power is located.¹
 - 1.6.2 For example, the *Local Government Act 1995* contains powers to delegate (as described below), however it is not possible to rely on this power of delegation, to delegate functions of local government under other legislation. For example, under the *Bush Fires Act 1954* any delegation by a local government can only be delegated by the delegation provisions of that Act.
- 1.7 **Power to be Delegated**

The power to be delegated must be able to be exercised by the person or body that delegated that power. The power must also be contained in the same legislation as the associated power to delegate.

DELEGATED AUTHORITY UNDER THE LOCAL GOVERNMENT ACT 1995

The *Local Government Act 1995* was introduced on 1 July 1996 and made significant changes to the way local governments' conduct their business. Its general aim was to enable local governments to provide good open and accountable government to the community.

¹ Taken from Department of Local Government and Communities – Local Government Operational Guidelines – Number 17 – Delegations (Updated 2015)

DELEGATION BY COUNCIL TO THE CHIEF EXECUTIVE OFFICER UNDER THE LOCAL GOVERNMENT ACT 1995

- 1.1 Section 5.42 of the *Local Government Act 1995* allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act. All delegations made must be by absolute majority.
- 1.2 Section 5.43 of the *Local Government Act 1995* specifies the decisions which cannot be delegated by Council to the Chief Executive Officer. These are as follows:
 - 1.2.1 any power or duty that requires a decision of an absolute majority or 75% majority of the local government;
 - 1.2.2 accepting a tender which exceeds an amount determined by the local government;
 - 1.2.3 appointing an auditor;
 - 1.2.4 acquiring or disposing of any property valued at an amount determined by the local government;
 - 1.2.5 any of the local government's powers under sections 5.98, 5.98A, 5.99, 5.99A and 5.100 of the *Local Government Act 1995*;
 - 1.2.6 borrowing money on behalf of the local government;
 - 1.2.7 hearing or determining an objection of a kind referred to in section 9.5 of the *Local Government Act 1995*;
 - 1.2.8 any power under section 9.49(4) of the *Local Government Act 1995* to authorise a person to sign documents on behalf of the local government;
 - 1.2.9 any power or duty that requires the approval of the Minister or the Governor; and
 - 1.2.10 such other powers or duties that may be prescribed.

SUB-DELEGATION BY CHIEF EXECUTIVE OFFICER TO AN EMPLOYEE UNDER THE LOCAL GOVERNMENT ACT 1995

- 1.3 Section 5.44 of the *Local Government Act 1995* allows for the Chief Executive Officer to delegate to an employee any of their powers or the discharge of any of their functions under the Act, other than their power of delegation.
- 1.4 Section 5.44(2) provides that the delegation to an employee is to be in writing and s.5.44 (3) states that the delegation shall be subject to any conditions imposed by the local government on its delegation to the Chief Executive Officer. Section 5.44(4) allows the Chief Executive Officer to place conditions on any delegations under this section.

SUB-DELEGATION BY THE CHIEF EXECUTIVE OFFICER TO AN EMPLOYEE UNDER OTHER LEGISLATION

- 1.5 Under common law, sub-delegation is only permitted where it is expressly provided for in legislation.
- 1.6 The *Local Government Act 1995*, expressly permits sub-delegation by a Chief Executive Officer, as outlined in [paragraph 5](#) above.
- 1.7 Numerous pieces of legislation do not specifically refer to a power of delegation. For example, the *Bush Fires Act 1954* does not provide for a CEO to delegate to another employee to exercise the powers delegated by council to the CEO under s.48 of that Act. Therefore only the CEO may exercise the powers delegated by council to the CEO under that Act.²

AUTHORISATIONS

Section 9.10 of the *Local Government Act 1995* empowers a local government to appoint authorised persons, however this power of appointment cannot be used to appoint authorised persons to carry out the powers or duties of local government under other legislation. For example, the *Control of*

² Taken from Department of Local Government and Communities – Local Government Operational Guidelines – Number 17 – Delegations (Updated 2015)

Vehicles (Off-Road Areas) Act 1978 only provides for the local government to appoint authorised persons to carry out certain powers and duties. The power to appoint those persons cannot be delegated to the CEO as no powers to delegate exist in that piece of legislation.

ACTING THROUGH

In addition to covering delegations, the *Local Government Act 1995* introduces the concept of “acting through”. Section 5.45 of the Act states that in relation to delegations, nothing prevents a “local government from performing any of its functions by acting through a person other than the CEO” or “a CEO from performing any of his or her functions by acting through another person.” The Act does not specifically define the meaning of the term “acting through”. However, the key difference between a delegation and “acting through” is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be taken through the “acting through” concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.³

REGISTER OF DELEGATIONS

- 1.8 Under s.5.46 of the *Local Government Act 1995*, the Chief Executive Officer is to keep a register of the delegations made to the Chief Executive Officer under s.5.42 and employees under s.5.44.
- 1.9 Section 5.46(2) provides that at least once every financial year, delegations are to be reviewed by the delegator.

RECORD OF DELEGATIONS

- 1.10 Under s.5.46(3) of the *Local Government Act 1995*, delegates who are appointed under the *Local Government Act 1995* are to keep a written record of each occasion on which they exercise the powers or discharge the duties delegated to them.
- 1.11 Regulation 19 of the *Local Government (Administration) Regulations 1996*, states that the record is to contain the following information:
 - 1.11.1 how the person exercised the power or discharged the duty;
 - 1.11.2 when the person exercised the power or discharged the duty; and
 - 1.11.3 the person or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.
- 1.12 The relevant record of use has been identified for each delegation, to assist delegates in determining what information to record when exercising a delegation. Note, that there is only a specific requirement in legislation to keep a written record of the exercise of the delegation, where the delegation has been made and exercised under the *Local Government Act 1995*. However, for consistency the same requirements should be followed for delegations made and exercised under other legislation also.

PRIMARY AND ANNUAL RETURNS

A person to whom a power is delegated under the *Local Government Act 1995* is considered to be a ‘designated employee’ under s.5.74 (b) of the *Local Government Act 1995* and is required to complete a primary return within three months of receiving a delegation. Note that this requirement only applies to delegations under the *Local Government Act 1995*, unless the delegating legislation expressly provides that a requirement to complete a financial return under the provisions of the Local Government Act applies. So, for example, an officer with a delegation under the *Dog Act 1976* will

³ Paragraph taken from Department of Local Government and Communities – Local Government Operational Guidelines – Number 17 – Delegations (Updated 2015)

not be required to complete a financial return. Officers who completed a primary return at the commencement of their role will be required to complete an annual return relating to the previous financial year by 31 August in each year that they hold that role in accordance with s.5.76 of the *Local Government Act 1995*.

THIS REGISTER

- 1.13 This register details the related legislation where the power to delegate is derived from, along with the related legislation or documents confirming the power delegated.
- 1.14 This register also states if the relevant delegation can be sub-delegated by the Chief Executive Officer to employees and if so who the delegations are sub-delegated to.
- 1.15 This register also details authorisations made by Council and Chief Executive Officer and includes where the power to authorise is derived from, along with the related legislation or documents confirming the authorisation.
- 1.16 The appendix to this register details separate “one-off” temporary delegations that have been made to the Chief Executive Officer directly from the local government.
- 1.17 This register will be reviewed in accordance with the *Local Government Act 1995* on an annual basis. The co-ordination of the review will be performed through the Office of the CEO.

NOTICE TO COUNCIL

Council shall be advised of invited, rejected and accepted tenders and panels of pre-qualified suppliers at the following Ordinary Council Meeting.

1. LOCAL GOVERNMENT ACT 1995

1.1 TENDERS & EXPRESSIONS OF INTEREST

DELEGATED BY: Council

DELEGATED TO: Chief Executive Officer

POWER/AUTHORITY DELEGATED: ***Section 3.57 Local Government Act 1995***
Part 4 Division 2 - Local Government (Functions & General) Regulations 1996

1. Authority to invite tenders and expressions of interest. (Subject to conditions 1 & 3 from Council.)
2. Authority to reject and accept tenders and expressions of interest. (Subject to conditions 2 & 3 from Council.)
3. Authority to determine tender and expression of interest evaluation criteria including the form of contract. (Subject to conditions 1 & 3 from Council.)
4. Authority to make minor variations before or after entry into contract in accordance with reg 20 & reg 21A. (***minor variation*** means a variation that the Council is satisfied is minor having regard to the total goods or services that tenderers were invited to supply.)

- CONDITIONS:**
- CEO may only invite when the consideration involved does not exceed \$1,000,000 (excluding GST) and there is an appropriate provision made in the budget.
 - CEO may only accept a tender when the consideration involved does not exceed \$300,000 (excluding GST) and there is an appropriate provision made in the budget.
 - All above delegations must be in accordance with the City of Karratha Purchasing Policy.

SUB-DELEGATED TO:	Director Community Services, Director Corporate Services, Director Development Services and Director Strategic Projects and Infrastructure.
CONDITIONS OF SUB-DELEGATION:	<ul style="list-style-type: none"><u>Directors are sub-delegated to exercise Authority 2 and Authority 4 above, only when the total consideration involved does not exceed \$150,000 (excluding GST) and there is an appropriate provision made in the budget.</u>Directors may only accept a tender when the consideration involved does not exceed \$150,000 (excluding GST) and there is an appropriate provision made in the budget.Must be in accordance with the City of Karratha Purchasing Policy.
POWER TO DELEGATE:	<p>Section 5.42 Local Government Act 1995 – a local government may delegate to the CEO the exercise of any of its powers or any of its duties as specified in s.5.42.</p> <p>Section 5.44 Local Government Act 1995 – a CEO may delegate to any employee of the local government the exercise of any of the CEO’s powers of the discharge of any of the CEO’s duties under this Act.</p> <p>Section 5.43(b) Local Government Act 1995 – a local government cannot delegate to the CEO the power to accept a tender which exceeds an amount determined by the local government for the purpose of s.5.43(b).</p>
REFERENCES:	CG-12 Purchasing Policy; Purchasing Guidelines.
RECORD OF USE:	Details of decisions made are to be recorded in writing and retained in the Council record keeping system, along with any evidentiary documents such as relevant tender documentation. Such records/documents must contain sufficient information to ensure that the requirements of Regulation 19 of the Local Government (Administration) Regulations 1996 are met.

FIRST DATE ADOPTED: 20/~~10~~3/200~~9~~17

LAST AMENDREVIEWED: 20/03/2017

1.2 PANEL OF PRE-QUALIFIED SUPPLIERS

DELEGATED BY: Council

DELEGATED TO: Chief Executive Officer

POWER/AUTHORITY DELEGATED: *Part 4 Division 3 - Local Government (Functions & General) Regulations 1996*

1. Authority to establish a panel of pre-qualified suppliers in accordance with regulation 24AC where:
 - there is a written policy that meets the requirements of regulation 24AC(2); and
 - there is, or will be, a continuing need for the goods or services to be supplied by pre-qualified suppliers.
2. Authority to determine evaluation criteria in accordance with regulation 24AD.
3. Authority to reject and accept applications to join a panel of pre-qualified suppliers in accordance with regulation 24AH.

CONDITIONS:

- ~~CEO may only invite~~This delegation only applies where the consideration involved does not exceed \$1,000,000 (excluding GST) and there is an appropriate provision made in the budget.
- ~~_____~~
- ~~Evaluation criteria is to be in accordance with City of Karratha Purchasing Policy.~~CEO may only accept an application when the consideration involved does not exceed \$300,000 (excluding GST) and there is an appropriate provision made in the budget.
- Evaluation criteria is to be in accordance with City of Karratha Purchasing Policy.

REFERENCES:

CG-12 Purchasing Policy

[Purchasing Guidelines](#)**POWER TO DELEGATE:**

Section 5.42 Local Government Act 1995 – a local government may delegate to the CEO the exercise of any of its powers or any of its duties as specified in s.5.42.

RECORD OF USE:

Details of decisions made are to be recorded in writing and retained in the Council record keeping system, along with any evidentiary documents such as relevant tender documentation. Such records/documents must contain sufficient information to ensure that the requirements of Regulation 19 of the **Local Government (Administration) Regulations 1996** are met.

~~DATE ADOPTED~~**FIRST ADOPTED:**

20/05/2013

~~LAST AMENDED~~**REVIEWED:**

20/03/2017

1.3 DISPOSAL OF LOCAL GOVERNMENT PROPERTY

DELEGATED BY: Council

DELEGATED TO: Chief Executive Officer

POWER/AUTHORITY DELEGATED: *Section 3.58 Local Government Act 1995*
Regulation 30 Local Government (Functions and General) Regulations 1996

Disposal of Property other than an interest in Land:

1. Authority to dispose of property other than an interest in land where the individual market value of the property to be disposed is less than \$~~1~~50,000.00 (excluding GST).

~~2. Authority to dispose of property other than an interest in land where the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more (or worth more) than \$75,000.00 (excluding GST).~~

~~3.~~ Authority to determine tender selection criteria if disposing of property (other than an interest in Land) ~~under Authority 1 above~~ using a public tender process.

~~3~~4. Authority to gift or donate property (that is not money or an interest in land) with a maximum cumulative value of \$5000.00 (excluding GST).

~~4~~5. Authority to consider any submissions made before the date specified in the notice if disposing property (other than an interest in Land) ~~under Authorities 1, 2, and 4 above~~ using a local public notice process.

Disposal of an interest in Land:

~~5~~6. Authority to dispose of an interest in Land by way of commercial/community lease or licence where the ~~total~~ value of the disposition ~~for the entire lease or licence term~~ is less than \$~~2~~50,000.00 (excluding GST) per annum.

~~67.~~ Authority to consider any submissions made before the date specified in the notice if disposing of an interest in Land ~~under Authority 6 above~~ using a local public notice.

~~87.~~ Authority to determine tender selection criteria if disposing of Land using a public tender process.

~~89.~~ Authority to dispose of an interest in Land by way of residential lease ~~with City of Karratha staff or other persons.~~

SUB-DELEGATED TO:

Director Community Services, Director Corporate Services, Director Development Services and Director Strategic Projects and Infrastructure.

~~Director Strategic Projects & Infrastructure; and Director Corporate Services.~~

CONDITIONS:

- ~~The~~ Directors Strategic Projects & Infrastructure ~~are~~ is sub-delegated to exercise Authority 1 and Authority 2 ~~and Authority 32~~ above only if the individual market value of the property to be disposed of is less than \$50,000.00 (excluding GST);

- ~~The~~ Director Corporate Services is sub-delegated to exercise Authority 5 and 98 above ~~only~~; and

- In accordance with section 3.58 of the **Local Government Act 1995** all disposals must be by way of public auction, public tender or local public notice unless the disposal is an exempt disposal under Regulation 30 of the **Local Government (Functions and General) Regulations 1996**.

- For disposals of local government property that are exempt under Regulation 30 of the Local Government (Functions and General) Regulations 1996 refer Council's Disposal Policy(s).

POWER TO DELEGATE:

Section 5.42 Local Government Act 1995 – Council may delegate to the CEO.

Section 5.44 Local Government Act 1995 – a CEO may delegate to any employee of the local government the exercise of any of the CEO’s powers or the discharge of any of the CEO’s duties under the **Local Government Act 1995**.

Section 5.43(d) Local Government Act 1995 – a local government cannot delegate to the CEO the power to dispose of any property exceeding an amount determined by a local government for the purpose of s.5.43(d).

RECORD OF USE:

Details of decisions made are to be recorded in writing and retained in the Council record keeping system, along with any evidentiary documents such as leases/sale and purchase agreements. Such records/documents must contain sufficient information to ensure that the requirements of Regulation 19 of the **Local Government (Administration) Regulations 1996** are met.

~~DATE ADOPTED~~ **FIRST ADOPTED:**

20/10/2003 20/03/2017

~~LAST AMENDED~~ **REVIEWED:**

20/03/2017

1.4 APPOINTMENT OF CASUAL EMPLOYEES

DELEGATED BY:	Chief Executive Officer
DELEGATED TO:	Director Community Services, Director Corporate Services, Director Development Services and Director Strategic Projects & Infrastructure.
POWER/AUTHORITY DELEGATED:	<i>Section 5.36 (3) Local Government Act 1995</i> Authority to appoint Casual Employees and authorise their conditions of contract.
CONDITIONS:	<ul style="list-style-type: none">• The appointment must be in writing and is to be for a maximum period of twelve (12) months;• The position classification must be equivalent to Level 5 and below; and• All appointments must be within budget allocation.
REFERENCES:	City of Karratha Recruitment, Selection & Induction Guidelines; and City of Karratha Enterprise Agreement.
POWER TO DELEGATE:	<i>Section 5.42 Local Government Act 1995</i> – Council may delegate to the CEO. <i>Section 5.44 Local Government Act 1995</i> – a CEO may delegate to any employee of the local government the exercise of any of the CEO’s powers or the discharge of any of the CEO’s duties under the <i>Local Government Act 1995</i> .
DATE ADOPTED FIRST ADOPTED:	20/03/2017 <u>17/03/2014</u>
LAST AMENDED REVIEWED:	20/03/2017

1.5 AUTHORISATION OF EXPENDITURE

DELEGATED BY:	Chief Executive Officer
DELEGATED TO:	Those positions detailed in the Purchasing Authority Limits document.
POWER/AUTHORITY DELEGATED:	<p><i>Sections 6.7 and 6.9 Local Government Act 1995</i></p> <p>Authority to authorise expenditure from the municipal fund and trust fund.</p>
CONDITIONS:	<ul style="list-style-type: none">• Expenditure authorised must be within the limit detailed in the Purchasing Authority Limits form;• All Municipal purchases must be within budget allocation or through Council resolution;• Executive Management Team must endorse the Fleet and Plant program;• Purchase authority is only permissible to accounts where responsibility lies with the appropriate Manager/Coordinator;• All goods and services to be acquired through a tendering or expression of interest process will require the CEO or Director's approval in the first instance; and• All Trust payments to meet condition for refund under term of agreement.
REFERENCES:	<p>Purchasing Authority Limits document</p> <p><i>Section 6.8 Local Government Act 1995</i></p>
POWER TO DELEGATE:	<p><i>Section 5.42 Local Government Act 1995</i> – Council may delegate to the CEO.</p> <p><i>Section 5.44 Local Government Act 1995</i> – a CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under the <i>Local Government Act 1995</i>.</p>

RECORD OF USE:

Details of decisions made are to be recorded in writing and retained in the Council record keeping system, along with any evidentiary documents such as purchase orders. Such records/documents must contain sufficient information to ensure that the requirements of ***Regulation 19 of the Local Government (Administration) Regulations 1996*** are met.

~~DATE ADOPTED~~FIRST ADOPTED:20/03/2017~~20/10/2003~~**LAST ~~AMENDED~~REVIEWED:**

20/03/2017

1.6 PAYMENTS AND TRANSFERS - LOCAL GOVERNMENT ACCOUNTS

DELEGATED BY:	Chief Executive Officer
DELEGATED TO:	Director Community Services, Director Development Services, Director Strategic Projects & Infrastructure, Director Corporate Services; and Manager Financial Services/CFO, Management Accountant <u>and Financial Accountant</u> .
POWER/AUTHORITY DELEGATED:	<i>Regulation 12 Local Government (Financial Management) Regulations 1996</i> <i>Sections 6.9 & 6.11 Local Government Act 1995</i> Authority to make payments from the municipal fund and trust fund. This includes transfer to and from the trust fund in accordance with the trusts affected. This also includes the transfer of funds to and from Reserve accounts as allowed for in the budget.
RECORD OF USE:	Details of decisions made are to be recorded in writing and retained in the Council record keeping system, along with any evidentiary documents. Such records/documents must contain sufficient information to ensure that the requirements of Regulation 19 of the <i>Local Government (Administration) Regulations 1996</i> are met.
POWER TO DELEGATE:	<i>Section 5.42 Local Government Act 1995</i> – Council may delegate to the CEO. <i>Section 5.44 Local Government Act 1995</i> – a CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under the <i>Local Government Act 1995</i> .
DATE ADOPTED FIRST ADOPTED:	20/03/2017 <u>20/10/2003</u>
LAST AMENDED REVIEWED:	20/03/2017 <u>20/03/2017</u>

1.7 PAYMENT OF RATES BY AGREEMENT

DELEGATED BY:	Chief Executive Officer
DELEGATED TO:	Director Corporate Services
POWER/AUTHORITY DELEGATED:	<i>Section 6.49 Local Government Act 1995</i> Authority, in cases of hardship, to enter into special payment arrangements with ratepayers for the payment of rates and service charges.
SUB-DELEGATED TO:	Director Corporate Services
RECORD OF USE:	Details of decisions made are to be recorded in writing and retained in the Council record keeping system, along with any evidentiary documents. Such records/documents must contain sufficient information to ensure that the requirements of Regulation 19 of the <i>Local Government (Administration) Regulations 1996</i> are met.
POWER TO DELEGATE:	<i>Section 5.42 Local Government Act 1995</i> – Council may delegate to the CEO. <i>Section 5.44 Local Government Act 1995</i> – a CEO may delegate to any employee of the local government the exercise of any of the CEO’s powers or the discharge of any of the CEO’s duties under the <i>Local Government Act 1995</i> .
DATE ADOPTEDFIRST ADOPTED:	20/03/2017 <u>20/10/2003</u>
LAST AMENDEDREVIEWED:	20/03/2017

1.8 WRITE OFF MONIES AND SPECIAL ARRANGEMENTS FOR DEBT

DELEGATED BY:	Chief Executive Officer
DELEGATED TO:	Director Corporate Services
POWER/AUTHORITY DELEGATED:	<p><i>Section 6.12 Local Government Act 1995</i></p> <p>Authority, in cases of hardship, to enter into special payment arrangements with debtors for the payment of debts.</p> <p>Authority to write off money owing to the Council, up to the sum of \$2,000.00. If the total collective debt from the same debtor is over \$2,000.00, the decision must be referred to CEO or Council.</p>
CONDITIONS:	<ul style="list-style-type: none">• Director Corporate Services CEO may write off money owing to the Council from a debtor up to the sum of \$52,000.00.• CEO may write off money owing to the Council from a debtor up to the sum of \$5,000.00. If the total collective debt from the same debtor is over \$55,000.00, the decision must be referred to Council.• Any special payment arrangement made under this delegation is not to exceed twelve (12) months.
RECORD OF USE:	<p>Details of decisions made are to be recorded in writing and retained in the Council record keeping system, along with any evidentiary documents. Such records/documents must contain sufficient information to ensure that the requirements of Regulation 19 of the <i>Local Government (Administration) Regulations 1996</i> are met.</p>
POWER TO DELEGATE:	<p><i>Section 5.42 Local Government Act 1995</i> – Council may delegate to the CEO.</p> <p><i>Section 5.44 Local Government Act 1995</i> – a CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under the <i>Local Government Act 1995</i>.</p>

~~DATE ADOPTED~~**FIRST ADOPTED:** 20/03/2017~~20/10/2003~~

LAST AMENDEDREVIEWED: 20/03/2017

1.9 POWER TO INVEST

DELEGATED BY: Chief Executive Officer

DELEGATED TO: Director Corporate Services;
Manager Financial Services / CFO,~~Financial~~
~~Accountant~~ and Management Accountant.

POWER/AUTHORITY DELEGATED: ***Section 6.14(1) Local Government Act 1995***
Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds under the ***Trustees Act 1962 Part III.***

CONDITIONS: To comply with the ***Local Government (Financial Management) Regulations 1996*** including r.19 – *Management of Investments.*

REFERENCES: Policy CF3 – Finance and Investment Strategy

POWER TO DELEGATE: ***Section 5.42 Local Government Act 1995*** – Council may delegate to the CEO.
Section 5.44 Local Government Act 1995 – a CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under the ***Local Government Act 1995.***

RECORD OF USE: Details of decisions made are to be recorded in writing and retained in the Council record keeping system, along with any evidentiary documents. Such records/documents must contain sufficient information to ensure that the requirements of Regulation 19 of the ***Local Government (Administration) Regulations 1996*** are met.

~~DATE ADOPTED~~ **FIRST ADOPTED:** 20/03/2017 ~~20/10/2003~~

LAST ~~AMENDED~~ REVIEWED: 09/20/035/2017 ~~8~~

1.10 CONCESSIONS ON FEES

DELEGATED BY: Chief Executive Officer

DELEGATED TO: Director Community Services, Director Corporate Services, Director Development Services and Director Strategic Projects & Infrastructure.
(Up to \$2,000.00)
Manager Airport and Manager Recreation Facilities
(Up to \$25.00)
Manager Arts & Culture (Up to \$100.00)
Manager Regulatory Services (As legally prescribed)

POWER/AUTHORITY DELEGATED: *Section 6.12(1)(b) Local Government Act 1995*
Section 15(4A) Dog Act 1976
Schedule 3 Clause 1(4) Cat Regulations 2012
Regulation 52 Planning and Development Regulations 2009
Authority to provide concession on Council fees as per legislation within conditions.

CONDITIONS: **Each Manager's use must be signed off on Fee Waiver Register as per Record of Use below**

CEO may provide up to \$5,000.00 concession.

Directors may provide up to a 100% concession on any fee or \$2,000.00 towards any fee (whichever is the lesser amount) for Council facilities and services.

Manager Airport - Authority to provide concession on fees set by Council for Parking & Ground Transport – Short Term Parking and Long Term Parking only, up to a maximum of \$25.00.

Manager Recreation Facilities – Authority to provide concession on fees set by Council for Admission or Court Hire in respect to Karratha Leisureplex, Wickham Recreation Precinct and Roebourne Aquatic Centre only, up to a maximum of \$25.00.

Manager Regulatory Services – Authority to provide concession on prescribed animal registration fees (in accordance with applicable legislation) in relation to Rangers animal health initiatives.

Manager Arts & Culture – Authority to provide up to 100% concession on any fee for the Red Earth Arts Precinct facility, up to a maximum of \$100.00.

REFERENCES:

- As per annual budget to ensure compliance with *r.26(1)(c) of Local Government (Financial Management) Regulations 1996.*
- ***Regulation 52 Planning and Development Regulations 2009***
- - A local government may waive or refund, in whole or in part, payment of a fee for a planning service.
- **Section 15(4A) Dog Act 1976** – A local government may discount or waive a registration fee prescribed within its district.
- **Schedule 3 Clause 1(4) Cat Regulations 2012** – A local government may reduce or waive a fee payable within its district.

POWER TO DELEGATE:

Section 5.42 Local Government Act 1995 – Council may delegate to the CEO.

Section 5.44 Local Government Act 1995 – a CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under the **Local Government Act 1995.**

RECORD OF USE:

Details of decisions made are to be recorded in writing and retained in the Council record keeping system, along with any evidentiary documents. Such records/documents must contain sufficient information to ensure that the requirements of Regulation 19 of the **Local Government (Administration) Regulations 1996** are met.

~~DATE ADOPTED~~ **FIRST ADOPTED:**

20/03/2017 ~~19/01/2004~~

LAST ~~AMENDED~~ REVIEWED:

04/08/2017

1.11 POWER TO REMOVE AND IMPOUND GOODS

DELEGATED BY:	Chief Executive Officer
DELEGATED TO:	Manager Infrastructure Services; Manager Regulatory Services; Ranger Services Coordinator, Senior Ranger, Rangers, Trainee Ranger ; and Manager City Services.
POWER/AUTHORITY DELEGATED:	<p>1. Section 3.39 Local Government Act 1995</p> <p>Authority to remove and impound goods from a public place if;</p> <ul style="list-style-type: none">• the goods present a hazard to public safety;• the goods obstruct the lawful use of any place; or• the goods are located in a place contrary to any local law or regulation. <p>A person may use reasonable force to exercise this power.</p> <p>2. Section 3.40A Local Government Act 1995</p> <p>Authority to remove, impound and subsequently declare an ‘abandoned vehicle wreck’.</p> <p><i>abandoned vehicle wreck</i> means a vehicle —</p> <ul style="list-style-type: none">• that is not operational; and• the owner of which has not been identified by the local government after using all reasonable avenues to do so; and• that has a value that is less than prescribed value (currently \$500.) <p>3. Part 3, Division 3, Subdivision 4 Local Government Act 1995</p> <p>Authority to undertake the functions and duties of local government surrounding impounding and holding goods under, s.3.41, s.3.42, s.3.43, s.3.44, s.3.46 and s.3.48 of the Local Government Act 1995.</p>

CONDITIONS:	When seizing goods, delegated staff must use notices in accordance with Subdivision 4 where appropriate.
POWER TO DELEGATE:	<p><i>Section 5.42 Local Government Act 1995</i> – Council may delegate to the CEO.</p> <p><i>Section 5.44 Local Government Act 1995</i> – a CEO may delegate to any employee of the local government the exercise of any of the CEO’s powers or the discharge of any of the CEO’s duties under the <i>Local Government Act 1995</i>.</p>
RECORD OF USE:	Details of decisions made are to be recorded in writing and retained in the Council record keeping system, along with any evidentiary documents. Such records/documents must contain sufficient information to ensure that the requirements of Regulation 19 of the <i>Local Government (Administration) Regulations 1996</i> are met.
DATE ADOPTED FIRST ADOPTED:	20/03/2017 <u>20/10/2003</u>
LAST AMENDED REVIEWED:	20/03/2017

1.12 DISPOSAL OF CONFISCATED OR UNCOLLECTED GOODS

DELEGATED BY:	Chief Executive Officer
DELEGATED TO:	Ranger Services Coordinator; Manager Regulatory Services; Director Development Services and Director Corporate Services; and Manager City Services.
POWER/AUTHORITY DELEGATED:	<p>1. Section 3.47(1) Local Government Act 1995</p> <p>Authority to sell or otherwise dispose of any goods that have been ordered to be confiscated under s.3.43 of the <i>Local Government Act 1995</i>.</p> <p>2. Section 3.47(2) Local Government Act 1995</p> <p>Authority to sell or dispose of vehicle two months after notice provided under s.3.40(3) or 7 days after vehicle declared an 'abandoned vehicle wreck'. (Refer both conditions below).</p> <p>3. Section 3.47(2a) and (2b) Local Government Act 1995</p> <p>Authority to sell or otherwise dispose of any goods that have not been collected within the periods specified in 3.47(2b).</p> <p>4. Section 3.47A Local Government Act 1995</p> <p>Upon meeting s.3.47A(2) regarding the animal owner, if an impounded animal is ill or injured to such an extent that treating it is not practicable the local government may humanely destroy the animal and dispose of the carcass.</p>
CONDITIONS:	<ul style="list-style-type: none">• The goods must individually be under the value of \$20,000.00.• Any vehicles seized under the provisions of the <i>Control of Vehicles (Off-Road Areas) Act 1978</i> must be disposed of according to the delegations under that legislation.

- Animals seized under the provisions of the Cat or Dog Acts must be dealt with under that respective legislation.

POWER TO DELEGATE:

Section 5.42 Local Government Act 1995 – Council may delegate to the CEO.

Section 5.44 Local Government Act 1995 – a CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under the **Local Government Act 1995**.

RECORD OF USE:

Details of decisions made are to be recorded in writing and retained in the Council record keeping system, along with copies of correspondence with respect to the sale or disposal and any other evidentiary documents. Such records/documents must contain sufficient information to ensure that the requirements of Regulation 19 of the **Local Government (Administration) Regulations 1996** are met.

~~DATE ADOPTED~~**FIRST ADOPTED:**

20/03/2017~~20/10/2003~~

~~LAST AMENDED~~**REVIEWED:**

20/03/2017

1.13 POWER TO REQUIRE CERTAIN THINGS TO BE DONE

DELEGATED BY:	Chief Executive Officer
DELEGATED TO:	<p>Building Coordinator, Senior Building Surveyors, Building Surveyors, Building Compliance Officer;</p> <p>Manager Planning Services, Senior Strategic Planners, Principal Statutory PlannerPrincipal Planner, Senior Statutory Planners, Statutory Planners, Statutory Plannings / Compliance Officer;</p> <p>Manager Regulatory Services, Ranger Services Coordinator, Senior Rangers, Rangers, Trainee Ranger;</p> <p>Coordinator Environmental Health Services, Environmental Health Officers; and</p> <p>Technical Services Coordinator.</p>
POWER/AUTHORITY DELEGATED:	<p>1. Authority to issue notices pursuant to s.3.25 Local Government Act 1995 and enforce notices pursuant to s.3.26 Local Government Act 1995.</p> <p>2. Authority to carry out works on land not owned by the Council pursuant to s.3.27 Local Government Act 1995.</p>
POWER TO DELEGATE:	<p>Section 5.42 Local Government Act 1995 – Council may delegate to the CEO.</p> <p>Section 5.44 Local Government Act 1995 – a CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under the Local Government Act 1995.</p>
RECORD OF USE:	Details of this delegation use are to be recorded in writing and retained, along with any evidentiary documents to ensure that the requirements of Regulation 19 of the Local Government (Administration) Regulations 1996 are met.
DATE ADOPTED FIRST ADOPTED:	20/03/2017 <u>17/06/2013</u>
LAST AMENDED REVIEWED:	20/03/2017

1.14 POWERS OF ENTRY UNDER LOCAL GOVERNMENT ACT

DELEGATED BY:	Chief Executive Officer
DELEGATED TO:	<p>Building Coordinator, Senior Building Surveyors, Building Surveyors, Building Compliance Officer;</p> <p>Ranger Services Coordinator, Senior Rangers, Rangers, Trainee Ranger;</p> <p>Coordinator Environmental Health Services, Environmental Health Officers;</p> <p>Manager Regulatory Services; and</p> <p>Operations Coordinator (Infrastructure).</p>
POWER/AUTHORITY DELEGATED:	Authority to exercise the functions of local government under <i>Powers of Entry - Part 3, Division 3</i> of the <i>Local Government Act 1995</i> .
REFERENCES:	Planning staff utilise powers of entry relevant to their roles under Planning legislation.
POWER TO DELEGATE:	<p><i>Section 5.42 Local Government Act 1995</i> – Council may delegate to the CEO.</p> <p><i>Section 5.44 Local Government Act 1995</i> – a CEO may delegate to any employee of the local government the exercise of any of the CEO’s powers or the discharge of any of the CEO’s duties under the <i>Local Government Act 1995</i>.</p>
RECORD OF USE:	Decisions to enter property are to be recorded in writing and retained in the Council record keeping system, along with any evidentiary documents. Such records/documents must contain sufficient information to ensure that the requirements of Regulation 19 of the <i>Local Government (Administration) Regulations 1996</i> are met.
DATE ADOPTED FIRST ADOPTED:	20/03/2017 17/06/2013
LAST AMENDED REVIEWED:	20/03/2017

1.15 ROAD MANAGEMENT

DELEGATED BY:	Chief Executive Officer
DELEGATED TO:	<p>Operations Coordinator (Infrastructure), Technical Services Coordinator; Senior Engineering Technical Officer;</p> <p>Manager Infrastructure Services;</p> <p>Ranger Services Coordinator, Senior Ranger, Rangers, Trainee Ranger; and</p> <p>Manager Regulatory Services.</p>
POWER/AUTHORITY DELEGATED:	<p><i>Section 3.50 Local Government Act 1995</i></p> <p><i>Section 3.50A Local Government Act 1995</i></p> <p><i>Section 3.51 Local Government Act 1995</i></p> <p><i>Regulation 4 Road Traffic (Events on Roads) Regulations 1991</i></p> <p>Authority to temporarily close thoroughfares to vehicles for periods not exceeding four (4) weeks.</p> <p>Authority to consider applications for the temporary closure of roads for the purpose of conducting events.</p>
POWER TO DELEGATE:	<p><i>Section 5.42 Local Government Act 1995</i> – Council may delegate to the CEO.</p> <p><i>Section 5.44 Local Government Act 1995</i> – a CEO may delegate to any employee of the local government the exercise of any of the CEO’s powers or the discharge of any of the CEO’s duties under the <i>Local Government Act 1995</i>.</p>
RECORD OF USE:	<p>Details of decisions made are to be recorded in writing and retained in the Council record keeping system, along with any evidentiary documents. Such records/documents must contain sufficient information to ensure that the requirements of Regulation 19 of the <i>Local Government (Administration) Regulations 1996</i> are met.</p>
DATE ADOPTED FIRST ADOPTED:	20/03/2017 20/10/2003
LAST AMENDED REVIEWED:	19/03/2018

1.16 COMMENCE PROSECUTIONS

APPOINTMENT FROM:	Chief Executive Officer
APPOINTMENT TO:	All Directors
AUTHORISATION:	Unless expressly prohibited by the relevant legislation, authority to commence prosecutions on behalf of the local government under any legislation used to carry out its functions.
CONDITIONS:	Always refer to provisions within the relevant legislation as per s.20(2) of the <i>Criminal Procedures Act 2004</i> .
POWER TO APPOINT:	<p>Section 5.42 Local Government Act 1995 – Council may delegate to the CEO.</p> <p>Section 5.44 Local Government Act 1995 – a CEO may delegate to any employee of the local government the exercise of any of the CEO’s powers or the discharge of any of the CEO’s duties under the Local Government Act 1995.</p> <p>Section 20(1) Criminal Procedures Act 2004 — an authorised person in relation to an offence means a person authorised by a public authority to commence prosecution for the offence.</p> <p>Section 20(2) Criminal Procedures Act 2004 - a prosecution for an offence may be commenced by, and only by an authorised person.</p>
RECORD OF USE:	Details of decisions made are to be recorded in writing and retained in the Council record keeping system, along with any evidentiary documents. Such records/documents must contain sufficient information to ensure that the requirements of Regulation 19 of the Local Government (Administration) Regulations 1996 are met.
DATE ADOPTED FIRST ADOPTED:	20/03/2017 2017
LAST AMENDED REVIEWED:	20/03/2017

1.17 REPRESENT LOCAL GOVERNMENT IN COURT PROCEEDINGS

APPOINTMENT FROM:	Chief Executive Officer
APPOINTMENT TO:	Kim Sparks (Senior Ranger)
AUTHORISATION:	Appointed to represent the City of Karratha as Prosecutor under section 172(3) of the <i>Criminal Procedure Act 2004</i> and section 9.29 of the <i>Local Government Act 1995</i> .
CONDITIONS:	N/A
POWER TO APPOINT:	<i>Section 9.29(2)(b) Local Government Act 1995</i> – an employee of the Local Government appointed in writing signed by the CEO to represent the Local Government may represent the Local Government in all respects as though the person were the Local Government.
DATE ADOPTEDFIRST ADOPTED:	20/03/2017 <u>18/08/2014</u>
LAST AMENDEDREVIEWED:	20/03/2017

2. LOCAL LAWS

2.1 AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS

AUTHORISATION FROM:	Chief Executive Officer
AUTHORISATION TO:	<p>Ranger Services Coordinator, Senior Rangers, Rangers, Trainee Ranger;</p> <p>Building Coordinator, Senior Building Surveyors, Building Surveyors, Statutory Planning Compliance Officer;</p> <p>Manager Regulatory Services, Regulatory Services Administration Officer;</p> <p>Environmental Health Officers, Coordinator Environmental Health Services;</p> <p>Manager Airport, Airport Airside Coordinator, Airport Property Officer, Airport Terminal and Compliance Coordinator, Airport Reporting Officers, Airport Commercial Officer, Front of House Officers; and</p> <p>Manager Recreation Facilities.</p>
AUTHORISATION:	<p>Appointed as an “authorised person/officer” and authority to carry out the functions of local government with respect to the following local laws:</p> <ul style="list-style-type: none">• Parking & Parking Facilities Local Law;• Fencing Local Law;• Local Government Property Local Law;• Animals, Environment and Nuisance Local Law; and• Activities in Thoroughfares & Public Places and Trading Local Law. <p>(For BushFire Brigade Local Law delegations, refer Bush Fire Act.)</p>

Note, that this extends to the service of infringement notices under s.9.16 of the **Local Government Act 1995** but does not include the extension of the period for payment of a modified penalty under s.9.19 or the withdrawal of an infringement notice under s.9.20.

CONDITIONS:

- All staff require certificate as per s.9.10(2) and it is to be produced whenever required.
- The Manager Regulatory Services and Regulatory Services Administration Officer are appointed under all of the local laws listed above.
- The Ranger Services Coordinator, Senior Rangers, and Rangers ~~and Trainee Ranger~~ are appointed under all of the local laws listed above.
- The Environmental Health Officers and Coordinator Environmental Health Services are appointed under the Animals, Environment and Nuisance Local Law, Activities in Thoroughfares & Public Places and Trading Local Law.
- The Building Coordinator, Senior Building Surveyors, Building Surveyors, Statutory Planning Compliance Officer are appointed under the Fencing Local Law, Local Government Property Local Law, and Activities in Thoroughfares & Public Places and Trading Local Law only.
- The Manager Recreation Facilities, Manager Airport, Airport Airside Coordinator, Airport Property Officer, ~~Airport Terminal and Compliance Coordinator~~, Airport Reporting Officers, Airport Commercial Officer and Front of House Officers are appointed under the Local Government Property Local Law and Parking & Parking Facilities Local Law only.

POWER TO AUTHORISE:

Section 9.10 Local Government Act 1995 – the local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions.

~~DATE ADOPTED~~FIRST ADOPTED:20/03/2017~~20/10/2003~~**LAST AMENDEDREVIEWED:**

20/03/2017

3. WITHDRAWAL / MODIFY INFRINGEMENTS

3.1 MODIFY & WITHDRAWAL INFRINGEMENTS

AUTHORISATION FROM: Council

AUTHORISATION TO: Chief Executive Officer;
Director Development Services.

AUTHORISATION: Authorisation to withdrawal, extend time to pay or modify infringements as allowed at law under the relevant legislation below:

Animal Welfare Act 2002 – s.67 & 68(1)

Building Regulations 2012

Bush Fires Act 1954 – s.59A(5) – (Notice sent must be in prescribed form)

Caravan Parks and Camping Grounds Act 1995 – s.23(5) & (7)

Cat Act 2011 - s.65(1) – (Must be within one year after infringement ***issued*** and notice sent must be in prescribed form)

Cemeteries Act 1986 – s.63 (CEO Only)

Control of Vehicles (Off-Road) Areas Act 1978 – s.37(5) – (Notice sent must be in prescribed form)

Dog Regulations 2013 – r.35(5)

Food Act 2008 – s.126(6) & (7) – (Designated Officer for the purposes of s.126(3)(c) is the CEO)

Litter Act 1979 – s.30(4)

Planning and Development Act 2005 – s.230 & 231

Parking & Parking Facilities Local Law

Fencing Local Law

Local Government Property Local Law

Animals, Environment and Nuisance Local Law

Activities in Thoroughfares & Public Places and Trading Local Law

CONDITIONS:	Refer individual authorisations above.
POWER TO AUTHORISE:	<i>Section 9.19 & 9.20 Local Government Act 1995</i> <i>Section 64(1)(e) Animal Welfare Act 2002</i> <i>Regulation 70 (1) Building Regulations 2012</i> <i>Section 48(1) Bush Fires Act 1954</i> <i>Section 23(11) Caravan Parks and Camping Grounds Act 1995</i> <i>Section 45 Cat Act 2011</i> <i>Section 10(1) Cemeteries Act 1986</i> <i>Section 37(5) Control of Vehicles (Off-Road) Areas Act 1978</i> <i>Criminal Procedure Act 2004 – s.6(a)</i> <i>Section 10AA Dog Act 1976</i> <i>Section 126(13) Food Act 2008</i> <i>Section 30(4a) Litter Act 1979</i>
RECORD OF USE:	Details of decisions made/functions carried out are to be recorded in writing and retained in the Council record keeping system including copies of any approvals for applications and the like and any other evidentiary documents.
DATE ADOPTEDFIRST ADOPTED:	20/03/2017 <u>17/06/2013</u>
LAST AMENDEDREVIEWED:	20/03/2017

4. ANIMAL WELFARE ACT 2002

4.1 AUTHORISED PERSON

AUTHORISATION FROM: Chief Executive Officer

AUTHORISATION TO: Director Development Services

DELEGATION / AUTHORISATION: Authorised Person

Section 64(4) Animal Welfare Act 2002 – a person cannot be both an ‘authorised person’ and ‘inspector’.

Rangers are generally appointed as ‘Inspectors’ under this legislation and that appointment is made by an external party, not local government.

POWER TO AUTHORISE: **Section 64(1)(e) Animal Welfare Act 2002** – the chief executive officers of every local government are each to appoint as ‘authorised persons’ as many members of their staff as are required for the purposes of Division 3 of the **Animal Welfare Act 2002**.

~~DATE ADOPTED~~ **FIRST ADOPTED:** 20/03/2017 ~~20/10/2003~~

~~LAST REVIEWED~~ **AMENDED:** 20/03/2017

5. BUILDING ACT 2011

5.1 AUTHORISED PERSONS

DELEGATION FROM:	Chief Executive Officer
DELEGATION TO:	Building Coordinator, Senior Building Surveyors, Building Surveyors, Building Compliance Officer; and Manager Regulatory Services.
DELEGATION:	Appointed as an 'authorised person' for the purposes detailed in the <i>Building Act 2011</i> and the <i>Building Regulations 2012</i> (including the inspection of private swimming pools enclosures under regulation 53).
CONDITIONS:	<ul style="list-style-type: none">• Must have ID card and comply with Sections 97 & 98 of the <i>Building Act 2011</i>.• CEO is only person authorised to commence a court prosecution under Section 133(1)(b) of the <i>Building Act 2011</i>.
POWER TO DELEGATE:	<p><i>Section 127(1) Building Act 2011</i> – a local government may delegate any of its powers or duties as a permit authority under another provision of this Act.</p> <p><i>Section 127(6A) Building Act 2011</i> – the CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section.</p> <p><i>Section 96(3) Building Act 2011</i> – a local government may designate a person employed by the local government under the <i>Local Government Act 1995</i> section 5.36, as an authorised person.</p>
DATE ADOPTEDFIRST ADOPTED:	20/03/2017 <u>17/06/2013</u>
LAST REVIEWEDAMENDED:	20/03/2017

5.2 GRANT / REFUSE PERMITS

DELEGATED BY:	Chief Executive Officer
DELEGATED TO:	Manager Regulatory Services; and Building Coordinator, Senior Building Surveyors and Building Surveyors.
POWER/AUTHORITY DELEGATED:	<p>Authority to carry out all functions of local government / permit authority in relation to <i>Building Act 2011</i> including:</p> <p>Section 20 – grant or refuse building permits.</p> <p>Section 21 – grant or refuse demolition permits.</p> <p>Section 22 – further grounds to refuse building or demolition permits.</p> <p>Section 27 – conditions imposed by permit authority.</p> <p>Section 58 – grant of occupancy permit or building approval certificate.</p> <p>Section 62(1) – impose conditions on occupancy permit or modification or building approval certificate.</p> <p>Section 65(4) – extension of period.</p>
REFERENCES:	<i>Building Regulations 2012</i>
POWER TO DELEGATE:	<p>Section 127(1) Building Act 2011 – a local government may delegate any of its powers or duties as a permit authority under another provision of this Act.</p> <p>Section 127(6A) Building Act 2011 – the CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section.</p>
RECORD OF USE:	Details of decisions made are to be recorded in writing and retained in the Council record keeping system, along with copies of permits granted and any other evidentiary documents.

~~DATE ADOPTED~~FIRST ADOPTED: 20/03/2017~~31/07/2012~~
~~LAST REVIEWED~~AMENDED: 20/03/2017

5.3 SERVICE OF INFRINGEMENTS

DELEGATION FROM:	Chief Executive Officer
DELEGATION TO:	Building Coordinator, Senior Building Surveyors, Building Surveyors, Building Compliance Officer; and Manager Regulatory Services, Regulatory Services Administration Officer.
DELEGATION:	Appointed as an 'authorised officer' in relation to the service of infringement notices under Part 2 of the Criminal Procedure Act 2004 .
CONDITIONS:	<ul style="list-style-type: none">• Must have a certificate as per Section 9.10 of <i>Local Government Act 1995</i> and be produced whenever required to do so as per Regulation 70(3) of the <i>Building Regulations 2012</i>.• CEO is only person authorised to commence a court prosecution under Section 133(1)(b) of the <i>Building Act 2011</i>.
POWER TO DELEGATE:	Regulation 70 (2) Building Regulations 2012 – a permit authority that is a local government may, in writing, appoint to be an authorised officer for the purposes of the <i>Criminal Procedure Act 2004</i> section 6(b) a person appointed under the <i>Local Government Act 1995</i> section 9.10(1) and authorised for the purpose of performing functions under section 9.16 of that Act.
DATE ADOPTED FIRST ADOPTED:	20/03/2017 <u>17/06/2013</u>
LAST REVIEWED AMENDED:	20/03/2017

6. BUSH FIRES ACT 1954

6.1 FUNCTIONS OF CEO

DELEGATION FROM:	Council
DELEGATION TO:	Chief Executive Officer
DELEGATION:	Any function or duty of a local government under the <i>Bush Fires Act 1954</i> .
CONDITIONS:	Cannot be sub-delegated.
POWER TO DELEGATE:	<i>Section 48(1) Bush Fires Act 1954</i> a local government may delegate to its chief executive officer the performance of any of its functions under this Act.
DATE ADOPTED FIRST ADOPTED:	20/03/2017 <u>17/06/2013</u>
LAST REVIEWED AMENDED:	20/03/2017

6.2 AUTHORISED OFFICERS

DELEGATION FROM:	Chief Executive Officer
DELEGATION TO:	Ranger Services Coordinator, Senior Rangers, Rangers, Trainee Ranger ; and Manager Regulatory Services.
DELEGATION:	<ol style="list-style-type: none">1. Appointed as an 'authorised officer' for the purposes detailed in the <i>Bush Fires Act 1954</i> and <i>Bush Fires Regulations 1954</i>.2. Authorised to carry out the functions detailed in <i>s.24B Bush Fires Act 1954</i>.
CONDITIONS:	<ul style="list-style-type: none">• Only CEO has authority to perform any of the functions of local government under the <i>Bush Fire Brigades Local Law</i> however this does not prevent the CEO from performing these duties by acting through another person.• Delegations 1 & 2 cannot be sub-delegated under s.48(3).
POWER TO DELEGATE:	<p><i>Section 48(1) Bush Fires Act 1954</i> a local government may delegate to its chief executive officer the performance of any of its functions under this Act.</p> <p><i>Section 24B Bush Fires Act 1954</i> a person authorised by local government may require a person to produce permit.</p>
DATE ADOPTED FIRST ADOPTED:	20/03/2017 17/06/2013
LAST REVIEWED AMENDED:	20/03/2017

6.3 BUSH FIRE CONTROL OFFICERS

DELEGATION FROM:	Chief Executive Officer
DELEGATION TO:	<p>Darrell Hutchens – Ranger Services Coordinator (Deputy Chief Bush Fire Control Officer);</p> <p>Kim Sparks – Senior Ranger;</p> <p>Rajesh Bhardwaj – Ranger;</p> <p>Kate Glover – Ranger;</p> <p>Mickael Dequen – Ranger; <u>and</u></p> <p>Morgwn Jones – CBFCO Shire of Ashburton; <u>and</u></p> <p><u>Andrew Neil – CBFCO Town of Port Hedland.</u>^[HE1]</p>
DELEGATION:	Appointed as a Bush Fire Control Officer for the City of Karratha under s.38(1) Bush Fires Act 1954 .
CONDITIONS:	The local government shall cause notice of an appointment made under section 38(1) Bush Fires Act 1954 to be published at least once in a newspaper circulating in its district (s 38(2A)) and shall issue the Bush Fire Control Officer with a certificate of appointment (s 38(2E)).
POWER TO DELEGATE:	<p>Section 48(1) Bush Fires Act 1954 a local government may delegate to its chief executive officer the performance of any of its functions under this Act.</p> <p>Section 38(1) Bush Fires Act 1954 local government may appoint bush fire control officer.</p> <p>Section 59(3) Bush Fires Act 1954 local government may delegate authority to bush fire control officer, or other officer, to commence proceedings against any person committing offences against this Act.</p>
DATE ADOPTEDFIRST ADOPTED:	<u>20/03/2017</u> 17/06/2013
LAST REVIEWEDAMENDED:	10/08/2017

6.4 SERVE INFRINGEMENTS & PROSECUTION OF OFFENCES

DELEGATION FROM:	Chief Executive Officer
DELEGATION TO:	Ranger Services Coordinator, Senior Rangers, Rangers, Trainee Ranger ; Manager Regulatory Services, Regulatory Services Administration Officer
DELEGATION:	<ol style="list-style-type: none"> 1. Authority in relation to prosecution of offences under s.59(3) Bush Fires Act 1954. 2. Authority to serve infringement notices under s.59A Bush Fires Act 1954.
POWER TO DELEGATE:	<p>Section 48(1) Bush Fires Act 1954 a local government may delegate to its chief executive officer the performance of any of its functions under this Act.</p> <p>Section 59(3) Bush Fires Act 1954 local government may delegate authority to bush fire control officer, or other officer, to commence proceedings against any person committing offences against this Act.</p> <p>Section 59A(2) Bush Fires Act 1954 prosecutor may serve infringement notice.</p>
CONDITIONS:	Cannot be sub-delegated under s.48(3). Only CEO can appoint.
DATE ADOPTED FIRST ADOPTED:	20/03/2017 <u>17/06/2013</u>
LAST REVIEWED AMENDED:	20/03/2017

7. CARAVAN PARKS AND CAMPING GROUNDS ACT 1995

7.1 AUTHORISED PERSONS AND SERVICE OF INFRINGEMENTS

AUTHORISATION FROM:	Chief Executive Officer
AUTHORISATION TO:	<p>Ranger Services Coordinator, Senior Rangers, Rangers, Trainee Ranger (Auth 1 & 2);</p> <p>Coordinator Environmental Health Services, Environmental Health Officers (Auth 1 & 2);</p> <p>Building Coordinator, Senior Building Surveyors, Building Surveyors, Statutory Planning Compliance Officer (Auth 1 & 2);</p> <p><u>Planner / Compliance Officer (Auth 1 & 2);</u></p> <p>Manager Regulatory Services (Auth 1 & 2); and</p> <p>Regulatory Services Administration Officer (Authorisation 2 only).</p>
AUTHORISATION:	<ol style="list-style-type: none"> 1. Appointed as an 'authorised person' for all purposes detailed in the <i>Caravan Parks and Camping Grounds Act 1995</i> and <i>Caravan Parks and Camping Grounds Regulations 1997</i> 2. Appointed as an 'authorised person' for the purpose of serving infringement notices under <i>s.23(2) Caravan Parks and Camping Grounds Act 1995</i>.
CONDITIONS:	<ul style="list-style-type: none"> • (Authorisation 1) - Must have ID card in accordance with s.17(1)(b) and produce it whenever required as per s.17(2). Cert not required.} • Unable to modify or withdraw infringement notice under s.23(5) & (7). • <u> </u> (Authorisation 2) - Must have a certificate and produce it whenever required in accordance with s.23(12).

POWER TO AUTHORISE:

Section 17(1)(a) Caravan Parks and Camping Grounds Act 1995 – local government may appoint such persons to be authorised persons for the purposes of the *Caravan Parks and Camping Grounds Act 1995* as the local government considers necessary.

Regulation 6 Caravan Parks and Camping Grounds Regulations 1997 – a function conferred on a local government by the regulations may be performed by an authorised person appointed by the local government.

REFERENCES:

N/A

~~DATE ADOPTED~~FIRST ADOPTED:20/03/2017~~20/10/2003~~**~~LAST REVIEWED~~AMENDED:**

20/03/2017

8. CAT ACT 2011

8.1 REGISTRATION

DELEGATED BY:	Chief Executive Officer
DELEGATED TO:	Human Resources Support Officer; Planning Administration Officer, Regulatory Services Administration Officer; Customer Service Supervisor, Customer Service Officers; Library Officers.
DELEGATION:	Manage cat registrations on behalf of the local government in accordance with Section 9 of the Cat Act 2011 .
CONDITIONS:	N/A
POWER TO DELEGATE:	Section 44 Cat Act 2011 – Council may delegate to CEO. Section 45 Cat Act 2011 - a CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under another provision of this Act.
RECORD OF USE:	Details of decisions made/functions carried out are to be recorded in writing and retained in the Council record keeping system including copies of any approvals for applications and the like and any other evidentiary documents.
DATE ADOPTED <u>FIRST ADOPTED</u> :	20/03/2017
LAST REVIEWED <u>AMENDED</u> :	04/08/2017

8.2 AUTHORISED PERSONS

DELEGATED BY:	Chief Executive Officer
DELEGATION TO:	Ranger Services Coordinator, Senior Rangers, Rangers, Trainee Ranger ; Manager Regulatory Services; and Regulatory Services Administration Officer (refer conditions).
DELEGATION:	A person authorised under Section 48(1) of the Cat Act 2011 to perform particular functions under the <i>Cat Act 2011</i> and its subsidiary legislation.
CONDITIONS:	<ul style="list-style-type: none"> • Must have certificate in accordance with s.48(5) and comply with conditions of certificate as per s.48(6). • Regulatory Services Administration Officer an authorised person for purposes of s.62(1) only (serve infringement).
POWER TO DELEGATE:	<p>Section 44 Cat Act 2011 – a local government may, by absolute majority as defined in <i>the Local Government Act 1995</i> section 1.4, delegate to its chief executive officer any power or duty of the local government under another provision of this Act.</p> <p>Section 45 Cat Act 2011 - a CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under another provision of this Act.</p>
RECORD OF USE:	Details of decisions made/functions carried out are to be recorded in writing and retained in the Council record keeping system along with any relevant evidentiary documentation.
DATE ADOPTED FIRST ADOPTED:	20/03/2017
LAST REVIEWED AMENDED:	20/03/2017

8.3 POWERS UNDER CAT ACT 2011

DELEGATED BY:	Council
DELEGATED TO:	Chief Executive Officer
DELEGATION:	Authority to exercise any powers or discharge of any duties of the local government under the <i>Cat Act 2011</i> .
POWER TO DELEGATE:	<i>Section 44 Cat Act 2011</i> – Council may delegate to CEO.
RECORD OF USE:	Details of decisions made/functions carried out are to be recorded in writing and retained in the Council record keeping system including copies of any approvals for applications and the like and any other evidentiary documents.
DATE ADOPTED <u>FIRST ADOPTED</u> :	20/03/2017
LAST REVIEWED <u>AMENDED</u> :	20/03/2017

9. CEMETERIES ACT 1986

9.1 AUTHORISED PERSONS

DELEGATION FROM:	Chief Executive Officer
DELEGATION TO:	Director Corporate Services; Manager Governance and Organisational Strategy, Customer Service Supervisor; Manager Infrastructure Services, Works Supervisor, Operations Coordinator (Infrastructure); and Ranger Services Coordinator, Senior Rangers, Rangers, Trainee Ranger ; and Regulatory Services Administration Officer.
DELEGATION:	<p>The Customer Service Supervisor is only appointed in relation to funeral permits under <i>sections 20 and 21 of the Cemeteries Act 1986</i> and grants of rights of burial under <i>section 25 of the Cemeteries Act 1986</i>.</p> <p>The Manager Infrastructure Services is only appointed in relation to the following functions:</p> <ul style="list-style-type: none">• issuance of infringement notices under section 63 of the <i>Cemeteries Act 1986</i>;• notice of removal or alteration of memorials under sections 31 and 32 of the <i>Cemeteries Act 1986</i>; and• approvals and permissions under clauses 7.8, 7.9 and 8.2 of the <i>Cemeteries Local Law 2017</i>. <p>The Works Supervisor and Operations Coordinator (Infrastructure) are only appointed in relation to the following functions:</p> <ul style="list-style-type: none">• authorised person; and• notice of removal or alteration of memorials under sections 31 and 32 of the <i>Cemeteries Act 1986</i>.

The Ranger Services Coordinator, Senior Rangers, and Rangers ~~and Trainee Ranger~~ are only appointed in relation to the following functions:

- authorised person;
- issuance of infringement notices under section 63 of the *Cemeteries Act 1986*; and
- notice of removal or alteration of memorials under sections 31 and 32 of the *Cemeteries Act 1986*.

The Regulatory Services Administration Officer is only appointed in relation to the following functions:

- issuance of infringement notices under section 63 of the *Cemeteries Act 1986*.

The Director Corporate Services and Manager Governance and Organisational Strategy are authorised to exercise all of the functions of the City and the CEO under the *Cemeteries Act 1986* and the *Cemeteries Local Law 2017*, **EXCEPT** for the issuance and withdrawal of infringement notices.

The Chief Executive Officer, in addition to his general powers to exercise all of the functions of the City and the CEO under the *Cemeteries Act 1986* and the *Cemeteries Local Law 2017*, is the only person authorised to withdraw infringement notices under section 63 of the *Cemeteries Act 1986*.

CONDITIONS:

As offences are against local laws, Local Law Certificate under s.9.10(2) of *Local Government Act 1995* required if issuing infringements. As per s.64(2), the certificate is to be produced whenever required to do so.

POWER TO DELEGATE:

Section 10(1) Cemeteries Act 1986 – A Board (Local Government) may appoint such employees, either full time or part time, as it considers necessary to enable it to carry out its functions.

Clause 2.1 Cemeteries Local Law 2017 – Subject to any directions given by the Council, the CEO shall

exercise all the powers and functions of the local government in respect of the cemetery.

REFERENCES:

City of Karratha Cemeteries Local Law 2017

~~DATE ADOPTED~~ FIRST ADOPTED: 20/03/2017 ~~17/06/2013~~

~~LAST REVIEWED~~ AMENDED: 27/09/2017

10. CONTROL OF VEHICLES (OFF-ROAD AREAS) ACT 1978

10.1 AUTHORISED OFFICERS

AUTHORISATION FROM:	Council
AUTHORISATION TO:	<p>Chief Executive Officer; (Authorisation 2 only)</p> <p>Director Development Services (Authorisation 2 only);</p> <p>Manager Regulatory Services, Ranger Services Coordinator (Authorisations 1 & 2);</p> <p>Senior Ranger, Rangers, Trainee Ranger (Authorisation 1 only);</p> <p>Regulatory Services Administration Officer (Authorisation 1 only); and</p>
AUTHORISATION:	<ol style="list-style-type: none"> Appointed as an 'authorised officer' for the purposes detailed in the <i>Control of Vehicles (Off-Road Areas) Act 1978</i> and <i>Control of Vehicles (Off-Road Areas) Regulations 1979</i>, including the service of infringement notices under s.37(1) but with the exception of withdrawing infringement notices under s.37(5). <i>Section 42 Control of Vehicles (Off-Road Areas) Act 1978</i> Disposal of detained vehicles in accordance with s.42(2). Prescribed period for this section is 3 months under the Regulations.
CONDITIONS:	<ul style="list-style-type: none"> A resolution is required under s.38(3)(a) <i>Control of Vehicles (Off-Road Areas) Act 1978</i> to appoint such 'authorised officers'. Any 'authorised officer' requires a certificate under s.38(4)(d) (Form 5 - <i>Control of Vehicles (Off-Road Areas) Regulations 1979</i>).

POWER TO AUTHORISE: *Section 38(3)(a) Control of Vehicles (Off-Road Areas) Act 1978* – local government may by resolution appoint any employee of the local government to be an ‘authorised officer’ for the purposes of the *Control of Vehicles (Off-Road Areas) Act 1978*.

~~DATE ADOPTED~~FIRST ADOPTED: 20/03/2017~~20/10/2003~~

~~LAST REVIEWED~~AMENDED: 20/03/2017

11. DOG ACT 1976

11.1 REGISTRATION

DELEGATED BY:	Chief Executive Officer
DELEGATED TO:	Planning Administrator; Human Resources Support Officer; Customer Service Supervisor, Customer Service Officers; Regulatory Services Administration Officer; Library Officers.
POWER/AUTHORITY DELEGATED:	Administration of dog registrations on behalf of the local government in accordance with Sections 14 & 16 of the Dog Act 1976 and the Dog Regulations 2013 . (No certificate required as no power being exercised.)
CONDITIONS:	As 'Registration Officers' City of Karratha Rangers staff will undertake any field tasks associated with registration that require exercise of a power or duty under the Dog Act 1976 .
POWER TO DELEGATE:	Section 10AA(1) Dog Act 1976 – a local government may, by absolute majority, delegate to its chief executive officer any power or duty of the local government under another provision of this Act. Section 10AA(3) Dog Act 1976 – the delegation may expressly authorise the delegate to further delegate the power or duty.
RECORD OF USE:	Details of decisions made/functions carried out are to be recorded in writing and retained in the Council record keeping system including copies of any approvals for applications and the like, and any other evidentiary documents.
DATE ADOPTED FIRST ADOPTED:	20/03/2017
LAST REVIEWED AMENDED:	04/08/2017

11.2 AUTHORISED PERSONS / REGISTRATION OFFICERS

DELEGATED BY:	Chief Executive Officer
DELEGATED TO:	Refer below
POWER/AUTHORITY DELEGATED:	Authority to exercise any power or duty of the local government under the <i>Dog Act 1976</i> and its subsidiary legislation with the exception of Section 10AA of the <i>Dog Act 1976</i> .
CONDITIONS:	<ul style="list-style-type: none">• Must have certificate in accordance with s.11(3) and produce upon request by person whom power being exercised.• Administration Officer Regulatory Services an authorised person for purposes of reg.35(1) only (serve infringement).
DELEGATED TO:	<p>1. Licensing of Approved Kennel Establishments</p> <p>The following officers are delegated the authority to grant a licence to keep an approved kennel establishment under section 27 <i>Dog Act 1976</i> and Part 4 of the <i>Dogs Local Law</i>:</p> <p>Manager Regulatory Services; Ranger Services Coordinator.</p> <p>2. Limitation as to numbers</p> <p>The following officer is delegated the authority to determine applications for the keeping of three or more dogs on a premises in accordance with Section 26 of the <i>Dog Act 1976</i> and Part 3 of the <i>Dogs Local Law</i>:</p> <p>Director Development Services (no cert required). Manager Regulatory Services (no cert required).</p> <p>3. Authorised Person / Registration Officer</p> <p>The following officers are delegated the authority to act as an Authorised Person and Registration Officer for the purposes detailed in the <i>Dog Act 1976</i> and <i>Dog Regulations 2013</i> with the exception of the power to withdraw infringement notices. This extends to the</p>

functions of an 'authorised person' under the Dogs Local Law with the exception of the functions under section 7.6 relating to infringement notices:

Manager Regulatory Services;

Ranger Services Coordinator, Senior Rangers, Rangers, ~~Trainee Ranger~~.

4. Service of infringement notices

The following officers are delegated the authority to serve infringement notices in accordance with r.35(1) of the *Dog Regulations 2013*:

Ranger Services Coordinator, Senior Rangers, Rangers, ~~Trainee Ranger~~;

Manager Regulatory Services, Regulatory Services Administration Officer;

POWER TO DELEGATE:

Section 10AA(1) Dog Act 1976 – a local government may, by absolute majority, delegate to its chief executive officer any power or duty of the local government under another provision of this Act.

Section 10AA(3) Dog Act 1976 – the delegation may expressly authorise the delegate to further delegate the power or duty.

RECORD OF USE:

Details of decisions made/functions carried out are to be recorded in writing and retained in the Council record keeping system including copies of any approvals for applications and the like and any other evidentiary documents.

~~DATE ADOPTED~~FIRST ADOPTED:

20/03/2017

LAST ~~REVIEWED~~AMENDED:

20/03/2017

11.3 POWERS UNDER DOG ACT 1976

DELEGATED BY:	Council
DELEGATED TO:	Chief Executive Officer
POWER/AUTHORITY DELEGATED:	Authority to exercise any powers or discharge of any duties of the local government under the <i>Dog Act 1976</i> .
POWER TO DELEGATE:	<i>Section 10AA(1) Dog Act 1976</i> – a local government may, by absolute majority, delegate to its chief executive officer any power or duty of the local government under another provision of this Act.
RECORD OF USE:	Details of decisions made/functions carried out are to be recorded in writing and retained in the Council record keeping system including copies of any approvals for applications and the like, and any other evidentiary documents.
DATE ADOPTED FIRST ADOPTED:	20/03/2017
LAST REVIEWED AMENDED:	20/03/2017

12. EMERGENCY MANAGEMENT ACT

12.1 EMERGENCY MANAGEMENT DIRECTION POWERS

DELEGATED BY:	Chief Executive Officer
DELEGATED TO:	Ranger Services Coordinator, Senior Rangers, Rangers, Trainee Ranger ; and Manager Regulatory Services.
POWER/AUTHORITY DELEGATED:	Authority to exercise the powers of local government under s.46 – s.48 of the <i>Emergency Management Act 2005</i> .
CONDITIONS:	N/A
POWER TO DELEGATE:	<i>Section 36 Emergency Management Act 2005</i> – It is a function of a local government – (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; (b) to manage recovery following an emergency affecting the community in its district; and (c) to perform other functions given to the local government under this Act.
RECORD OF USE:	Details of decisions made are to be recorded in writing and retained in the Council record keeping system, along with copies of notices issued and any other evidentiary documents.
DATE ADOPTED FIRST ADOPTED:	20/03/2017 <u>17/06/2013</u>
LAST REVIEWED AMENDED:	20/03/2017

13. FOOD ACT 2008

13.1 AUTHORISED OFFICERS

AUTHORISATION FROM:	Chief Executive Officer
AUTHORISATION TO:	Coordinator Environmental Health Services, Environmental Health Officers; and Manager Regulatory Services.
AUTHORISATION:	<ol style="list-style-type: none">1. Appointed as an 'authorised officer' for the purposes detailed in the <i>Food Act 2008</i>.2. Appointed as a 'designated officer' for the purposes of serving infringements as per s.126(2) of the <i>Food Act 2008</i>.
CONDITIONS:	<ul style="list-style-type: none">• Certificate of Authority required as prescribed under s.123(2) of the <i>Food Act 2008</i>.
REFERENCES:	Designated Officer for the purposes of s.126(3)(c) is the Chief Executive Officer.
POWER TO AUTHORISE:	<p><i>Section 122(1) Food Act 2008</i> – an enforcement agency may appoint a person to be an 'authorised officer'.</p> <p><i>Section 126(13) Food Act 2008</i> – An enforcement agency may designate authorised officers to be designated officers.</p>
DATE ADOPTED FIRST ADOPTED:	20/03/2017 16/11/2009
LAST REVIEWED AMENDED:	20/03/2017

13.2 ORDERS, NOTICES AND REGISTRATION

DELEGATED BY:	Chief Executive Officer
DELEGATED TO:	Director Development Services; Manager Regulatory Services (4 only); and Coordinator Environmental Health Services (4 only).
POWER/AUTHORITY DELEGATED:	<ol style="list-style-type: none"> <i>Section 65(1) Food Act 2008</i> Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65(1). <i>Section 66 Food Act 2008</i> Authority to give a certificate of clearance in accordance with s.66. <i>Section 67(4) Food Act 2008</i> Authority to provide written notification in accordance with s.67(4). <i>Section 110(5) & 112(1) Food Act 2008</i> Grant, with or without conditions, or refuse registration of food business. Vary conditions or cancel registration of food business.
CONDITIONS:	<ul style="list-style-type: none"> Subject to s.118(3) & (4) and s.125 of the <i>Food Act 2008</i>. Only CEO may initiate court proceedings for a breach of <i>Food Act 2008</i>.
POWER TO DELEGATE:	<i>Section 118(2)(b) Food Act 2008</i> - a function conferred or imposed on a local government (as enforcement agency) may be delegated.
RECORD OF USE:	Details of decisions made are to be recorded in writing and retained in the Council record keeping system, along with copies of orders, certificates and any other evidentiary or supporting documents.
DATE ADOPTEDFIRST ADOPTED:	20/03/2017 <u>16/11/2009</u>
LAST REVIEWEDAMENDED:	20/03/2017

14. GAMING AND WAGERING COMMISSION ACT 1987

14.1 CERTIFICATION OF LOCAL GOVERNMENT AUTHORITY

AUTHORISATION FROM:	Council
AUTHORISATION TO:	<p>Chief Executive Officer;</p> <p>Manager Regulatory Services, Coordinator Environmental Health Services and Environmental Health Officers (all Authorisation 1 only); and</p> <p>Director Development Services, Manager Planning Services, Principal Statutory Planner and Senior Statutory Planners <u>Principal Planner, Senior Planner, Planner, Planner / Compliance Officer</u> (all Authorisation 2 only).</p>
AUTHORISATION:	<ol style="list-style-type: none"> 1. Authorised to issue certification under section 55(3)(a) of the <i>Gaming and Wagering Commission Act 1987</i>. 2. Authorised to issue certification under s.55(3)(b) of the <i>Gaming and Wagering Commission Act 1987</i>.
CONDITIONS:	CEO cannot sub-delegate.
REFERENCE:	Policy CG-10 - Execution of Documents
POWER/DUTY:	<i>Section 9.49A Local Government Act 1995</i> – A local government may, by resolution, authorise the CEO, another employee or agent of the local government to sign documents on behalf of the local government.
DATE ADOPTED FIRST ADOPTED:	20/03/2017
LAST REVIEWED AMENDED:	20/03/2017

15. GRAFFITI VANDALISM ACT 2016

15.1 POWERS UNDER GRAFFITI VANDALISM ACT 2016

DELEGATED BY:	Chief Executive Officer
DELEGATED TO:	Director Development Services; Manager Regulatory Services; Manager Partnerships & Engagement and Community Safety Coordinator.
POWER/AUTHORITY DELEGATED:	<i>Section 17(1) Graffiti Vandalism Act 2016</i> - Authority to exercise any powers or discharge of any duties of the local government under another provision of Part 3 – Local government powers.
CONDITIONS:	<ul style="list-style-type: none">• Does not include power of further delegation.• Refer s.18(3) and s.21 if issuing notices under s.18(2).
POWER TO DELEGATE:	<i>Section 16(1) Graffiti Vandalism Act 2016</i> – The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Part. <i>Section 17(1) Graffiti Vandalism Act 2016</i> – a CEO may delegate to any employee of the local government the exercise of any of the CEO’s powers or discharge of any of the CEO’s duties under another provision of this Part other than the power of delegation.
RECORD OF USE:	Details of decisions made are to be recorded in writing and retained in the Council record keeping system including any supporting documentation.
DATE ADOPTED FIRST ADOPTED:	20/03/2017
LAST REVIEWED AMENDED:	20/03/2017

16. HEALTH ACT 1911

16.1 ACT ON BEHALF OF LOCAL GOVERNMENT

DELEGATED BY:	Chief Executive Officer
DELEGATED TO:	Manager Regulatory Services; Coordinator Environmental Health Services and Environmental Health Officers.
POWER/AUTHORITY DELEGATED:	<p>In respect to Parts IV, V, VI, VII, VIII and IX of the <i>Health Act 1911</i>, all associated regulations and, where applicable, the <i>Health Local Laws 2012</i>, the local government will deputise the Manager Regulatory Services to act on its behalf.</p> <p>In respect to section 107 of the <i>Health Act 1911</i>, and regulations 4 and 10 of the <i>Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974</i> the local government will deputise the Coordinator Environmental Health Services and Environmental Health Officers to approve the construction or installation of apparatus for the treatment of sewage and grant permits to use apparatus for the treatment of sewage.</p>
CONDITIONS:	N/A
REFERENCES:	<i>Health Local Laws 2012</i> <i>Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974</i>
POWER TO DELEGATE:	<p><i>Section 26 Health Act 1911</i> – a local government may appoint and authorise any person to be its deputy to exercise and discharge all or any of the powers and functions of the local government.</p> <p><i>Section 358 Health Act 1911</i> – commence proceedings for the prosecution of offences and recovery of penalties under the <i>Health Act 1911</i> or <i>Health Local Laws 2012</i>.</p>

RECORD OF USE:

Details of decisions made/functions carried out are to be recorded in writing and retained in the Council record keeping system including copies of any approvals for applications and the like and any other evidentiary documents.

~~DATE ADOPTED~~**FIRST ADOPTED:**

~~20/03/2017~~20/10/2003

~~LAST REVIEWED~~**AMENDED:**

20/03/2017

17. REMOVED – FORMERLY LAND ADMINISTRATION ACT 1997

~~17.1 ACT ON BEHALF OF LOCAL GOVERNMENT~~

AUTHORISATION FROM:	Council
AUTHORISATION TO:	<p>Chief Executive Officer;</p> <p>Director Development Services;</p> <p>Manager Planning Services, Principal Statutory Planner; and</p> <p>Manager Regulatory Services, Ranger Services Coordinator.</p>
AUTHORISATION:	<p>Authorised to liaise with the Minister for Lands on behalf of Council under the <i>Land Administration Act 1997</i> in relation to the following matters:</p> <ol style="list-style-type: none"> 1. Dedication of roads through survey plans for Crown land subdivision (section 28) 2. Reserve of Crown land for one or more purposes in the public interest (section 41) 3. Placing reserve under care, control and management of the City of Karratha and amending Management Order to include power to lease (section 46) 4. Grant leases of unmanaged reserves for reserve or other purposes (sections 47 and 48) 5. Revocation of existing Management Order (section 50) 6. Cancellation or change of purpose or amendment of the boundaries of a reserve (section 51) 7. Acquisition as Crown land: <ul style="list-style-type: none"> — alienated land designated for a public purpose on plan of survey — private road — alienated land in abolished townsite (section 52) 8. Grant of a licence over Crown land for any purpose (section 91) 9. Grant of an easement over Crown land for any purpose specified (section 144) 10. Action against a person or persons who commit an offence on Crown land without permission or reasonable excuse (section 267)

CONDITIONS:

- ~~The Director Development Services, Manager Planning Services and Principal Statutory Planner are only authorised to make requests in relation to items 9 and 10 above.~~
- ~~The Manager Regulatory Services and Ranger Services Coordinator are only authorised to make requests in relation to item 10 above.~~
- ~~Items 1 and 2 can only be requested if minor and consistent with Council adopted plan, policy or adopted Council position or where no objections are received.~~
- ~~Items 4 and 5 can only be requested if consistent with Council adopted plan, policy or adopted Council position or where no objections are received.~~
- ~~Items 3, 7 and 8 can only be requested if consistent with Council adopted plan, policy or adopted Council position.~~
- ~~Item 6 can only be requested if minor and of no substantial consequence.~~
- ~~Item 9 can only be requested if no objections are received.~~
- ~~Before making a request in relation to item 7, the following regulations must be complied with:~~
 - a) ~~Regulation 5 **Land Administration Regulations 1998** – Procedures to be followed by local government before requesting acquisition of alienated land designated for public purpose (section 52(1)(a) **Land Administration Act 1997**)~~
 - b) ~~Regulation 6 **Land Administration Regulations 1998** – Procedures to be followed by local government before requesting acquisition of private road (section 52(1)(b) **Land Administration Act 1997**)~~
 - c) ~~Regulation 7 **Land Administration Regulations** – Procedures to be followed by local government before requesting acquisition of alienated land in a townsite (section 52(1)(c) **Land Administration Act 1997**)~~

REFERENCES:

Policy CG-10 – Execution of Documents

~~Section 14 of the **Land Administration Act 1997** – the Minister for Lands must consult the local~~

~~government before exercising any power under this Act in relation to Crown land.~~

~~POWER TO AUTHORISE:~~

~~**Section 9.49A Local Government Act 1995** – A local government may, by resolution, authorise the CEO, another employee or agent of the local government to sign documents on behalf of the local government.~~

~~DATE ADOPTED:~~

~~20/03/2017~~

~~LAST REVIEWED:~~

~~20/03/2017~~

18. LIQUOR CONTROL ACT 1988

18.1 CERTIFICATE OF LOCAL GOVERNMENT APPROVAL

AUTHORISATION FROM:	Council
AUTHORISATION TO:	<p>Chief Executive Officer;</p> <p><u>Director Development Services;</u></p> <p>Manager Regulatory Services, Coordinator Environmental Health Services, Environmental Health Officers and Building Coordinator (all Authority 1 only); and</p> <p><u>Director Development Services, Manager Planning Services, Principal Statutory Planner, Principal Planner, Senior Planner, and Senior Statutory Planners, and Planner / Compliance Officer</u> (all Authority 2 only).</p>
AUTHORISATION:	<p>Authorised on behalf of the local government for the purposes of:</p> <ol style="list-style-type: none"> 1. signing Certificate of Local Government under section 39 of the Liquor Control Act 1988 and 2. signing Certificate of Local Planning Authority under section 40 of the Liquor Control Act 1988.
CONDITIONS:	Authorisation is by Council Resolution only.
REFERENCE:	Policy CG-10 - Execution of Documents
POWER TO AUTHORISE:	Section 9.49A Local Government Act 1995 – A local government may, by resolution, authorise the CEO, another employee or agent of the local government to sign documents on behalf of the local government.
DATE ADOPTED FIRST ADOPTED:	20/03/2017
LAST REVIEWED AMENDED:	20/03/2017

19. LITTER ACT 1979

19.1 AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS

AUTHORISATION FROM:	Chief Executive Officer
AUTHORISATION TO:	<p>Ranger Services Coordinator, Senior Rangers, Rangers, Trainee Ranger;</p> <p>Manager Regulatory Services, Regulatory Services Administration Officer; and</p> <p>Airport Property Officer, Airport Terminal and Compliance Coordinator, Airport Airside Coordinator, Airport Commercial Officer, Airport Reporting Officers, Front of House Officers.</p>
AUTHORISATION:	<p>Front of House Officers appointed as an 'honorary inspector' for the purposes of s.30 of the <i>Litter Act 1979</i>.</p> <p>All others are 'authorised officers' for the purposes detailed in the <i>Litter Act 1979</i> and <i>Litter Regulations 1981</i>.</p>
CONDITIONS:	N/A
POWER TO AUTHORISE:	<p><i>Section 26 (1)(c)(ii) Litter Act 1979</i> – an 'authorised officer' is any person who is an employee of the local government.</p> <p><i>Section 27AA Litter Act 1979</i> – a local government may appoint a person to be an honorary inspector to assist in the serving of infringement notices relating to offences prescribed for the purposes of s.30.</p>
DATE ADOPTED FIRST ADOPTED:	20/03/2017 <u>17/06/2013</u>
LAST REVIEWED AMENDED:	20/03/2017

20. PLANNING AND DEVELOPMENT ACT 2005

20.1 POWERS OF ENTRY

AUTHORISATION FROM:	Chief Executive Officer
AUTHORISATION TO:	Manager Planning Services, Principal Statutory Planner <u>Principal Planner</u> , Senior Statutory Planners, Senior Strategic Planners, Statutory PP anners / <u>Statutory Planning</u> Compliance Officer.
AUTHORISATION:	<p>Authority to, for the purpose of monitoring whether the local planning scheme is being complied with, at any reasonable time and with any assistance reasonably required, enter any building or land in the Scheme area and inspect the building or land and anything in or on the building or land.</p> <p>Schedule 2 Part 10 Section 79(2) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i></p>
CONDITIONS:	N/A
POWER TO AUTHORISE:	<p>Schedule 2 Part 10 Section 79(1) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> – the CEO may, by instrument in writing, designate an officer of the local government as an authorised officer for the purposes detailed in s.79 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p>
DATE ADOPTED<u>FIRST ADOPTED:</u>	20/03/2017 <u>17/06/2013</u>
LAST REVIEWED<u>AMENDED:</u>	20/03/2017

20.2 APPROVALS

DELEGATED BY:~~DELEGATED BY:~~Chief Executive Officer~~Council~~**POWER TO DELEGATE:**

~~Schedule 2 Part 10 Division 2 Section 82 of the Planning and Development (Local Planning Schemes) Regulations 2015~~ the local government may, by an absolute majority resolution, delegate to a committee or to the local government CEO the exercise of any of the local government's powers or the discharge of any of the local government's duties under the *City of Karratha Town Planning Scheme No. 8*.

DELEGATED TO:~~DELEGATED TO:~~

Director Development Services;
Manager Planning Services; and
Principal Planner.
~~Chief Executive Officer~~

POWER/AUTHORITY**DELEGATED:**~~POWER/AUTHORITY~~
DELEGATED:

Authority to determine and manage applications for development approval under Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

Authority to:

- ~~• Determine all applications for planning approval under the Town Planning Scheme No. 8 ("Scheme") where the proposed use is a P, I, D, A or X use listed in the zoning table.~~
- ~~• Determine all applications for Performance Criteria based applications for variations under the provisions of the Residential Design Codes.~~
- ~~• Pursuant to clause 4.7 of the Scheme refuse an application for planning approval where an applicant has failed to provide further information within 60 days, 90 days or an extended timeframe considered reasonable, whichever is appropriate.~~
- ~~• Determine the requirement for the advertising of an application for planning approval in accordance with the provisions of the Scheme.~~
- ~~• Determine the extent and nature of information to be made available to notified parties and in the~~

~~case of full public notification, the public, in relation to a planning application.~~

- ~~• Determine applications, including applications for advertisements, where the recommendation is consistent with the Scheme and Council adopted policy, and where no third party objections have been received.~~
- ~~• Determine planning applications where objections received cannot be substantiated on planning grounds.~~
- ~~• Authority to determine applications for the extension of the approval period.~~
- ~~• Determine applications for a change to condition/s and amendments to plans of planning approvals where made under delegation.~~

CONDITIONS:~~CONDITIONS:~~

- ~~• Determinations must be in accordance with Council Policies and Directorate operational instructions.~~
- Transient workforce accommodation within 20 kilometres of all gazetted townships shall be determined by Council where the proposal does not fall within a transient workforce accommodation zone, and includes the provision of 16 or more beds.
- ~~• The approval (including amendment) of planning applications up to \$7,000,000.00 will be subject to no objections being received. If any objection is received the application will be referred to Council for determination.~~

REFERENCES:~~REFERENCES:~~

Regulation 10(4) of the *Planning and Development (Local Planning Schemes) Regulations 2015* – the provisions in Schedule 2 are applicable to all local planning schemes, whether or not they are incorporated in to the local planning scheme text.

POWERS TO DELEGATE:~~POWER TO SUB-DELEGATE:~~

Schedule 2 Part 10 Division 2 Section 82 of the *Planning and Development (Local Planning Schemes) Regulations 2015* - the local government may, by an absolute majority resolution, delegate to a committee or to the local government CEO the exercise of any of the local government's powers or the discharge of any of the local government's duties

under the *City of Karratha Town Planning Scheme No. 8*.

Schedule 2 Part 10 Division 2 Section 83 of the *Planning and Development (Local Planning Schemes) Regulations 2015* - local government CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's functions under the *City of Karratha Town Planning Scheme* or *Planning and Development (Local Planning Schemes) Regulations 2015* as applicable.

RECORD OF USE:~~SUB-DELEGATED TO:~~

Details of decisions made are to be recorded in writing and retained in the Council record keeping system, along with any evidentiary documents. Such records/documents must contain sufficient information to ensure that the requirements of *Regulation 19 of the Local Government (Administration) Regulations 1996* are met.

~~Director Development Services;~~

~~Manager Planning Services; and~~

~~Principal Statutory Planner.~~

CONDITIONS OF SUB-DELEGATION:

~~The following condition shall apply to the Principal Statutory Planner in place of the first condition above:~~

~~The approval of any planning application (including amendment) will be subject to the cost of development of land being no greater than \$3,000,000.00 and no objections being received. If any objection is received the application will be referred to Council for determination.~~

FIRST ADOPTED:~~RECORD OF USE:~~

20/03/2017

LAST AMENDED:

21/08/2017

DATE ADOPTED:

20/8/2012

LAST REVIEWED:

20/03/2017

20.3 UNAUTHORISED DEVELOPMENT

DELEGATED BY:	Chief Executive Officer
DELEGATED TO:	Director Development Services
POWER/AUTHORITY DELEGATED:	Section 214 (2), (3) and (5) Planning and Development Act 2005 - Authority to issue written directions under the above sections.
CONDITIONS:	The matter shall be determined by Council where the Chief Executive Officer in consultation with the Mayor, has requested the matter be referred to the Council for consideration.
REFERENCES:	Regulation 10(4) of the Planning and Development (Local Planning Schemes) Regulations 2015 – the provisions in Schedule 2 are applicable to all local planning schemes, whether or not they are incorporated in to the local planning scheme text.
POWER TO DELEGATE:	Section 5.42 Local Government Act 1995 – Council may delegate to the CEO exercise of any of its powers or the discharge of any of its duties under the Planning and Development Act 2005 Section 214(2), (3) or (5) . Section 5.44 Local Government Act 1995 – a CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under the Local Government Act 1995 .
RECORD OF USE:	Details of decisions made are to be recorded in writing and retained in the Council record keeping system, along with any evidentiary documents, to ensure that the requirements of Regulation 19 of the <i>Local Government (Administration) Regulations 1996</i> are met.
DATE ADOPTED FIRST ADOPTED:	20/03/2017 20/8/2012
LAST REVIEWED AMENDED:	20/03/2017

20.4 STRUCTURE, ACTIVITY CENTRE PLANS AND LOCAL DEVELOPMENT PLANS

DELEGATED BY: Chief Executive Officer~~Council~~

DELEGATED TO: Director Development Services;
Manager Planning Services; and
Principal Planner.
~~Chief Executive Officer~~

POWER/AUTHORITY DELEGATED: To make recommendations and/or determinations for management ~~for~~ of Structure, Activity Centre, and Local Development Plans under **Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.**

~~Under the **Planning and Development Act 2005** to act on behalf of Council to:~~

- ~~• Advertise structure plans for public inspection and determine whether and to what extent local development plans require advertising;~~
- ~~• Request further information in relation to the assessment of structure plans and local development plans;~~
- ~~• Consider submissions in relation to structure plans and local development plans;~~
- ~~• Refer structure plans to the Western Australian Planning Commission for approval;~~
- ~~• Determine applications for local development plans for approval, approval with modifications or refusal;~~
- ~~• Determine if minor amendments to structure plans or local development plans require advertising; and~~
- ~~• Determine applications for amendments to local development plans.~~

CONDITIONS:

Determinations must be in accordance with Council Policies, Resolutions and Directorate operational instructions.

POWER TO DELEGATE:

Schedule 2 Part 10 Division 2 Section 82 of the *Planning and Development (Local Planning Schemes) Regulations 2015* - the local government may, by an absolute majority resolution, delegate to a committee or to the local government CEO the exercise of any of the local government's powers or the discharge of any of the local government's duties under the *City of Karratha Town Planning Scheme No. 8*.

Schedule 2 Part 10 Division 2 Section 83 of the *Planning and Development (Local Planning Schemes) Regulations 2015* - local government CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's functions under the *City of Karratha Town Planning Scheme* or *Planning and Development (Local Planning Schemes) Regulations 2015* as applicable.

~~**REFERENCES: POWER TO SUB-DELEGATE:**~~

Reg 10(4) of the *Planning and Development (Local Planning Schemes) Regulations 2015* – the provisions in Schedule 2 are applicable to all local planning schemes, whether or not they are incorporated in to the local planning scheme text.

~~**RECORD OF USE: SUB-DELEGATED TO:**~~

Details of decisions made are to be recorded in writing and retained in the Council record keeping system, along with any evidentiary documents. Such records/documents must contain sufficient information to ensure that the requirements of Regulation 19 of the *Local Government (Administration) Regulations 1996* are met.

~~Director Development Services;
Manager Planning Services; and
Principal Statutory Planner.~~

<u>FIRST ADOPTED:</u>	<u>20/03/2017</u>
<u>CONDITION OF SUB-DELEGATION:</u>	Where the CEO has requested that an application be referred to Council for consideration (SP's) or determination (LDP's) the plan shall be considered by Council.

<u>LAST AMENDED:</u>	<u>21/08/2017</u>
<u>RECORD OF USE:</u>	

<u>DATE ADOPTED:</u>	<u>20/8/2012</u>
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<u>LAST REVIEWED:</u>	<u>20/03/2017</u>
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20.5 SERVICE OF INFRINGEMENT NOTICES

DELEGATION FROM:	Chief Executive Officer
DELEGATION TO:	<u>Manager Planning Services, Principal Planner, Planner / Compliance Officer; and</u> <u>Regulatory Services Administration Officer.</u> Manager Planning Services, Principal Statutory Planner, Statutory Planning Compliance Officer; and Regulatory Services Administration Officer.
DELEGATION:	<i>Section 228 Planning and Development Act 2005</i> Appointed as a 'designated person' for the purpose of serving infringement notices in accordance with s.228 and s.229.
CONDITIONS:	N/A
REFERENCES:	<i>Planning and Development Regulations 2009</i>
POWER TO DELEGATE:	<i>Section 234(1) Planning and Development Act 2005</i> – the chief executive officer of a responsible authority may appoint persons or classes of persons to be 'designated persons' for the purposes detailed in s.234(1) of the <i>Planning and Development Act 2005</i> .
DATE ADOPTED FIRST ADOPTED:	<u>20/03/2017</u> 20/8/2012
LAST REVIEWED AMENDED:	20/03/2017

21. PUBLIC HEALTH ACT 2016

21.1 DUTIES OF ENFORCEMENT AGENCY

DELEGATED BY:	Council
DELEGATED TO:	Chief Executive Officer
POWER/AUTHORITY DELEGATED:	All powers and duties conferred on the local government under the <i>Public Health Act 2016</i> .
CONDITIONS:	N/A
POWER TO DELEGATE:	<i>Section 21(1)(b)(i) Public Health Act 2016</i> – a power or duty conferred or imposed on an enforcement agency may be delegated – if the enforcement agency is a local government, to the chief executive officer.
DATE ADOPTED FIRST ADOPTED:	20/03/2017 <u>20/10/2003</u>
LAST REVIEWED AMENDED:	09/12/2016 <u>7</u>

21.2 ENVIRONMENTAL HEALTH OFFICERS AND AUTHORISED OFFICERS

DELEGATED BY:	Chief Executive Officer
DELEGATED TO:	Manager Regulatory Services; Coordinator Environmental Health Services and Environmental Health Officers.
POWER/AUTHORITY DELEGATED:	<ol style="list-style-type: none">1. Section 17(1) Public Health Act 2016 - a local government may appoint one or more persons as environmental health officers.2. Section 24(1) Public Health Act 2016 – An enforcement agency may designate a person or class of persons as authorised officers —<ol style="list-style-type: none">(a) for the purposes of this Act or another specified Act; or(b) for the purposes of the specified provisions of this Act or another specified Act; or(c) for the purposes of the provisions of this Act or another specified Act other than the specified provisions of that Act.
CONDITIONS:	Authorised officer must be issued a Certificate of authority as prescribed by s.30 <i>Public Health Act 2016</i> .
POWER TO DELEGATE:	Section 21(1) Public Health Act 2016 – a power or duty conferred or imposed on an enforcement agency may be delegated – if the enforcement agency is a local government, to the chief executive officer.
DATE ADOPTED FIRST ADOPTED:	20/03/2017 <u>20/10/2003</u>
LAST REVIEWED AMENDED:	09/12/2016 <u>7</u>

22. APPENDIX A - TEMPORARY DELEGATIONS TO CEO

Date	Resolution	Item	Delegation
21 May 2012	152061	12.11	[Supplementary Accommodation – Lot 760 Baynton Drive, Baynton] That Council by ABSOLUTE Majority of s.5.42(1) of the <i>Local Government Act 1995</i> GRANT delegated authority to the Chief Executive Officer to determine applications for planning approval for ‘Supplementary Accommodation’ in the ‘Residential’ and ‘Urban Development’ zones where they are consistent with Draft Local Planning DP16 – Supplementary Accommodation.
19 November 2012	152316	10.6	1. That Council by SIMPLE Majority pursuant to Section 2.7 of the Local Government Act 1995 RESOLVES to ADOPT revised Council Policy TE5 – Subdivisional Guidelines and Outstanding Works Bonding Policy. 2. That Council by ABSOLUTE Majority pursuant to Section 5.42 of the Local Government Act 1995: a. RESOLVES to DELEGATE to the Chief Executive Officer, on application from a developer, to determine the retrospective application of the two year defects liability period to developments currently subject to a defects liability period of 36 months; and b. DIRECTS that any decision by the Chief Executive Officer to retrospectively apply the two year defects liability period to developments currently subject to a defects liability period of 36 months does not incur costs to Council. <u>Nil</u>
15 June 2015	153176	12.4	1. That Council by SIMPLE Majority pursuant to Section 3.58 of the Local Government Act 1995 RESOLVES to OFFER Licence Agreements to Airlines who operate from the Karratha Airport pertaining to the provision of Self-Service Check-In Kiosks, Q Card Readers (or similar/equivalent) and Customer Service Desks with the terms being as per the below schedule: (REFER TABLE IN MINUTES) 2. SUBJECT to the outcome of the offers outlined above; Council by ABSOLUTE Majority pursuant to Section 5.42 of the Local Government Act 1995 RESOLVES to DELEGATE Authority to the Chief Executive Officer to EXECUTE the Licence Agreement/s.

23. APPENDIX B – DELEGATIONS BY ROLE

Airport Front of House Officer (Subcontractor)

- 2.1 LOCAL LAWS - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS
- 19.1 LITTER ACT - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS

Administration Officer Infrastructure

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$5,000

Airport Airside Coordinator

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$25,000
- 2.1 LOCAL LAWS - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS
- 19.1 LITTER ACT - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS

Airport Commercial Officer

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$5,000
- 2.1 LOCAL LAWS - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS
- 19.1 LITTER ACT - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS

~~Airport Property Officer~~

- ~~2.1 LOCAL LAWS - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS~~
- ~~19.1 LITTER ACT - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS~~

Airport Reporting Officer

- 2.1 LOCAL LAWS - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS
- 19.1 LITTER ACT - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS

Airport Terminal and Compliance Coordinator

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$25,000
- 2.1 LOCAL LAWS - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS
- 19.1 LITTER ACT - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS

Aquatics Supervisor

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$5,000

Arts & Culture Coordinator

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$25,000

~~Asset Accountant~~

- ~~1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$25,000~~

Building Compliance Officer

- 1.13 LGA - POWER TO REQUIRE CERTAIN THINGS TO BE DONE
- 1.14 LGA - POWERS OF ENTRY UNDER LOCAL GOVERNMENT ACT
- 2.1 LOCAL LAWS - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS
- 5.1 BUILDING ACT - AUTHORISED PERSONS
- 5.3 BUILDING ACT - SERVICE OF INFRINGEMENTS
- 7.1 CARAVAN, PARKS AND CAMPING GROUNDS ACT 1995 - AUTHORISED PERSONS AND SERVICE OF INFRINGEMENTS

Building Coordinator

- 1.13 LGA - POWER TO REQUIRE CERTAIN THINGS TO BE DONE
- 1.14 LGA - POWERS OF ENTRY UNDER LOCAL GOVERNMENT ACT
- 2.1 LOCAL LAWS - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS
- 5.1 BUILDING ACT - AUTHORISED PERSONS
- 5.2 BUILDING ACT – GRANT / REFUSE PERMITS
- 5.3 BUILDING ACT - SERVICE OF INFRINGEMENTS
- 7.1 CARAVAN, PARKS AND CAMPING GROUNDS ACT - AUTHORISED PERSONS AND SERVICE OF INFRINGEMENTS
- 18.1 LIQUOR CONTROL ACT - CERTIFICATE OF LOCAL GOVERNMENT APPROVAL

Building Maintenance Coordinator

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$25,000

Building Maintenance Officer

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$5,000

Building Maintenance Planner

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$5,000

Building Maintenance Technical Officer

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$5,000

Chief Executive Officer

- 1.1 LGA - TENDERS & EXPRESSIONS OF INTEREST
- 1.2 LGA - PANEL OF PRE-QUALIFIED SUPPLIERS
- 1.3 LGA - DISPOSAL OF LOCAL GOVERNMENT PROPERTY
- 1.4 LGA - APPOINTMENT OF CASUAL EMPLOYEES
- 1.5 LGA - AUTHORISATION OF EXPENDITURE
- 1.6 LGA - PAYMENTS AND TRANSFERS - LOCAL GOVERNMENT ACCOUNTS
- 1.7 LGA - PAYMENT OF RATES BY AGREEMENT

- 1.8 LGA - WRITE OFF MONIES AND SPECIAL ARRANGEMENTS FOR DEBT
 - 1.9 LGA - POWER TO INVEST
 - 1.10 LGA - CONCESSIONS ON FEES
 - 1.11 LGA - POWER TO REMOVE AND IMPOUND GOODS
 - 1.12 LGA - DISPOSAL OF CONFISCATED OR UNCOLLECTED GOODS
 - 1.13 LGA - POWER TO REQUIRE CERTAIN THINGS TO BE DONE
 - 1.14 LGA - POWERS OF ENTRY UNDER LOCAL GOVERNMENT ACT
 - 1.15 LGA - ROAD MANAGEMENT
 - 1.16 COMMENCE PROSECUTIONS
 - 3.1 MODIFY & WITHDRAWAL INFRINGEMENTS
 - 5.1 BUILDING ACT - AUTHORISED PERSONS
 - 5.2 BUILDING ACT - GRANT / REFUSE PERMITS
 - 6.1 BUSH FIRES ACT - FUNCTIONS OF CEO
 - 8.2 CAT ACT - AUTHORISED PERSONS
 - 8.3 CAT ACT DELEGATION
 - 10.1 CONTROL OF VEHICLES (OFF-ROAD AREAS) ACT - AUTHORISED OFFICERS
 - 11.2 DOG ACT - AUTHORISED PERSONS / REGISTRATION OFFICERS
 - 11.3 DOG ACT DELEGATION
 - 14.1 GAMING AND WAGERING COMMISSION ACT - CERTIFICATION OF LOCAL GOVERNMENT AUTHORITY
 - 15.1 POWERS UNDER GRAFFITI VANDALISM ACT
 - ~~17.1 LAND ADMINISTRATION ACT – ACT ON BEHALF OF LOCAL GOVERNMENT~~
 - 18.1 LIQUOR CONTROL ACT - CERTIFICATE OF LOCAL GOVERNMENT APPROVAL
 - 20.2 PLANNING AND DEVELOPMENT ACT – APPROVALS
 - 20.3 PLANNING AND DEVELOPMENT ACT – UNAUTHORISED DEVELOPMENT
 - 20.4 PLANNING AND DEVELOPMENT ACT – STRUCTURE PLANS & LOCAL DEVELOPMENT PLANS
 - 21.1 PUBLIC HEALTH ACT - DUTIES OF ENFORCEMENT AGENCY
- ANY TEMPORARY DELEGATIONS AS PER APPENDIX A

Community Engagement Coordinator

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$25,000

Community Safety Coordinator

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$5,000
- 15.1 POWERS UNDER GRAFFITI VANDALISM ACT 2016

Coordinator Environmental Health Services

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$5,000
- 1.13 LGA - POWER TO REQUIRE CERTAIN THINGS TO BE DONE
- 1.14 LGA - POWERS OF ENTRY UNDER LOCAL GOVERNMENT ACT
- 2.1 LOCAL LAWS - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS

- 7.1 CARAVAN, PARKS AND CAMPING GROUNDS ACT - AUTHORISED PERSONS AND SERVICE OF INFRINGEMENTS
- 13.1 FOOD ACT - AUTHORISED OFFICERS
- 13.2 FOOD ACT - ORDERS, NOTICES AND REGISTRATION
- 14.1 GAMING AND WAGERING COMMISSION ACT - CERTIFICATION OF LOCAL GOVERNMENT AUTHORITY
- 16.1 HEALTH ACT - ACT ON BEHALF OF LOCAL GOVERNMENT
- 18.1 LIQUOR CONTROL ACT - CERTIFICATE OF LOCAL GOVERNMENT APPROVAL
- 21.2 PUBLIC HEALTH ACT - ENVIRONMENTAL HEALTH OFFICERS AND AUTHORISED OFFICERS

Customer Service Officer

- 8.1 CAT ACT – REGISTRATION
- 11.1 DOG ACT – REGISTRATION

Customer Service Supervisor

- 8.1 CAT ACT - REGISTRATION
- 9.1 CEMETERIES ACT - AUTHORISED PERSON
- 11.1 DOG ACT – REGISTRATION

Depot Coordinator

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$25,000

Depot Services Officer

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$5,000

Depot Services Support Officer

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$5,000

Directorate Administration Officer (DAO)

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$5,000

Director Community Services

- 1.1 LGA - TENDERS & EXPRESSIONS OF INTEREST
- 1.4 LGA - APPOINTMENT OF CASUAL EMPLOYEES
- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$150,000
- 1.6 LGA - PAYMENTS AND TRANSFERS - LOCAL GOVERNMENT ACCOUNTS
- 1.10 LGA - CONCESSIONS ON FEES
- 1.16 COMMENCE PROSECUTIONS

Director Corporate Services

- 1.1 LGA - TENDERS & EXPRESSIONS OF INTEREST
- 1.3 LGA - DISPOSAL OF LOCAL GOVERNMENT PROPERTY
- 1.4 LGA - APPOINTMENT OF CASUAL EMPLOYEES
- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$150,000
- 1.6 LGA - PAYMENTS AND TRANSFERS - LOCAL GOVERNMENT ACCOUNTS
- 1.7 LGA - PAYMENT OF RATES BY AGREEMENT
- 1.8 LGA - WRITE OFF MONIES AND SPECIAL ARRANGEMENTS FOR DEBT
- 1.9 LGA - POWER TO INVEST
- 1.10 LGA - CONCESSIONS ON FEES
- 1.12 DISPOSAL OF CONFISCATED OR UNCOLLECTED GOODS
- 1.16 COMMENCE PROSECUTIONS
- 9.1 CEMETERIES ACT - AUTHORISED PERSONS

Director Development Services

- 1.1 LGA - TENDERS & EXPRESSIONS OF INTEREST
- 1.4 LGA - APPOINTMENT OF CASUAL EMPLOYEES
- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$150,000
- 1.6 LGA - PAYMENTS AND TRANSFERS - LOCAL GOVERNMENT ACCOUNTS
- 1.10 LGA - CONCESSIONS ON FEES
- 1.12 LGA - DISPOSAL OF CONFISCATED OR UNCOLLECTED GOODS
- 1.16 COMMENCE PROSECUTIONS
- 3.1 MODIFY & WITHDRAWAL INFRINGEMENTS
- 4.1 ANIMAL WELFARE ACT - AUTHORISED PERSON
- 10.1 CONTROL OF VEHICLES (OFF-ROAD AREAS) ACT - AUTHORISED OFFICERS
- 11.2 DOG ACT - AUTHORISED PERSONS / REGISTRATION OFFICERS
- 13.2 FOOD ACT - ORDERS, NOTICES AND REGISTRATION
- 14.1 GAMING AND WAGERING COMMISSION ACT - CERTIFICATION OF LOCAL GOVERNMENT AUTHORITY
- 15.1 POWERS UNDER GRAFFITI VANDALISM ACT 2016
- ~~17.1 LAND ADMINISTRATION ACT - ACT ON BEHALF OF LOCAL GOVERNMENT~~
- 18.1 LIQUOR CONTROL ACT - CERTIFICATE OF LOCAL GOVERNMENT APPROVAL
- 20.2 PLANNING AND DEVELOPMENT ACT – APPROVALS
- 20.3 PLANNING AND DEVELOPMENT ACT – UNAUTHORISED DEVELOPMENT
- 20.4 PLANNING AND DEVELOPMENT ACT – STRUCTURE PLANS & LOCAL DEVELOPMENT PLANS

Director Strategic Projects & Infrastructure

- 1.1 LGA - TENDERS & EXPRESSIONS OF INTEREST
- 1.3 LGA - DISPOSAL OF LOCAL GOVERNMENT PROPERTY
- 1.4 LGA - APPOINTMENT OF CASUAL EMPLOYEES
- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$150,000

- ## Environmental Health Officer

- Executive Assistant to the CEO and Mayor

- ## Financial Accountant

- ## Fleet & Plant Coordinator

- ## Fleet & Plant Supervisor

- ## Health & Programs Supervisor

- ~~Human Resources Support Officer~~

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Indigenous Trainee Ranger

- ~~1.11 LGA - POWER TO REMOVE AND IMPOUND GOODS~~
- ~~1.13 LGA - POWER TO REQUIRE CERTAIN THINGS TO BE DONE~~
- ~~1.14 LGA - POWERS OF ENTRY UNDER LOCAL GOVERNMENT ACT~~
- ~~1.15 LGA - ROAD MANAGEMENT~~
- ~~2.1 LOCAL LAWS - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS~~
- ~~6.2 BUSH FIRES ACT - AUTHORISED OFFICERS~~
- ~~6.4 BUSH FIRES ACT - SERVE INFRINGEMENTS & PROSECUTION OF OFFENCES~~
- ~~7.1 CARAVAN, PARKS AND CAMPING GROUNDS ACT - AUTHORISED PERSONS AND SERVICE OF INFRINGEMENTS~~
- ~~8.2 CAT ACT - AUTHORISED PERSONS~~
- ~~9.1 CEMETERIES ACT - AUTHORISED PERSONS~~
- ~~10.1 CONTROL OF VEHICLES (OFF-ROAD AREAS) ACT - AUTHORISED OFFICERS~~
- ~~11.2 DOG ACT - AUTHORISED PERSONS / REGISTRATION OFFICERS~~
- ~~12.1 EMERGENCY MANAGEMENT DIRECTION POWERS~~
- ~~19.1 LITTER ACT - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS~~

Library & Children's Services Coordinator

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$5,000

Library Officer

- 8.1 CAT ACT – REGISTRATION
- 11.1 DOG ACT – REGISTRATION

Management Accountant

- 1.6 LGA - PAYMENTS AND TRANSFERS - LOCAL GOVERNMENT ACCOUNTS
- 1.9 LGA - POWER TO INVEST

Manager Airport

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$50,000
- 1.10 LGA – CONCESSIONS ON FEES
- 2.1 LOCAL LAWS - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS

Manager Arts & Culture

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$50,000

Manager City Services

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$50,000
- 1.11 LGA - POWER TO REMOVE AND IMPOUND GOODS
- 1.12 LGA - DISPOSAL OF CONFISCATED OR UNCOLLECTED GOODS

Manager Community Services

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$50,000

Manager Financial Services / CFO

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$100,000
- 1.6 LGA - PAYMENTS AND TRANSFERS - LOCAL GOVERNMENT ACCOUNTS
- 1.9 LGA - POWER TO INVEST

Manager Governance & Organisational Strategy

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$50,000
- 9.1 CEMETERIES ACT - AUTHORISED PERSONS

Manager Human Resources

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$25,000

Manager Information Services

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$50,000

Manager Infrastructure Services

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$50,000
- 1.11 LGA - POWER TO REMOVE AND IMPOUND GOODS
- 1.15 LGA - ROAD MANAGEMENT
- 9.1 CEMETERIES ACT - AUTHORISED PERSONS

Manager Marketing & Communications

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$25,000

Manager Partnerships & Engagement

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$50,000
- 15.1 POWERS UNDER GRAFFITI VANDALISM ACT 2016

Manager Planning Services

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$25,000
- 1.13 LGA - POWER TO REQUIRE CERTAIN THINGS TO BE DONE
- 14.1 GAMING AND WAGERING COMMISSION ACT - CERTIFICATION OF LOCAL GOVERNMENT AUTHORITY
- ~~17.1 LAND ADMINISTRATION ACT – ACT ON BEHALF OF LOCAL GOVERNMENT~~
- 18.1 LIQUOR CONTROL ACT - CERTIFICATE OF LOCAL GOVERNMENT APPROVAL
- 20.1 PLANNING AND DEVELOPMENT ACT – POWERS OF ENTRY

- 20.2 PLANNING AND DEVELOPMENT ACT – APPROVALS
- 20.4 PLANNING AND DEVELOPMENT ACT – STRUCTURE PLANS & LOCAL DEVELOPMENT PLANS
- 20.5 PLANNING AND DEVELOPMENT ACT – SERVICE OF INFRINGEMENT NOTICES

Manager Recreation Facilities

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$50,000
- 1.10 LGA – CONCESSIONS ON FEES
- 2.1 LOCAL LAWS - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS

Manager Regulatory Services

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$50,000
- 1.11 LGA - POWER TO REMOVE AND IMPOUND GOODS
- 1.12 LGA - DISPOSAL OF CONFISCATED OR UNCOLLECTED GOODS
- 1.13 LGA - POWER TO REQUIRE CERTAIN THINGS TO BE DONE
- 1.14 LGA - POWERS OF ENTRY UNDER LOCAL GOVERNMENT ACT
- 1.15 LGA - ROAD MANAGEMENT
- 2.1 LOCAL LAWS - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS
- 5.1 BUILDING ACT - AUTHORISED PERSONS
- 5.2 BUILDING ACT – GRANT / REFUSE PERMITS
- 5.3 BUILDING ACT - SERVICE OF INFRINGEMENTS
- 6.2 BUSH FIRES ACT - AUTHORISED OFFICERS
- 6.4 BUSH FIRES ACT - SERVE INFRINGEMENTS & PROSECUTION OF OFFENCES
- 7.1 CARAVAN, PARKS AND CAMPING GROUNDS ACT - AUTHORISED PERSONS AND SERVICE OF INFRINGEMENTS
- 8.2 CAT ACT - AUTHORISED PERSONS
- 10.1 CONTROL OF VEHICLES (OFF-ROAD AREAS) ACT - AUTHORISED OFFICERS
- 11.2 DOG ACT - AUTHORISED PERSONS / REGISTRATION OFFICERS
- 12.1 EMERGENCY MANAGEMENT DIRECTION POWERS
- 13.1 FOOD ACT - AUTHORISED OFFICERS
- 13.2 FOOD ACT - ORDERS, NOTICES AND REGISTRATION
- 14.1 GAMING AND WAGERING COMMISSION ACT - CERTIFICATION OF LOCAL GOVERNMENT AUTHORITY
- 15.1 POWERS UNDER GRAFFITI VANDALISM ACT
- 16.1 HEALTH ACT - ACT ON BEHALF OF LOCAL GOVERNMENT
- ~~17.1 LAND ADMINISTRATION ACT – ACT ON BEHALF OF LOCAL GOVERNMENT~~
- 18.1 LIQUOR CONTROL ACT - CERTIFICATE OF LOCAL GOVERNMENT APPROVAL
- 19.1 LITTER ACT - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS
- 21.2 PUBLIC HEALTH ACT - ENVIRONMENTAL HEALTH OFFICERS AND AUTHORISED OFFICERS

Operations Coordinator (Infrastructure)

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$25,000
- 1.14 LGA - POWERS OF ENTRY UNDER LOCAL GOVERNMENT ACT
- 1.15 LGA - ROAD MANAGEMENT
- 9.1 CEMETERIES ACT - AUTHORISED PERSONS

Parks & Gardens Coordinator

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$25,000

Parks & Gardens Supervisor

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$25,000

Planner

- 1.13 LGA - POWER TO REQUIRE CERTAIN THINGS TO BE DONE
- 14.1 GAMING AND WAGERING COMMISSION ACT - CERTIFICATION OF LOCAL GOVERNMENT AUTHORITY
- 18.1 LIQUOR CONTROL ACT - CERTIFICATE OF LOCAL GOVERNMENT APPROVAL
- 20.1 PLANNING AND DEVELOPMENT ACT – POWERS OF ENTRY

Planner / Compliance Officer

- 1.13 LGA - POWER TO REQUIRE CERTAIN THINGS TO BE DONE
- 7.1 AUTHORISED PERSONS AND SERVICE OF INFRINGEMENTS
- 14.1 GAMING AND WAGERING COMMISSION ACT - CERTIFICATION OF LOCAL GOVERNMENT AUTHORITY
- 18.1 LIQUOR CONTROL ACT - CERTIFICATE OF LOCAL GOVERNMENT APPROVAL
- 20.1 PLANNING AND DEVELOPMENT ACT – POWERS OF ENTRY
- 20.5 PLANNING AND DEVELOPMENT ACT – SERVICE OF INFRINGEMENT NOTICES

~~Planning Administration Officer~~

- ~~8.1 CAT ACT – REGISTRATION~~
- ~~11.1 DOG ACT – REGISTRATION~~

Principal Statutory Planner

- 1.13 LGA - POWER TO REQUIRE CERTAIN THINGS TO BE DONE
- 14.1 GAMING AND WAGERING COMMISSION ACT - CERTIFICATION OF LOCAL GOVERNMENT AUTHORITY
- ~~17.1 LAND ADMINISTRATION ACT – ACT ON BEHALF OF LOCAL GOVERNMENT~~
- 18.1 LIQUOR CONTROL ACT - CERTIFICATE OF LOCAL GOVERNMENT APPROVAL
- 20.1 PLANNING AND DEVELOPMENT ACT – POWERS OF ENTRY

- 20.2 PLANNING AND DEVELOPMENT ACT – APPROVALS
- 20.4 PLANNING AND DEVELOPMENT ACT – STRUCTURE PLANS & LOCAL DEVELOPMENT PLANS
- 20.5 PLANNING AND DEVELOPMENT ACT – SERVICE OF INFRINGEMENT NOTICES

~~Project Manager~~

- ~~1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$50,000~~

Project Administration Coordinator

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$25,000

Project Engineering Officer

- 1.5 LGA – AUTHORISATION OF EXPENDITURE UP TO \$5,000

Project Manager

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$50,000

Ranger Services Coordinator

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$25,000
- 1.11 LGA - POWER TO REMOVE AND IMPOUND GOODS
- 1.12 LGA - DISPOSAL OF CONFISCATED OR UNCOLLECTED GOODS
- 1.13 LGA - POWER TO REQUIRE CERTAIN THINGS TO BE DONE
- 1.14 LGA - POWERS OF ENTRY UNDER LOCAL GOVERNMENT ACT
- 1.15 LGA - ROAD MANAGEMENT
- 2.1 LOCAL LAWS - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS
- 6.2 BUSH FIRES ACT - AUTHORISED OFFICERS
- 6.3 BUSH FIRES ACT – BUSH FIRE CONTROL OFFICERS
- 6.4 BUSH FIRES ACT - SERVE INFRINGEMENTS & PROSECUTION OF OFFENCES
- 7.1 CARAVAN, PARKS AND CAMPING GROUNDS ACT - AUTHORISED PERSONS AND SERVICE OF INFRINGEMENTS
- 8.2 CAT ACT - AUTHORISED PERSONS
- 9.1 CEMETERIES ACT - AUTHORISED PERSONS
- 10.1 CONTROL OF VEHICLES (OFF-ROAD AREAS) ACT - AUTHORISED OFFICERS
- 11.2 DOG ACT - AUTHORISED PERSONS / REGISTRATION OFFICERS
- 12.1 EMERGENCY MANAGEMENT DIRECTION POWERS
- ~~17.1 LAND ADMINISTRATION ACT – ACT ON BEHALF OF LOCAL GOVERNMENT~~
- 19.1 LITTER ACT - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS

Ranger

-
- 1.11 LGA - POWER TO REMOVE AND IMPOUND GOODS
-

- 1.13 LGA - POWER TO REQUIRE CERTAIN THINGS TO BE DONE
- 1.14 LGA - POWERS OF ENTRY UNDER LOCAL GOVERNMENT ACT
- 1.15 LGA - ROAD MANAGEMENT
- 2.1 LOCAL LAWS - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS
- 6.2 BUSH FIRES ACT - AUTHORISED OFFICERS
- 6.3 BUSH FIRES ACT – BUSH FIRE CONTROL OFFICERS (CHECK AS THIS IS DELEGATED TO INDIVIDUAL OFFICERS)
- 6.4 BUSH FIRES ACT - SERVE INFRINGEMENTS & PROSECUTION OF OFFENCES
- 7.1 CARAVAN, PARKS AND CAMPING GROUNDS ACT - AUTHORISED PERSONS AND SERVICE OF INFRINGEMENTS
- 8.2 CAT ACT - AUTHORISED PERSONS
- 9.1 CEMETERIES ACT - AUTHORISED PERSONS
- 10.1 CONTROL OF VEHICLES (OFF-ROAD AREAS) ACT - AUTHORISED OFFICERS
- 11.2 DOG ACT - AUTHORISED PERSONS / REGISTRATION OFFICERS
- 12.1 EMERGENCY MANAGEMENT DIRECTION POWERS
- 19.1 LITTER ACT - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS

Recreation Facilities Coordinator (East)

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$5,000

Recreation Facilities Coordinator (West)

- 1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$25,000

Regulatory Services Administration Officer

- 2.1 LOCAL LAWS - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS
- 5.3 BUILDING ACT - SERVICE OF INFRINGEMENTS
- 6.4 BUSH FIRES ACT - SERVE INFRINGEMENTS & PROSECUTION OF OFFENCES
- 7.1 CARAVAN, PARKS AND CAMPING GROUNDS ACT - AUTHORISED PERSONS AND SERVICE OF INFRINGEMENTS
- 8.1 CAT ACT – REGISTRATION
- 8.2 CAT ACT - AUTHORISED PERSONS
- 9.1 CEMETERIES ACT - AUTHORISED PERSONS
- 10.1 CONTROL OF VEHICLES (OFF-ROAD AREAS) ACT - AUTHORISED OFFICERS
- 11.1 DOG ACT – REGISTRATION
- 11.2 DOG ACT - AUTHORISED PERSONS / REGISTRATION OFFICERS
- 19.1 LITTER ACT - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS
- 20.5 PLANNING AND DEVELOPMENT ACT – SERVICE OF INFRINGEMENT NOTICES

Senior Airport Reporting Officer

- 2.1 LOCAL LAWS - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS
- 19.1 LITTER ACT - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS

Senior Building Surveyor

- 1.13 LGA - POWER TO REQUIRE CERTAIN THINGS TO BE DONE
- 1.14 LGA - POWERS OF ENTRY UNDER LOCAL GOVERNMENT ACT
- 2.1 LOCAL LAWS - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS
- 5.1 BUILDING ACT - AUTHORISED PERSONS
- 5.2 BUILDING ACT – GRANT / REFUSE PERMITS
- 5.3 BUILDING ACT - SERVICE OF INFRINGEMENTS
- 7.1 CARAVAN, PARKS AND CAMPING GROUNDS ACT - AUTHORISED PERSONS AND SERVICE OF INFRINGEMENTS

Senior Engineering Technical Officer

- 1.15 LGA - ROAD MANAGEMENT

Senior Planner

- 1.13 LGA - POWER TO REQUIRE CERTAIN THINGS TO BE DONE
- 14.1 GAMING AND WAGERING COMMISSION ACT - CERTIFICATION OF LOCAL GOVERNMENT AUTHORITY
- 18.1 LIQUOR CONTROL ACT - CERTIFICATE OF LOCAL GOVERNMENT APPROVAL
- 20.1 PLANNING AND DEVELOPMENT ACT – POWERS OF ENTRY

Senior Ranger

- 1.11 LGA - POWER TO REMOVE AND IMPOUND GOODS
- 1.13 LGA - POWER TO REQUIRE CERTAIN THINGS TO BE DONE
- 1.14 LGA - POWERS OF ENTRY UNDER LOCAL GOVERNMENT ACT
- 1.15 LGA - ROAD MANAGEMENT
- 1.17 REPRESENT LOCAL GOVERNMENT IN COURT PROCEEDINGS (Appointed specifically to Kim Sparks)
- 2.1 LOCAL LAWS - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS
- 6.2 BUSH FIRES ACT - AUTHORISED OFFICERS
- 6.3 BUSH FIRES ACT – BUSH FIRE CONTROL OFFICERS (CHECK AS THIS IS DELEGATED TO INDIVIDUAL OFFICERS)
- 6.4 BUSH FIRES ACT - SERVE INFRINGEMENTS & PROSECUTION OF OFFENCES
- 7.1 CARAVAN, PARKS AND CAMPING GROUNDS ACT - AUTHORISED PERSONS AND SERVICE OF INFRINGEMENTS
- 8.2 CAT ACT - AUTHORISED PERSONS
- 9.1 CEMETERIES ACT - AUTHORISED PERSONS
- 10.1 CONTROL OF VEHICLES (OFF-ROAD AREAS) ACT - AUTHORISED OFFICERS
- 11.2 DOG ACT - AUTHORISED PERSONS / REGISTRATION OFFICERS
- 12.1 EMERGENCY MANAGEMENT DIRECTION POWERS
- 19.1 LITTER ACT - AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS

Senior Statutory Planner / Statutory Planner~~1.13 LGA - POWER TO REQUIRE CERTAIN THINGS TO BE DONE~~~~14.1 GAMING AND WAGERING COMMISSION ACT - CERTIFICATION OF LOCAL GOVERNMENT AUTHORITY~~~~18.1 LIQUOR CONTROL ACT - CERTIFICATE OF LOCAL GOVERNMENT APPROVAL~~~~20.1 PLANNING AND DEVELOPMENT ACT - POWERS OF ENTRY~~**Senior Strategic Planner / Strategic Planner**~~1.13 LGA - POWER TO REQUIRE CERTAIN THINGS TO BE DONE~~~~20.1 PLANNING AND DEVELOPMENT ACT - POWERS OF ENTRY~~**Statutory Planning Compliance Officer**~~1.13 LGA - POWER TO REQUIRE CERTAIN THINGS TO BE DONE~~~~7.1 CARAVAN, PARKS AND CAMPING GROUNDS ACT 1995 - AUTHORISED PERSONS AND SERVICE OF INFRINGEMENTS~~~~20.1 PLANNING AND DEVELOPMENT ACT - POWERS OF ENTRY~~~~20.5 PLANNING AND DEVELOPMENT ACT - SERVICE OF INFRINGEMENT NOTICES~~**Technical Services Coordinator**

1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$25,000

1.13 LGA - POWER TO REQUIRE CERTAIN THINGS TO BE DONE

1.15 LGA - ROAD MANAGEMENT

Waste Operations Supervisor

1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$5,000

Waste Services Office Supervisor

1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$5,000

Works Supervisor

1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$25,000

9.1 CEMETERIES ACT - AUTHORISED PERSONS

Youth Services Coordinator

1.5 LGA - AUTHORISATION OF EXPENDITURE UP TO \$5,000