

Delegations and Authorisations Register



REVIEW

Reviewed by	Date approved	References
Council	30 June 2025	Resolution: OCM250630-07

DELEGATIONS

01 LOCAL GOVERNMENT ACT 1995

Delegation	1.1 TENDERS & EXPRESSIONS OF INTEREST
Head of power	01 LOCAL GOVERNMENT ACT 1995
Delegator	Council
Express power to delegate	<p>Section 5.42 <i>Local Government Act 1995</i> – 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 5.43(b) <i>Local Government Act 1995</i> – 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>
Express power or duty delegated	<p>Section 3.57 <i>Local Government Act 1995</i> Part 4 Division 2 - <i>Local Government (Functions & General) Regulations 1996</i></p>
Function	<ol style="list-style-type: none"> 1. Authority to invite Expressions of Interest and determine evaluation criteria. 2. Authority to consider Expressions of Interest which have not been rejected or determine those which are capable of providing the goods or services, for listing as acceptable tenderers. 3. Authority to undertake tender exempt procurement in accordance with regulation 11(2) when the consideration involved does not exceed \$1,000,000 (excluding GST). This limit does not apply when exercising regulation 11(2)(j). 4. Authority to invite tenders and determine evaluation criteria. 5. Authority to accept a tender when the consideration involved does not exceed \$1,000,000 (excluding GST). 6. Authority to not accept any tender. 7. Authority to negotiate minor variations before entry into contract in accordance with regulation 20. 8. Authority to vary a contract or exercise an extension option in accordance with regulation 21A.
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. There must be an appropriate provision made in the budget unless expenditure is authorised by the Mayor in accordance with section 6.8(1)(c) of the <i>Local Government Act 1995</i>. b. Must be in accordance with Council's CG-12 Purchasing Policy. c. Authority 4 does not apply to ongoing service contracts where the total contract period, including extension options, is more than three years. d.c. Authority 5. and 6. when exercised, must be reported via an Information Item to Council at its following Ordinary Council meeting.
Express power to subdelegate	Section 5.44 <i>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 this Act.
Subdelegates	<p>Director Community Experience Director Corporate Services Director Development Services Director Infrastructure Services Director Strategic Projects & Business</p>

Subdelegate conditions	<ul style="list-style-type: none"> a. Sub-delegated to exercise Authority 5, 6 and 7 above, only when the total consideration involved does not exceed \$250,000 (excluding GST) and there is an appropriate provision made in the budget. b. Authority to vary a contract in accordance with Authority 8 where: <ul style="list-style-type: none"> i. the variation is minor in nature and is consistent with the contracted scope of works; and ii. the value of the contract including the variation does not exceed the approved budget; and iii. the value is limited to \$5,000 (excluding GST) per individual variation, up to a maximum aggregate value of: <ul style="list-style-type: none"> • \$50,000 (excluding GST); or • 5% of the contract sum, whichever is the lesser. c. Must be in accordance with the City of Karratha Purchasing Policy. d. Authority 5 and 6 when exercised as per the conditions of this sub-delegation, must be reported via an Information Item to Council at its following Ordinary Council meeting.
Policy	CG-12 Purchasing Policy Purchasing Guidelines
Record keeping	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 <i>Local Government (Administration) Regulations 1996</i> are met.
Date adopted	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

Amendments			
Date	Type	Amendment	References
30 Jun 2025	Amended delegation	Authority to accept tenders increased from \$500,000 to \$1,000,000.	OCM250630-07

Delegation	1.2 PANEL OF PRE-QUALIFIED SUPPLIERS		
Head of power	01 LOCAL GOVERNMENT ACT 1995		
Delegator	Council		
Express power to delegate	Section 5.42 <i>Local Government Act 1995</i> – 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.		
Express power or duty delegated	Part 4 Division 3 - <i>Local Government (Functions & General) Regulations 1996</i>		
Function	<ol style="list-style-type: none"> 1. Authority to decide to establish a panel of prequalified suppliers in accordance with regulation 24AC and invite applications to join the panel. 2. Authority to determine evaluation criteria. 3. Authority to accept applications to join a panel of pre-qualified suppliers when the consideration involved does not exceed \$1,000,000 (excluding GST). 4. Authority to not accept any applications to join a panel of pre-qualified suppliers. 		
Delegates	CEO		
Conditions	<ol style="list-style-type: none"> a. There must be an appropriate provision made in the budget. b. Must be in accordance with Council's CG-12 Purchasing Policy. c. Authority 3. and 4. when exercised, must be reported via an Information Item to Council at its following Ordinary Council meeting. 		
Policy	CG-12 Purchasing Policy Purchasing Guidelines		
Record keeping	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 <i>Local Government (Administration) Regulations 1996</i> are met.		
Date adopted	30 June 2025		
Adoption references	Resolution: OCM250630-07		
Last reviewed	30 June 2025		

Amendments			
Date	Type	Amendment	References
30 Jun 2025	Amended delegation	Authority to accept applications increased from \$500,000 to \$1,000,000.	OCM250630-07

Delegation	1.3 DISPOSAL OF LOCAL GOVERNMENT PROPERTY
Head of power	01 LOCAL GOVERNMENT ACT 1995
Delegator	Council
Express power to delegate	<p>Section 5.42 <i>Local Government Act 1995</i> – Council may delegate to the CEO.</p> <p>Section 5.43(d) <i>Local Government Act 1995</i> – 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).</p>
Express power or duty delegated	<p>Section 3.58 <i>Local Government Act 1995</i> Regulation 30 <i>Local Government (Functions and General) Regulations 1996</i></p>
Function	<p>Disposal of Property other than an interest in Land: Authority 1-5 below Disposal of an interest in Land: Authority 6-9 below</p> <ol style="list-style-type: none"> 1. Authority to dispose of property other than an interest in land that is on the City's Asset Registers where the individual market value of the property to be disposed is less than \$250,000 (excluding GST). 2. Authority to dispose of property other than an interest in land that is not on the City's Asset Registers, up to the value of \$500,000 (excluding GST). 3. Authority to determine tender selection criteria if disposing of property (other than an interest in Land) using a public tender process. 4. Authority to gift or donate property (that is not money or an interest in land) with a maximum cumulative value of \$5,000 (excluding GST). 5. Authority to consider any submissions made before the date specified in the notice if disposing of property (other than an interest in Land) using a local public notice process. 6. Authority to dispose of an interest in Land by way of non-residential lease or licence where the value of the disposition is less than or equal to \$1,000,000 (excluding GST) per annum. 7. Authority to consider any submissions made before the date specified in the notice if disposing of an interest in Land using a local public notice. 8. Authority to determine tender selection criteria if disposing of Land using a public tender process. 9. Authority to dispose of an interest in Land by way of residential lease.
Delegates	CEO
Express power to subdelegate	Section 5.44 <i>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> .
Subdelegates	<p>Commercial & Residential Property Coordinator Director Community Experience Director Corporate Services Director Development Services Director Infrastructure Services Director Strategic Projects & Business Manager Governance & Organisational Strategy</p>

Subdelegate conditions	<ul style="list-style-type: none"> a. Authority 1. when exercised and exceeds \$150,000 (excluding GST) must be reported via an Information Item to Council at its next Ordinary Council meeting. b. Directors are sub-delegated to exercise Authority 1 and Authority 3 only if the individual market value of the property to be disposed of is less than \$50,000 (excluding GST). c. Directors are sub-delegated to exercise Authority 2 up to the value of \$250,000 excluding GST. d. Director Corporate & Commercial Services, Manager Governance & Organisational Strategy and Commercial & Residential Property Supervisor-Coordinator sub delegated to exercise Authority 9. e. Director Corporate & Commercial Services, Director Community Experience AND Director Strategic Projects and Infrastructure-Business delegated to exercise Authority 6. f. In accordance with section 3.58 of the <i>Local Government Act 1995</i> 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 <i>Local Government (Functions and General) Regulations 1996</i>. g. For disposals of local government property that are exempt under Regulation 30 of the <i>Local Government (Functions and General) Regulations 1996</i> refer to Appendix B2 Authorisation to Dispose of Exempt Local Government Property.
Record keeping	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 <i>Local Government (Administration) Regulations 1996</i> are met.
Date adopted	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

Delegation	1.4 APPOINTMENT OF PERMANENT, TEMPORARY & CASUAL EMPLOYEES
Head of power	01 LOCAL GOVERNMENT ACT 1995
Delegator	CEO
Express power to delegate	Section 5.42 <i>Local Government Act 1995</i> – Council may delegate to the CEO. Section 5.44 <i>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> .
Express power or duty delegated	Section 5.36 (3) <i>Local Government Act 1995</i> Section 5.40 <i>Local Government Act 1995</i> Section 5.41(g) <i>Local Government Act 1995</i>
Function	<ol style="list-style-type: none"> 1. Authority to appoint suitably qualified persons for permanent, temporary or casual employment. 2. Authority to authorise employment conditions of contract. 3. Appointments to be in accordance with the principles affecting employment by local governments. 4. Responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) of the <i>Local Government Act 1995</i> in relation to senior employees).
Delegates	Director Community Experience Director Corporate Services Director Development Services Director Infrastructure Services Director Strategic Projects & Business Manager Arts, Culture & Events Manager City Growth Manager Community Development & Youth Manager Community Facilities Manager People & Culture
Conditions	<ol style="list-style-type: none"> a. Recruitment for permanent positions must include a minimum of 1-week internal advertising, unless the CEO is satisfied that a similar position has been advertised within the previous 12 months and an exemption is warranted. b. Appointments must be on a like-for-like basis, within approved structure and within budget allocations. c. The position classification must be equivalent to Coordinator level and below. d. Appointment of Managers requires the approval of the Chief Executive Officer. e. All appointments must be in writing including the letter of offer and contract of employment in consultation with People & Culture. f. Higher duty appointments are not to exceed 6 months, after which time the opportunity must be advertised (at least internally). g. A position may be downgraded, including terms and conditions of employment and reduction of benefits where no employee is impacted by the change (i.e.: position is vacant). h. Manager People & Culture, Manager Community Programs Arts, Culture & Events, and Manager Community Facilities, Manager Community Development & Youth and Manager City Growth can only appoint suitably qualified persons for casual employment.
Policy	City of Karratha Enterprise Agreement City of Karratha Employee Code of Conduct CH-02 – Equal Opportunity Employment in the Workplace Policy City of Karratha Recruitment & Selection Operational Policies

Record keeping	Details of decisions made are to be recorded in writing and retained in the Council record keeping system and Human Resources files, along with evidentiary documents such as the recruitment, interview and selection process undertaken to ensure that the requirements of Section 5.40 <i>Local Government Act 1995</i> are met.
Date adopted	30 June 2025
Adoption references	Resolution: OCM250630-07
Last reviewed	30 June 2025

Amendments			
Date	Type	Amendment	References
30 Jun 2025	Amended delegation	Three managers authorised to appoint casual employees.	OCM250630-07

Delegation	1.6 PAYMENTS AND TRANSFERS - LOCAL GOVERNMENT ACCOUNTS
Head of power	01 LOCAL GOVERNMENT ACT 1995
Delegator	CEO
Express power to delegate	Section 5.42 <i>Local Government Act 1995</i> –Council may delegate to the CEO. Section 5.44 <i>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> .
Express power or duty delegated	Regulation 12 <i>Local Government (Financial Management) Regulations 1996</i> Sections 6.7, 6.9 & 6.11 <i>Local Government Act 1995</i>
Function	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.
Delegates	Chief Financial Officer Corporate Accountant Director Community Experience Director Corporate Services Director Development Services Director Infrastructure Services Director Strategic Projects & Business Management Accountant
Record keeping	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	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

Delegation	1.7 PAYMENT OF RATES BY AGREEMENT
Head of power	01 LOCAL GOVERNMENT ACT 1995
Delegator	CEO
Express power to delegate	Section 5.42 <i>Local Government Act 1995</i> – Council may delegate to the CEO. Section 5.44 <i>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> .
Express power or duty delegated	Section 6.49 <i>Local Government Act 1995</i>
Function	Authority, in cases of hardship, to enter into special_payment arrangements with ratepayers for the payment of rates and service_charges.
Delegates	Chief Financial Officer Director Corporate Services
Conditions	Chief Financial Officer may only approve payment_arrangements for outstanding amounts up to \$5,000 <u>\$10,000</u> .
Express power to subdelegate	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.
Record keeping	Details of decisions made are to be recorded inwriting 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	20 March 2017
Adoption references	-
Last reviewed	30 June 2025

Delegation	1.8 WRITE OFF OF MONIES AND SPECIAL PAYMENT ARRANGEMENTS FOR DEBT
Head of power	01 LOCAL GOVERNMENT ACT 1995
Delegator	CEO
Express power to delegate	<p>Section 5.42 <i>Local Government Act 1995</i> – Council may delegate to the CEO.</p> <p>Section 5.44 <i>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>
Express power or duty delegated	Section 6.12 <i>Local Government Act 1995</i>
Function	<p>This delegation is specific only to general debtors and not rates or rates service charges. For clarity, this delegation applies to interest that has been applied to accrued rates or service charges.</p> <p>A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the City.</p> <p>Authority, in cases of hardship, to enter into special payment arrangements with general debtors for the payment of debts.</p>
Delegates	Chief Financial Officer Director Corporate Services
Conditions	<p>Write-offs:</p> <ul style="list-style-type: none"> • CEO may write off money owing to the Council from a debtor up to the sum of \$10,000. If the total collective debt from the same debtor is over \$10,000, the decision must be referred to Council. • Director Corporate & Commercial Services may write off money owing to the Council from a debtor up to the sum of \$5,000. • Chief Financial Officer may write off money owing from a debtor for an amount up to \$50<u>\$1,000</u>. <p>Special hardship pPayment arrangements:</p> <ul style="list-style-type: none"> • The Director Corporate & Commercial Services can enter into a special hardship payment arrangement with a debtor for the payment of debts. • The Chief Financial Officer can enter into a special hardship payment arrangement with a debtor for the payment of debts up to \$5,000<u>\$10,000</u>.
Record keeping	<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> <p>A report is also to be provided to Council disclosing any write offs authorised since the last reporting period.</p>
Date adopted	20 March 2017

Adoption references	-
Last reviewed	30 June 2025

Delegation	1.9 POWER TO INVEST
Head of power	01 LOCAL GOVERNMENT ACT 1995
Delegator	CEO
Express power to delegate	Section 5.42 <i>Local Government Act 1995</i> – Council may delegate to the CEO. Section 5.44 <i>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> .
Express power or duty delegated	Section 6.14(1) <i>Local Government Act 1995</i>
Function	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 <i>Trustees Act 1962 Part III</i> .
Delegates	Chief Financial Officer Corporate Accountant Director Corporate Services Management Accountant
Conditions	To comply with the <i>Local Government (Financial Management) Regulations 1996</i> including r.19 – Management of Investments.
Policy	Policy CF3 – Finance and Investment Strategy
Record keeping	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	20 March 2017
Adoption references	-
Last reviewed	30 June 2025

Delegation	1.10 <u>WAIVE OR GRANT CONCESSIONS ON FEES</u>
Head of power	01 LOCAL GOVERNMENT ACT 1995
Delegator	CEO
Express power to delegate	Section 5.42 <i>Local Government Act 1995</i> – Council may delegate to the CEO. Section 5.44 <i>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> .
Express power or duty delegated	Section 6.12(1)(b) <i>Local Government Act 1995</i> Section 15(4A) <i>Dog Act 1976</i> Schedule 3 Clause 1(4) <i>Cat Regulations 2012</i> Regulation 52 <i>Planning and Development Regulations 2009</i>
Function	Authority to <u>waive or grant a provide</u> concession on Council fees as per legislation within conditions.
Delegates	Director Community Experience Director Corporate Services Director Development Services Director Infrastructure Services Director Strategic Projects & Business Manager Airport Manager Arts, Culture & Events Manager Community Facilities <u>Manager Planning Services</u> Manager Regulatory Services
Conditions	<p>**Each Manager's use must be signed off on Fee Waiver Register as per Record Keeping requirements below**</p> <ul style="list-style-type: none"> a. CEO (up to \$5,000) - may <u>waive or grant a concession provide</u> up to \$5,000 <u>concession</u>. b. Directors (up to \$2,000) - may <u>waive or grant a concession provide</u> up to a 100% concession on any fee or \$2,000 towards any fee (whichever is the lesser amount) for Council facilities and services. c. Manager Community Facilities (up to \$100) – Authority to <u>waive or grant a provide</u> 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 \$100. d. Manager Community Programs Arts, Culture and Events (up to \$100) – Authority to <u>waive or grant a provide</u> concession on fees set by Council in respect to the Red Earth Arts Precinct, Libraries and Arts Development and Events, up to a maximum of \$100. e. Manager Planning Services & Manager Regulatory Services (up to \$100\$500) – Authority to <u>waive or grant a provide</u> concession on prescribed animal registration fees (in accordance with applicable legislation) in relation to Ranger animal health initiatives currently prescribed at a maximum of up to \$100. f. Manager Airport (up to \$100) - Authority to <u>waive or grant a provide</u> concession on fees set by Council for Visitor's Identification Card Pass (VIC Pass) issued only for City employees visiting or City contractors performing works at the Airport, and for Parking & Ground Transport – Short Term Parking and Long Term Parking only, at in respect to the Airport, up to a maximum of \$100. f.g. Manager Statutory Planning Services (up to \$500) - Authority to <u>waive or grant a concession on planning fees</u>.

Statutory framework	<ul style="list-style-type: none"> As per annual budget to ensure compliance with r.26(1)(c) of <i>Local Government (Financial Management) Regulations 1996</i>. Regulation 52 <i>Planning and Development Regulations 2009</i> - A local government may waive or refund, in whole or in part, payment of a fee for a planning service. Section 15(4A) <i>Dog Act 1976</i> – A local government may discount or waive a registration fee prescribed within its district. Schedule 3 Clause 1(4) <i>Cat Regulations 2012</i> – A local government may reduce or waive a fee payable within its district.
Record keeping	Details of decisions made are to be recorded in writing and retained in the Council recordkeeping 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	20 March 2017
Adoption references	-
Last reviewed	30 June 2025

Amendments			
Date	Type	Amendment	References
30 Jun 2025	Amended delegation	Manager Airport limit increased to \$100.	OCM250630-07

Delegation	1.11 POWER TO REMOVE AND IMPOUND GOODS
Head of power	01 LOCAL GOVERNMENT ACT 1995
Delegator	CEO
Express power to delegate	<p>Section 5.42 <i>Local Government Act 1995</i> – Council may delegate to the CEO.</p> <p>Section 5.44 <i>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>
Express power or duty delegated	<p>Section 3.39 <i>Local Government Act 1995</i> Section 3.40A <i>Local Government Act 1995</i> Part 3, Division 3, Subdivision 4 <i>Local Government Act 1995</i></p>
Function	<ol style="list-style-type: none"> Authority to remove and impound goods from a public place if: <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. A person may use reasonable force to exercise this power. Authority to remove, impound and subsequently declare an 'abandoned vehicle wreck'. Abandoned vehicle wreck means a vehicle: <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.) 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 <i>Local Government Act 1995</i>.
Delegates	Manager Infrastructure Operations Asset Maintenance Manager Regulatory Services Manager Waste Ranger Ranger & Emergency Management Coordinator Senior Ranger
Conditions	When seizing goods, delegated staff must use notices in accordance with Subdivision 4 where appropriate.
Record keeping	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	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

Delegation	1.12 DISPOSAL OF CONFISCATED OR UNCOLLECTED GOODS
Head of power	01 LOCAL GOVERNMENT ACT 1995
Delegator	CEO
Express power to delegate	Section 5.42 Local Government Act 1995 – Council may delegate to the CEO. Section 5.44 <i>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> .
Express power or duty delegated	Section 3.47(1) <i>Local Government Act 1995</i> Section 3.47(2) <i>Local Government Act 1995</i> Section 3.47(2a) and (2b) <i>Local Government Act 1995</i> Section 3.47A <i>Local Government Act 1995</i>
Function	<ol style="list-style-type: none"> Section 3.47(1) Local Government Act 1995 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>. Section 3.47(2) Local Government Act 1995 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). Section 3.47(2a) and (2b) Local Government Act 1995 Authority to sell or otherwise dispose of any goods that have not been collected within the periods specified in 3.47(2b). Section 3.47A Local Government Act 1995 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.
Delegates	Director Corporate Services Director Development Services Manager Regulatory Services Manager Waste Ranger & Emergency Management Coordinator
Conditions	<ol style="list-style-type: none"> The goods must individually be under the value of \$20,000. 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.
Record keeping	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 <i>Local Government (Administration) Regulations 1996</i> are met.
Date adopted	20 March 2017
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Last reviewed	30 June 2025

Delegation	1.13 POWER TO REQUIRE CERTAIN THINGS TO BE DONE
Head of power	01 LOCAL GOVERNMENT ACT 1995
Delegator	CEO
Express power to delegate	Section 5.42 <i>Local Government Act 1995</i> – Council may delegate to the CEO. Section 5.44 <i>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> .
Express power or duty delegated	Section 3.25 <i>Local Government Act 1995</i> Section 3.26 <i>Local Government Act 1995</i> Section 3.27 <i>Local Government Act 1995</i>
Function	<ol style="list-style-type: none"> 1. Authority to issue notices pursuant to s.3.25 <i>Local Government Act 1995</i> and enforce notices pursuant to s.3.26 <i>Local Government Act 1995</i>. 2. Authority to carry out works on land not owned by the Council pursuant to s.3.27 <i>Local Government Act 1995</i>.
Delegates	Building Compliance Officer Building Coordinator Building Services Assistant Building Surveyor Planner/ Compliance Officer Director Development Services Environmental Health Assistant Environmental Health Coordinator Environmental Health Officer Manager Planning Services Manager Regulatory Services Manager Statutory Planning Manager Strategic Planning Principal Engineer Coordinator Ranger Ranger & Emergency Management Coordinator Senior Environmental Health Officer Senior Ranger Statutory Planning Coordinator Strategic Planning Coordinator
Record keeping	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 <i>Local Government (Administration) Regulations 1996</i> are met.
Date adopted	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

Amendments			
Date	Type	Amendment	References
30 Jun 2025	Amended delegation	Amended delegates.	OCM250630-07

Delegation	1.14 POWERS OF ENTRY UNDER LOCAL GOVERNMENT ACT
Head of power	01 LOCAL GOVERNMENT ACT 1995
Delegator	CEO
Express power to delegate	Section 5.42 <i>Local Government Act</i> 1995 – Council may delegate to the CEO. Section 5.44 <i>Local Government Act</i> 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 <i>Local Government Act</i> 1995.
Express power or duty delegated	Powers of Entry - Part 3, Division 3 of the <i>Local Government Act</i> 1995.
Function	Authority to exercise the functions of local government under Powers of Entry - Part 3, Division 3 of the <i>Local Government Act</i> 1995.
Delegates	Building Compliance Officer Building Coordinator Building Services Assistant Building Surveyor Compliance Officer Director Development Services Environmental Health Assistant Environmental Health Coordinator Environmental Health Officer Manager Planning Services Manager Regulatory Services Manager Statutory Planning Manager Strategic Planning Planner/Compliance Officer Ranger Ranger & Emergency Management Coordinator Senior Environmental Health Officer Senior Planning and Lands Specialist Senior Ranger
Statutory framework	Planning staff utilise powers of entry relevant to their roles under Planning legislation.
Record keeping	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</i> 1996 are met.
Date adopted	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

Delegation	1.15 ROAD MANAGEMENT
Head of power	01 LOCAL GOVERNMENT ACT 1995
Delegator	CEO
Express 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 <i>Local Government Act 1995</i> .
Express power or duty delegated	Section 3.50 <i>Local Government Act 1995</i> Section 3.50A <i>Local Government Act 1995</i> Section 3.51 <i>Local Government Act 1995</i> Regulation 4 <i>Road Traffic (Events on Roads) Regulations 1991</i>
Function	Authority to temporarily close thoroughfares to vehicles for periods not exceeding four weeks. Authority to consider applications for the temporary closure of roads for the purpose of conducting events.
Delegates	Manager Asset Maintenance <u>Infrastructure Operations</u> Manager Regulatory Services Operations Coordinator Operations Supervisor Principal Engineer Coordinator Ranger Ranger & Emergency Management Coordinator Senior Engineering Technical Officer Senior Ranger
Record keeping	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	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

Delegation	1.16 COMMENCE PROSECUTIONS
Head of power	01 LOCAL GOVERNMENT ACT 1995
Delegator	CEO
Express power to delegate	<p>Section 5.42 Local Government Act 1995 – Council may delegate to the CEO. Section 5.44 <i>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> <p>POWER TO APPOINT Section 20(1) <i>Criminal Procedures Act 2004</i> — an authorised person in relation to an offence means a person authorised by a public authority to commence prosecution for the offence. Section 20(2) <i>Criminal Procedures Act 2004</i> - a prosecution for an offence may be commenced by, and only by an authorised person.</p>
Express power or duty delegated	<p>Section 20(1) <i>Criminal Procedures Act 2004</i> — an authorised person in relation to an offence means a person authorised by a public authority to commence prosecution for the offence. Section 20(2) <i>Criminal Procedures Act 2004</i> - a prosecution for an offence may be commenced by, and only by an authorised person.</p>
Function	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.
Delegates	<p>Director Community Experience Director Corporate Services Director Development Services Director Infrastructure Services Director Strategic Projects & Business Manager Regulatory Services</p>
Conditions	Always refer to provisions within the relevant legislation as per s.20(2) of the <i>Criminal Procedures Act 2004</i> .
Record keeping	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	20 March 2017
Adoption references	-
Last reviewed	30 June 2025

Delegation	1.17 REPRESENT LOCAL GOVERNMENT IN COURT PROCEEDINGS
Head of power	01 LOCAL GOVERNMENT ACT 1995
Delegator	CEO
Express power to delegate	POWER TO APPOINT: Section 9.29(2)(b) <i>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.
Express power or duty delegated	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> .
Function	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> .
Delegates	Manager Regulatory Services
Date adopted	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

Delegation	1.18 COMPLAINT INVESTIGATION
Head of power	01 LOCAL GOVERNMENT ACT 1995
Delegator	Council
Express power or duty delegated	<i>Local Government (Model Code of Conduct) Regulations 2021 – Schedule 1 – 11(3)</i>
Function	Authority to receive complaints and withdrawal of complaints. Authority to assess a complaint, commence an investigation and to oversee an investigation process.
Delegates	CEO
Conditions	Where the complainant is the Chief Executive Officer, the Director Corporate & Commercial <u>Services</u> is authorised.
Subdelegates	Director Corporate Services
Subdelegate conditions	Where the complainant is the Chief Executive Officer, the Director Corporate & Commercial <u>Services</u> is authorised.
Statutory framework	Section 5.103 <i>Local Government Act 1995</i> – Model code of conduct for council members, committee members and candidates and <i>Local Government (Model code of Conduct) Regulations 2021 – Sch.1</i> . The City's Code of Conduct for Council Members, Committee Member and Candidates.
Policy	CG-18 Complaint Investigation Policy
Record keeping	The City will maintain a register of complaints lodged with those persons authorised and will be available on the City's website for public inspection. Details of investigations must be maintained on a central investigation file detailing any documentary evidence or records obtained, and that file is to be maintained access to ensure confidentiality. 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	19 September 2022
Adoption references	-
Last reviewed	30 June 2025

Delegation	1.20 RATE RECORD OBJECTIONS
Head of power	01 LOCAL GOVERNMENT ACT 1995
Delegator	Council
Express power to delegate	Section 5.42 <i>Local Government Act 1995</i> – Council may delegate to the CEO.
Express power or duty delegated	Section 6.76(4) and 6.76(5) <i>Local Government Act 1995</i>
Function	<ol style="list-style-type: none"> 1. Authority to extend the time for a person to make an objection to a rate record. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person who made the objection. 3. Authority to assess a property owner's application for rating exemption under
Delegates	CEO
Conditions	A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must not be a party to any determination under this delegation.
Express power to subdelegate	Section 5.44 <i>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> .
Subdelegates	Chief Financial Officer Director Corporate Services
Record keeping	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	19 September 2022
Adoption references	-
Last reviewed	30 June 2025

Delegation	1.21 OBSTRUCTION OF FOOTPATHS AND THOROUGHFARES
Head of power	01 LOCAL GOVERNMENT ACT 1995
Delegator	CEO
Express power to delegate	Section 5.42 <i>Local Government Act 1995</i> – Council may delegate to the CEO. Section 5.44 <i>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> .
Express power or duty delegated	Regulations 5(2), 6, 7A and 7 <i>Local Government (Uniform Local Provisions) Regulations 1996</i>
Function	<ol style="list-style-type: none"> 1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ul style="list-style-type: none"> - prevent damage to the footpath; or - prevent inconvenience to the public or danger from falling materials. 2. Authority to grant, renew and cancel permission, and to determine and impose conditions, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. 3. Authority to determine the sum sufficient to cover the cost of repairing damage to a public thoroughfare resulting from the placement of a thing or a protective structure. 4. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience. 5. Authority to require in writing that a person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government. 6. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed, effective on written notice to whom permission is granted. 7. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare. 8. Authority to require an owner or occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare.
Delegates	Director Infrastructure Services Manager Asset Maintenance <u>Infrastructure Operations</u> Operations Coordinator Principal Engineer Coordinator Senior Civil Engineer
Conditions	<ol style="list-style-type: none"> a. Actions under this delegation must comply with the procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. b. Permission may only be granted where, the proponent has: <ul style="list-style-type: none"> • Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. • Provided evidence of sufficient Public Liability Insurance. • Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Policy	TE-06_Crossover Policy

Record keeping	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	30 June 2025
Adoption references	Resolution: OCM250630-07
Last reviewed	30 June 2025

Amendments			
Date	Type	Amendment	References
30 Jun 2025	New delegation	New.	OCM250630-07

Delegation	1.22 GATE ACROSS A PUBLIC THOROUGHFARE		
Head of power	01 LOCAL GOVERNMENT ACT 1995		
Delegator	CEO		
Express power to delegate	Section 5.42 <i>Local Government Act 1995</i> – Council may delegate to the CEO. Section 5.44 <i>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> .		
Express power or duty delegated	Regulations 9(1), 9(2), 9(4), 9(5) and 9(6) <i>Local Government (Uniform Local Provisions) Regulations 1996</i>		
Function	<ol style="list-style-type: none"> 1. Authority to grant or refuse permission to have a gate or other device that enables motor traffic to pass across a public thoroughfare and prevents livestock from straying. 2. Authority to determine and require an applicant to publish a notice of the application in a manner the local government thinks fit. 3. Authority to determine and impose conditions on granting permission. 4. Authority to renew permission and to vary any condition imposed, effective on written notice to whom permission is granted. 5. Authority to cancel permission by written notice and request removal of the gate or 		
Delegates	Director Infrastructure Services Manager Asset Maintenance <u>Infrastructure Operations</u> Principal Engineer Coordinator Senior Civil Engineer		
Conditions	Each approval provided must be recorded in the City of Karratha's statutory Register of Gates in accordance with Regulation 9, <i>Local Government (Uniform Local Provisions) Regulations 1996</i> .		
Record keeping	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	30 June 2025		
Adoption references	Resolution: OCM250630-07		
Last reviewed	30 June 2025		

Amendments			
Date	Type	Amendment	References
30 Jun 2025	New delegation	New.	OCM250630-07

Delegation	1.23 DANGEROUS EXCAVATION IN OR NEAR PUBLIC THOROUGHFARE
Head of power	01 LOCAL GOVERNMENT ACT 1995
Delegator	CEO
Express power to delegate	Section 5.42 <i>Local Government Act 1995</i> – Council may delegate to the CEO. Section 5.44 <i>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 Local Government Act 1995.
Express power or duty delegated	Regulations 11(1), 11(4), 11(6) and 11(8) <i>Local Government (Uniform Local Provisions) Regulations 1996</i>
Function	<ol style="list-style-type: none"> 1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and fill in or fence the excavation or in writing, request the owner or occupier fill in or securely fence the excavation. 2. Authority to determine and grant or refuse permission to make or make and leave an excavation of specified dimensions, in a specified way, in a specified part of a public thoroughfare or on a specified part of land adjoining a public thoroughfare. 3. Authority to impose conditions on such permission. 4. Authority to renew permission and to vary any condition imposed, effective on written notice to whom permission is granted.
Delegates	Director Infrastructure Services Manager Asset Maintenance <u>Infrastructure Operations</u> Operations Coordinator Parks & Gardens Coordinator Principal Engineer Coordinator Senior Civil Engineer
Conditions	<ol style="list-style-type: none"> a. Actions under this delegation must comply with the procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: <ul style="list-style-type: none"> • Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. • Provided evidence of sufficient Public Liability Insurance. • Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Record keeping	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	30 June 2025
Adoption references	Resolution: OCM250630-07
Last reviewed	30 June 2025

Amendments			
Date	Type	Amendment	References
30 Jul 2025	New delegation	New	OCM250630-07

Delegation	1.24 CROSSING - CONSTRUCTION, REPAIR AND REMOVAL		
Head of power	01 LOCAL GOVERNMENT ACT 1995		
Delegator	CEO		
Express power to delegate	Section 5.42 <i>Local Government Act 1995</i> – Council may delegate to the CEO. Section 5.44 <i>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> .		
Express power or duty delegated	Regulations 12(1), 13(1) and 13(2) <i>Local Government (Uniform Local Provisions) Regulations 1996</i>		
Function	<ol style="list-style-type: none"> 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing. 4. Authority to construct a crossing where the person fails to comply with a notice requiring them to construct or repair a crossing and to recover 50% of the cost as a debt due from the person. 		
Delegates	Director Infrastructure Services Manager Asset Maintenance <u>Infrastructure Operations</u> Principal Engineer Coordinator Senior Civil Engineer		
Conditions	Actions under this delegation must comply with the procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> .		
Record keeping	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	30 June 2025		
Adoption references	Resolution: OCM250630-07		
Last reviewed	30 June 2025		

Amendments			
Date	Type	Amendment	References
30 Jun 2025	New delegation	New.	OCM250630-07

Delegation	1.25 PRIVATE WORKS ON, OVER OR UNDER PUBLIC PLACES
Head of power	01 LOCAL GOVERNMENT ACT 1995
Delegator	CEO
Express power to delegate	Section 5.42 <i>Local Government Act 1995</i> – Council may delegate to the CEO. Section 5.44 <i>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> .
Express power or duty delegated	Regulations 17(3), 17(5) and 17(6) <i>Local Government (Uniform Local Provisions) Regulations 1996</i>
Function	<ol style="list-style-type: none"> 1. Authority to grant or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property. 2. Authority to determine and impose conditions on granting permission. 3. Authority to determine the sum sufficient to deposit with the Local Government to cover the cost of repairing damage. 4. Authority to determine if repairs are to the satisfaction of the CEO of the local
Delegates	Director Infrastructure Services Manager Asset Maintenance <u>Infrastructure Operations</u> Principal Engineer Coordinator Senior Civil Engineer
Conditions	<ol style="list-style-type: none"> a. Actions under this delegation must comply with the procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. b. Permission may only be granted where, the proponent has: <ul style="list-style-type: none"> • Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. • Provided evidence of sufficient Public Liability Insurance. • Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Record keeping	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	30 June 2025
Adoption references	Resolution: OCM250630-07
Last reviewed	30 June 2025

Amendments			
Date	Type	Amendment	References
30 Jun 2025	New delegation	New.	OCM250630-07

Delegation	1.26 WORKS REQUIRED FOR SUPPLY OF GAS OR WATER
Head of power	01 LOCAL GOVERNMENT ACT 1995
Delegator	CEO
Express power to delegate	Section 5.42 <i>Local Government Act 1995</i> – Council may delegate to the CEO. Section 5.44 <i>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> .
Express power or duty delegated	Regulation 20 <i>Local Government (Uniform Local Provisions) Regulations 1996</i>
Function	Authority to give notice of works for supply of gas or water.
Delegates	Director Infrastructure Services Manager Asset Maintenance <u>Infrastructure Operations</u> Principal Engineer Coordinator Senior Civil Engineer
Conditions	<ul style="list-style-type: none"> a. Actions under this delegation must comply with the procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. b. This notice applies only to works undertaken under this Regulation. c. Works may only be undertaken where there is an approved budget allocation.
Record keeping	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	30 June 2025
Adoption references	Resolution: OCM250630-07
Last reviewed	30 June 2025

Amendments			
Date	Type	Amendment	References
30 Jun 2025	New delegation	New.	OCM250630-07

Delegation	1.27 WIND EROSION AND SAND DRIFTS
Head of power	01 LOCAL GOVERNMENT ACT 1995
Delegator	CEO
Express power to delegate	Section 5.42 <i>Local Government Act 1995</i> – Council may delegate to the CEO. Section 5.44 <i>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> .
Express power or duty delegated	Regulation 21 <i>Local Government (Uniform Local Provisions) Regulations 1996</i>
Function	Authority to give notice to the owner or occupier of land if the local government considers that clearing the person's land might cause land having a common boundary with it that is local government property to be adversely affected by wind erosion or sand drift.
Delegates	Director Infrastructure Services Manager Asset Maintenance <u>Infrastructure Operations</u> Principal Engineer Coordinator
Record keeping	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	30 June 2025
Adoption references	Resolution: OCM250630-07
Last reviewed	30 June 2025

Amendments			
Date	Type	Amendment	References
30 Jun 2025	New delegation	New.	OCM250630-07

Delegation	1.28 AUTHORISED EMPLOYEE - DEVELOPMENT ASSESSMENT PANEL REPORT
Head of power	01 LOCAL GOVERNMENT ACT 1995
Delegator	CEO
Express power to delegate	Regulation 6 <i>Local Government (Development Assessment Panels) Regulations 2025</i> - - The CEO may authorise an employee of the local government to perform a relevant DAP function for and on behalf of the local government.
Express power or duty delegated	AUTHORISATION <i>Local Government (Development Assessment Panels) Regulations 2025</i>
Function	Authority to perform relevant Development Application Panel (DAP) functions in accordance with the <i>Local Government (Development Assessment Panels) Regulations 2025</i> including the preparation of responsible authority reports.
Delegates	Director Development Services
Conditions	Actions under this authorisation must comply with the conflicts of interest requirements detailed in the <i>Local Government (Development Assessment Panels) Regulations 2025</i> .
Date adopted	30 June 2025
Adoption references	Resolution: OCM250630-07
Last reviewed	30 June 2025

02 LOCAL LAWS

Delegation	2.1 AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS
Head of power	02 LOCAL LAWS
Delegator	CEO
Express power to delegate	<p>AUTHORISATION Section 9.10 <i>Local Government Act 1995</i> – the local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions.</p> <p>Section 9.10 <i>Local Government Act 1995</i> – Appointment of Authorised Persons</p> <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; • Cemeteries Local Law; • Local Government Property Local Law; • Animals, Environment and Nuisance Local Law; • Dogs Local Law; and • Activities in Thoroughfares & Public Places and Trading Local Law. <p>(For Bush Fire Brigades Local Law delegations, refer <i>Bush Fire Act 1954</i>). Note, that this extends to the service of infringement notices under s.9.16 of the <i>Local Government Act 1995</i> 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.</p>
Express power or duty delegated	
Function	
Delegates	<p>Administration Officer - Development Airport Carpark and Administration Officer Airport Commercial and Terminal Coordinator Airport Compliance & Safety Lead Officer Airport Operations & Assets Coordinator Airport Operations Compliance & Technical Officer Airport Reporting Officer Building Compliance Officer Building Coordinator Building Services Assistant Building Surveyor Environmental Health Assistant Environmental Health Coordinator Environmental Health Officer Executive Assistant to the Director - Development Manager Airport Manager Arts, Culture & Events Manager Community Facilities Manager Planning Services Manager Regulatory Services Manager Statutory Planning Manager Strategic Planning Ranger Ranger & Emergency Management Coordinator Senior Environmental Health Officer Senior Ranger</p>

Conditions	<ul style="list-style-type: none"> a. All staff require certificate as per s.9.10(2) and it is to be produced whenever required. b. The Manager Planning Services, Manager Statutory Planning, Manager Strategic Planning, Manager Regulatory Services, Executive Assistant to the Director – Development Services, Development Services Administration Officer, Ranger & Emergency Management Coordinator, Senior Ranger and Ranger are appointed under all of the local laws listed above. c. The Environmental Health Officer and Environmental Health Coordinator are appointed under the Animals, Environment and Nuisance Local Law, Activities in Thoroughfares & Public Places and Trading Local Law. d. The Building Coordinator, Senior Building Surveyor and Building 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. e. The Manager Community Facilities, Manager Community ProgramsArts, Culture & Events, Manager Airport, Airport Operations & Assets Coordinator, Airport Commercial Coordinator, Airport Carpark and Administration Officer, Senior Airport Reporting Officer, Airport Reporting Officer, Airport Compliance & Safety OfficerLead are appointed under the Local Government Property Local Law and Parking & Parking Facilities Local Law only.
Date adopted	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

03 WITHDRAWAL / MODIFY INFRINGEMENTS

Delegation	3.1 MODIFY & WITHDRAW INFRINGEMENTS
Head of power	03 WITHDRAWAL / MODIFY INFRINGEMENTS
Delegator	Council
Express power to delegate	<p>AUTHORISATION</p> <p>Section 9.19 & 9.20 <i>Local Government Act 1995</i></p> <p>Section 64(1)(e) <i>Animal Welfare Act 2002</i></p> <p>Regulation 70 (1) <i>Building Regulations 2012</i></p> <p>Section 48(1) <i>Bush Fires Act 1954</i></p> <p>Section 23(11) <i>Caravan Parks and Camping Grounds Act 1995</i></p> <p>Section 45 <i>Cat Act 2011</i></p> <p>Section 10(1) <i>Cemeteries Act 1986</i></p> <p>Section 37(5) <i>Control of Vehicles (Off-Road) Areas Act 1978</i></p> <p><i>Criminal Procedure Act 2004</i> – s.6(a)</p> <p>Section 10AA <i>Dog Act 1976</i></p> <p>Section 126(13) <i>Food Act 2008</i></p> <p>Section 30(4a) <i>Litter Act 1979</i></p>
Function	<p>Authorisation to withdrawal, extend time to pay or modify infringements as allowed at law under the relevant legislation below:</p> <ul style="list-style-type: none"> • <i>Animal Welfare Act 2002</i> – s.67 & 68(1) • <i>-Building Regulations 2012</i> • <i>-Bush Fires Act 1954</i> – s.59A(5) – (Notice sent must be in prescribed form) • <i>-Caravan Parks and Camping Grounds Act 1995</i> – s.23(5) & (7) • <i>-Cat Act 2011</i> - s.65(1) – (Must be within one year after infringement issued and notice sent must be in prescribed form) • <i>-Cemeteries Act 1986</i> – s.63 (CEO Only) • <i>-Control of Vehicles (Off-Road) Areas Act 1978</i> – s.37(5) – (Notice sent must be in prescribed form) • <i>-Dog Regulations 2013</i> – r.35(5) • <i>-Food Act 2008</i> – s.126(6) & (7) – (Designated Officer for the purposes of s.126(3)(c) is the CEO) • <i>-Litter Act 1979</i> – s.30(4) • <i>-Planning and Development Act 2005</i> – 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
Delegates	<p>CEO</p> <p>Director Development Services</p> <p>Manager Planning Services</p> <p>Manager Regulatory Services</p> <p>Manager Statutory Planning</p> <p>Manager Strategic Planning</p>
Conditions	Refer individual authorisations above
Record keeping	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	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

04 ANIMAL WELFARE ACT 2002

Delegation	4.1 AUTHORISED PERSON
Head of power	04 ANIMAL WELFARE ACT 2002
Delegator	CEO
Express power to delegate	AUTHORISATION Section 64(1)(e) <i>Animal Welfare Act 2002</i> – 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 <i>Animal Welfare Act 2002</i> .
Function	Authorised Person Section 64(4) <i>Animal Welfare Act 2002</i> – 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, <u>not local government</u> .
Delegates	Director Development Services
Date adopted	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

05 BUILDING ACT 2011

Delegation	5.1 AUTHORISED PERSONS
Head of power	05 BUILDING ACT 2011
Delegator	CEO
Express power to delegate	<p>Section 127(1) <i>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>Section 127(6A) <i>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>Section 96(3) <i>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>
Function	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).
Delegates	Building Compliance Officer Building Coordinator Building Services Assistant Building Surveyor Manager Regulatory Services
Conditions	a. Must have ID card and comply with Sections 97 & 98 of the <i>Building Act 2011</i> . b. CEO is only person authorised to commence a court prosecution under Section 133(1) (b) of the <i>Building Act 2011</i> .
Date adopted	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

Delegation	5.2 GRANT / REFUSE PERMITS
Head of power	05 BUILDING ACT 2011
Delegator	CEO
Express power to delegate	<p>Section 127(1) <i>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>Section 127(6A) <i>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>
Express power or duty delegated	<i>Building Act 2011 including</i> - local government / permit authority
Function	<p>Authority to carry out all functions of local government / permit authority in relation to <i>Building Act 2011</i> including:</p> <ul style="list-style-type: none"> • Section 20 – grant or refuse building permits. • Section 21 – grant or refuse demolition permits. • Section 22 – further grounds to refuse building or demolition permits. • Section 27 – conditions imposed by permit authority. • Section 58 – grant of occupancy permit or building approval certificate. • Section 62(1) – impose conditions on occupancy permit or modification or building approval certificate. • Section 65(4) – extension of period.
Delegates	Building Coordinator Building Surveyor Director Development Services Manager Regulatory Services
Conditions	Building Services Assistant - Certified Building Permits Only
Statutory framework	<i>Building Regulations 2012</i>
Record keeping	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	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

Delegation	5.3 SERVICE OF INFRINGEMENTS
Head of power	05 BUILDING ACT 2011
Delegator	CEO
Express power to delegate	Regulation 70 (2) <i>Building Regulations 2012</i> – 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.
Express power or duty delegated	Part 2 of the <i>Criminal Procedure Act 2004</i> - authorised officer
Function	Appointed as an ‘authorised officer’ in relation to the service of infringement notices under Part 2 of the <i>Criminal Procedure Act 2004</i> .
Delegates	Administration Officer - Development Building Compliance Officer Building Coordinator Building Services Assistant Building Surveyor Executive Assistant to the Director - Development Manager Regulatory Services
Conditions	<ul style="list-style-type: none"> a. 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>. b. CEO is only person authorised to commence a court prosecution under Section 133(1) (b) of the <i>Building Act 2011</i>.
Date adopted	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

06 BUSH FIRES ACT 1954

Delegation	6.1 FUNCTIONS OF CEO
Head of power	06 BUSH FIRES ACT 1954
Delegator	Council
Express power to delegate	Section 48(1) <i>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.
Express power or duty delegated	<i>Bush Fires Act 1954</i>
Function	Any function or duty of a local government under the <i>Bush Fires Act 1954</i> .
Delegates	CEO
Express power to subdelegate	Cannot be sub-delegated.
Date adopted	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

Delegation	6.2 AUTHORISED OFFICERS
Head of power	06 BUSH FIRES ACT 1954
Delegator	CEO
Express power to delegate	Section 48(1) <i>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. Section 24B <i>Bush Fires Act 1954</i> a person authorised by local government may require a person to produce permit.
Express power or duty delegated	<i>Bush_Fires Act 1954</i> <i>Bush_Fires Regulations 1954</i>
Function	<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 Section 24B <i>Bush Fires Act 1954</i>.
Delegates	<u>Emergency Management Officer</u> Manager Regulatory Services Ranger Ranger & Emergency Management Coordinator Senior Ranger
Conditions	Only the CEO has authority to perform any of the functions of local government under the Bush Fire Brigades Local Law however this does not prevent the CEO from performing these duties by acting through another person.
Express power to subdelegate	Delegations 1 & 2 cannot be sub-delegated under s.48(3).
Date adopted	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

Delegation	6.3 BUSH FIRE CONTROL OFFICERS & FIRE WEATHER OFFICERS
Head of power	06 BUSH FIRES ACT 1954
Delegator	CEO
Express power to delegate	<p>Section 48(1) <i>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>Section 38(1) <i>Bush Fires Act 1954</i> local government may appoint bush fire control officer.</p> <p>Section 38(8) and 38(10) <i>Bush Fires Act 1954</i> local government may appoint fire weather officer and deputy fire weather officer.</p> <p>Section 59(3) <i>Bush Fires Act 1954</i> 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>
Express power or duty delegated	Section 38 <i>Bush Fires Act 1954</i>
Function	<ol style="list-style-type: none"> 1. Appointed as a Bush Fire Control Officer for the City of Karratha under s.38(1) <i>Bush Fires Act 1954</i>. 2. Appointed (as specified) as Fire Weather Officer and Deputy Fire Weather Officer for the City of Karratha under s.38(8) and s.38(10) <i>Bush Fires Act 1954</i>.
Delegates	<p>Deputy Chief Bush Fire Control Officer (City of Karratha)</p> <p>Deputy Chief Bush Fire Control Officer (Shire of Ashburton)</p> <p>Deputy Chief Bush Fire Control Officer (Town of Port Hedland)</p> <p>Deputy Fire Weather Officer (City of Karratha)</p> <p>Emergency Management Officer</p> <p>Fire Weather Officer</p> <p>Ranger</p> <p>Ranger & Emergency Management Coordinator</p> <p>Senior Ranger</p>
Conditions	<p>The local government shall cause notice of an appointment made under section 38(1) and sections 38(8) and 38(10) <i>Bush Fires Act 1954</i> to be published at least once in a newspaper circulating in its district in accordance with s.38(2A) and s.38(13). The Bush Fire Control Officer shall be issued with a certificate of appointment (s.38(2E)).</p> <p>Fire Weather Officer and Deputy Chief Bush Fire Control Officer (City of Karratha) to be individually appointed by the Chief Executive Officer.</p> <p>Hannah Callary - Deputy Fire Weather Officer (City of Karratha); Keith Squibb - Deputy Chief Bush Fire Control Officer (Town of Port Hedland); and Wayne Hatton - Deputy Chief Bush Fire Control Officer (Shire of Ashburton).</p> <p>NB: The Chief Bush Fire Control Officer is the District Officer Central Pilbara Coast (Department of Fire and Emergency Services).</p>
Date adopted	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

Delegation	6.4 SERVE INFRINGEMENTS & PROSECUTION OF OFFENCES
Head of power	06 BUSH FIRES ACT 1954
Delegator	CEO
Express power to delegate	<p>Section 48(1) <i>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>Section 59(3) <i>Bush Fires Act 1954</i> 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) <i>Bush Fires Act 1954</i> prosecutor may serve infringement notice.</p>
Express power or duty delegated	Section 59 <i>Bush Fires Act 1954</i>
Function	<p>1. Authority in relation to prosecution of offences under Section 59(3) <i>Bush Fires Act 1954</i>.</p> <p>2. Authority to serve infringement notices under Section 59A <i>Bush Fires Act 1954</i>.</p>
Delegates	<p>Administration Officer - Development</p> <p>Executive Assistant to the Director - Development</p> <p>Manager Regulatory Services</p> <p>Ranger</p> <p>Ranger & Emergency Management Coordinator</p> <p>Senior Ranger</p>
Express power to subdelegate	Cannot be sub-delegated under s.48(3). Only CEO can appoint.
Date adopted	23 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

07 CARAVAN PARKS AND CAMPING GROUNDS ACT 1995

Delegation	7.1 AUTHORISED PERSONS AND SERVICE OF INFRINGEMENTS
Head of power	07 CARAVAN PARKS AND CAMPING GROUNDS ACT 1995
Delegator	CEO
Express power to delegate	AUTHORISATION <i>Local Government Act 1995</i> - Section 9.10(2) - Appointment of Authorised Persons. The CEO may, in writing appoint persons or classes of persons to be authorised persons for the purposes of one or more specified laws or specified provisions of one or more specified laws.
Express power or duty delegated	<i>Caravan Parks and Camping Grounds Act 1995</i> <i>Caravan Parks and Camping Grounds Regulations 1997</i>
Function	<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
Delegates	Administration Officer - Development Building Coordinator Building Services Assistant Building Surveyor Planner/Compliance Officer Environmental Health Assistant Environmental Health Coordinator Environmental Health Officer Executive Assistant to the Director - Development Manager Regulatory Services Ranger Ranger & Emergency Management Coordinator Senior Environmental Health Officer Senior Ranger
Conditions	<ol style="list-style-type: none"> a. Must have ID card in accordance with s9.10(4) and produce it whenever required as per s.17(1)(b). b. Only Manager Planning Regulatory Services is able to modify or withdraw infringement notice under s.23(5) & (7). c. Ranger & Emergency Management Coordinator, Senior Ranger and Ranger (Authorisation 1 & 2). d. Environmental Health Coordinator, Senior Environmental Health Officer, Environmental Health Officer, Environmental Health Assistant (Authorisation 1 & 2). e. Building Coordinator and Senior Building Surveyor, (Authorisation 1 & 2). f. Compliance Officer (Authorisation 1 & 2). g. Executive Assistant to the Director – Development Services, Development Services Administration Officer (Authorisation 2 only).
Date adopted	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

08 CAT ACT 2011

Delegation	8.1 REGISTRATION
Head of power	08 CAT ACT 2011
Delegator	CEO
Express power to delegate	Section 44 <i>Cat Act 2011</i> – Council may delegate to CEO. Section 45 <i>Cat Act 2011</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 another provision of this Act.
Express power or duty delegated	Section 9 of the <i>Cat Act 2011</i>
Function	Manage cat registrations on behalf of the local government in accordance with Section 9 of the <i>Cat Act 2011</i> .
Delegates	Administration Officer - Development Customer Service Coordinator Customer Service Officer Customer Service Supervisor Executive Assistant to the Director - Development Library Officer Senior Customer Service Officer Senior Library Officer
Express power to subdelegate	Section 45 <i>Cat Act 2011</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 another provision of this Act.
Record keeping	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	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

Delegation	8.2 AUTHORISED PERSONS
Head of power	08 CAT ACT 2011
Delegator	CEO
Express power to delegate	<i>Local Government Act 1995</i> - Section 9.10(2) - Appointment of Authorised Persons. The CEO may, in writing appoint persons or classes of persons to be authorised persons for the purposes of 1 or more specified laws or specified provisions of 1 or more specified laws.
Express power or duty delegated	Cat Act 2011 - authorised person
Function	Authorised to perform the functions of an authorised person for the purposes of the Cat Act 2011
Delegates	Administration Officer - Development Executive Assistant to the Director - Community Experience Manager Regulatory Services Ranger Ranger & Emergency Management Coordinator Senior Ranger
Conditions	<ul style="list-style-type: none"> a. Must have ID Card in accordance with <i>Local Government Act 1995</i> Section 9.10(4). b. Executive Assistant to the Director – Development Services, Development Services Administration Officer are an authorised person for the service of infringement notices in accordance with s.62(1) only.
Record keeping	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	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

Delegation	8.3 POWERS UNDER CAT ACT 2011
Head of power	08 CAT ACT 2011
Delegator	Council
Express power to delegate	Section 44 <i>Cat Act 2011</i> – Council may delegate to CEO.
Express power or duty delegated	<i>Cat Act 2011</i>
Function	Authority to exercise any powers or discharge of any duties of the local government under the <i>Cat Act 2011</i> .
Delegates	CEO
Record keeping	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	20 March 2017
Adoption references	Cat Act 2011.
Last reviewed	30 June 2025

09 CEMETERIES ACT 1986

Delegation	9.1 AUTHORISED PERSONS
Head of power	09 CEMETERIES ACT 1986
Delegator	CEO
Express power to delegate	<p><i>Cemeteries Act 1986</i> - Section 6- Local Governments to perform functions of the board.</p> <p>Section 10(1) <i>Cemeteries Act 1986</i> – A Board may appoint such employees, either full time or part time, as it considers necessary to enable it to carry out its functions.</p> <p><i>Local Government Act 1995</i> Section 9.10(2) - Appointment of Authorised Persons. The CEO may, in writing appoint persons or classes of persons to be authorised persons for the purposes of 1 or more specified laws or specified provisions of 1 or more specified laws.</p> <p>Clause 2.1 <i>Cemeteries Local Law 2017</i> – 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.</p>
Express power or duty delegated	<p><i>Cemeteries Act 1986</i></p> <p><i>Cemeteries Local Law 2017</i></p>
Function	<ol style="list-style-type: none"> 1. The Customer Service Supervisor-Coordinator is only appointed in relation to funeral permits under Sections 20 and 21 of the <i>Cemeteries Act 1986</i> and grants of rights of burial under Section 25 of the <i>Cemeteries Act 1986</i>. 2. The Manager Asset Maintenance-Infrastructure Operations is only appointed in relation to the following functions: 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>. 3. The Operations Coordinator and Operations Supervisor are only appointed in relation to the following functions: authorised person; and notice of removal or alteration of memorials under sections 31 and 32 of the <i>Cemeteries Act 1986</i>. 4. The Ranger & Emergency Management Coordinator, Senior Ranger and Ranger are only appointed in relation to the following functions: authorised person; issuance of infringement notices under section 63 of the <i>Cemeteries Act 1986</i>; and notice of removal or alteration of memorials under sections 31 and 32 of the <i>Cemeteries Act 1986</i>. 5. Executive Assistant to the Director– Development Services and the Development Services Administration Officer are only appointed in relation to the following functions: issuance of infringement notices under section 63 of the <i>Cemeteries Act 1986</i>. 6. The Director Corporate & Commercial-Community Experience and Manager Governance & Organisational Strategy-Engagement and Communications are authorised to exercise all of the functions of the City and the CEO under the <i>Cemeteries Act 1986</i> and the <i>Cemeteries Local Law 2017</i>, EXCEPT for the issuance and withdrawal of infringement notices. 7. The Chief Executive Officer, in addition to his general powers to exercise all of the functions of the City and the CEO under the <i>Cemeteries Act 1986</i> and the <i>Cemeteries Local Law 2017</i>, is the only person authorised to withdraw infringement notices under section 63 of the <i>Cemeteries Act 1986</i>.

Delegates	Administration Officer - Development Customer Service Project Coordinator Customer Service Supervisor Director Corporate Services Director Community Experience Executive Assistant to the Director - Development Manager Asset Maintenance Infrastructure Operations Manager Governance & Organisational Strategy Manager Engagement and Communications Operations Coordinator Operations Supervisor Ranger Ranger & Emergency Management Coordinator Senior Ranger
Conditions	As offences are against local laws, Local Law Certificate under s.9.10(2) of the <i>Local Government Act 1995</i> is required if issuing infringements.
Statutory framework	City of Karratha Cemeteries Local Law 2017
Date adopted	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

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

Delegation	10.1 AUTHORISED OFFICERS
Head of power	10 CONTROL OF VEHICLES (OFF-ROAD AREAS) ACT 1978
Delegator	CEO
Express power to delegate	<i>Local Government Act 1995</i> Section 9.10(2) -Appointment of Authorised Persons. The CEO may, in writing appoint persons or classes of persons to be authorised persons for the purposes of one or more specified laws or specified provisions of one or more specified laws.
Express power or duty delegated	<i>Control of Vehicles (Off- Road Areas) Act 1978</i> <i>Control of Vehicles (Off-Road Areas) Regulations 1979</i>
Function	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).
Delegates	Administration Officer - Development Director Development Services Executive Assistant to the Director - Development Manager Regulatory Services Ranger Ranger & Emergency Management Coordinator Senior Ranger
Conditions	Must have ID Card in accordance with <i>Local Government Act 1995</i> Section 9.10(4).
Date adopted	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

Delegation	10.2 DETENTION OF VEHICLES
Head of power	10 CONTROL OF VEHICLES (OFF-ROAD AREAS) ACT 1978
Delegator	Council
Express power to delegate	<i>Control of Vehicles (Off-Road Areas) Act 1978</i> Section 5 – Local Government Functions
Express power or duty delegated	Section 42 <i>Control of Vehicles (Off-Road Areas) Act 1978</i>
Function	Disposal of detained vehicles in accordance with s42(2). Prescribed period for this section is 3 months under the regulations.
Delegates	CEO Director Development Services
Conditions	N/A
Date adopted	30 June 2021
Adoption references	-
Last reviewed	30 June 2025

11 DOG ACT 1976

Delegation	11.1 REGISTRATION
Head of power	11 DOG ACT 1976
Delegator	CEO
Express power to delegate	Section 10AA(1) <i>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. Section 10AA(3) <i>Dog Act 1976</i> – the delegation may expressly authorise the delegate to further delegate the power or duty .
Express power or duty delegated	Sections 14 & 16 of the <i>Dog Act 1976</i> <i>Dog Regulations 2013</i>
Function	Administration of dog registrations on behalf of the local government in accordance with Sections 14 & 16 of the <i>Dog Act 1976</i> and the <i>Dog Regulations 2013</i> . (No certificate required as no power being exercised.)
Delegates	Administration Officer - Development Customer Service Coordinator Customer Service Officer Customer Service Supervisor Executive Assistant to the Director - Development Library Officer Manager Regulatory Services Ranger Ranger & Emergency Management Coordinator <u>Senior Customer Services Officer</u> Senior Library Officer Senior Ranger
Conditions	As 'Registration Officers' City of Karratha Ranger staff will undertake any field tasks associated with registration that require exercise of a power or duty under the <i>Dog Act 1976</i> .
Record keeping	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	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

Delegation	11.2 AUTHORISED PERSONS
Head of power	11 DOG ACT 1976
Delegator	CEO
Express power to delegate	<p>Section 10AA(1) <i>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.</p> <p>Section 10AA(3) <i>Dog Act 1976</i> – the delegation may expressly authorise the delegate to further delegate the power or duty.</p>
Express power or duty delegated	<p><i>Dog Act 1976</i> <i>Dog Regulations 2013</i></p>
Function	<p>Authorised to perform the functions of an authorised person for the purposes of the <i>Dog Act 1976</i>.</p> <ol style="list-style-type: none"> Authorised person - Manager Planning Services <u>Manager Regulatory Services</u>, Ranger & Emergency Management Coordinator, Senior Ranger and Ranger are delegated the authority to act as an authorised person 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 functions of an 'authorised person' under the Dogs Local Law with the exception of the functions under section 7.6 relating to infringement notices. Service of infringement notices - Ranger & Emergency Management Coordinator, Senior Ranger and Ranger, Manager Planning Services, Manager Regulatory Services, Executive Assistant to the Director – Development Services, Development Services Administration Officer – <u>Development Services</u> are authorised persons for the services of infringement notices in accordance with r.35(1) of the <i>Dog Regulations 2013</i>.
Delegates	<p>Administration Officer – Development Services Executive Assistant to the Director - Development Manager Regulatory Services Ranger Ranger & Emergency Management Coordinator Senior Ranger</p>
Conditions	<ol style="list-style-type: none"> Must have ID card in accordance with <i>Local Government Act 1995</i> Section 9.10(4). Executive Assistant to the Director – Development Services, Development Services Administration Officer are an authorised person for the service of infringement notices under regulation 35(1) only.
Record keeping	<p>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.</p>
Date adopted	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

Delegation	11.3 POWERS UNDER DOG ACT 1976
Head of power	11 DOG ACT 1976
Delegator	Council
Express power to delegate	Section 10AA(1) <i>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.
Express power or duty delegated	<i>Dog Act 1976</i>
Function	Authority to exercise any powers or discharge of any duties of the local government under the <i>Dog Act 1976</i> .
Delegates	CEO
Record keeping	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	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

Delegation	11.4 KENNEL REGISTRATION
Head of power	11 DOG ACT 1976
Delegator	CEO
Express power to delegate	<p>Section 10AA(1) <i>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.</p> <p>Section 10AA(3) <i>Dog Act 1976</i> – the delegation may expressly authorise the delegate to further delegate the power or duty.</p>
Express power or duty delegated	<i>Dog Act 1976</i>
Function	<p>Authorised to perform the functions of a local government for the purposes of the <i>Dog Act 1976</i></p> <ol style="list-style-type: none"> Licensing of Approved Kennel Establishments - Manager Planning Services<u>Manager Regulatory Services</u> and Ranger & Emergency Management Coordinator Coordinator 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 Dogs Local Law. Limitation as to numbers - Director Development Services (no cert required) and Manager Planning Services<u>Manager Regulatory Services</u> (no cert are delegated the authority to determine applications for the keeping of three or more dogs on a premises in accordance with Section 26 <i>Dog Act 1976</i> and Part 3 of the Dogs Local Law.
Delegates	<p>Director Development Services</p> <p><u>Manager Regulatory Services</u></p> <p>Ranger & Emergency Management Coordinator</p>
Record keeping	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	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

12 EMERGENCY MANAGEMENT ACT 2005

Delegation	12.1 EMERGENCY MANAGEMENT DIRECTION POWERS
Head of power	12 EMERGENCY MANAGEMENT ACT 2005
Delegator	CEO
Express power to delegate	Section 36 <i>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.
Express power or duty delegated	Sections 46 - 48 <i>Emergency Management Act 2005</i>
Function	Authority to exercise the powers of local government under Sections 46 - 48 <i>Emergency Management Act 2005</i> .
Delegates	<u>Emergency Management Officer</u> Manager Regulatory Services Ranger Ranger & Emergency Management Coordinator Senior Ranger
Record keeping	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	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

13 FOOD ACT 2008

Delegation	13.1 AUTHORISED OFFICERS
Head of power	13 FOOD ACT 2008
Delegator	CEO
Express power to delegate	Section 122(1) <i>Food Act 2008</i> – an enforcement agency may appoint a person to be an ‘authorised officer’. Section 126(13) <i>Food Act 2008</i> – An enforcement agency may designate authorised officers to be designated officers.
Express power or duty delegated	<i>Food Act 2008</i>
Function	<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>.
Delegates	Environmental Health Coordinator Environmental Health Officer Manager Regulatory Services Senior Environmental Health Officer
Conditions	<ol style="list-style-type: none"> a. Certificate of Authority required as prescribed under s.123(2) of the <i>Food Act 2008</i>. b. In relation to whom receives payment of modified penalties, the ‘designated officer’ for the purposes of s.126(3)(c) is the Chief Executive Officer.
Date adopted	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

Delegation	13.2 ORDERS, NOTICES AND REGISTRATION
Head of power	13 FOOD ACT 2008
Delegator	CEO
Express power to delegate	Section 118(2)(b) <i>Food Act 2008</i> - a function conferred or imposed on a local government (as enforcement agency) maybe delegated.
Express power or duty delegated	Section 65(1) <i>Food Act 2008</i> Section 66 <i>Food Act 2008</i> Section 67(4) <i>Food Act 2008</i> Section 110(5) & 112(1) <i>Food Act 2008</i>
Function	<ol style="list-style-type: none"> 1. Section 65(1) <i>Food Act 2008</i> Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65(1). 2. Section 66 <i>Food Act 2008</i> Authority to give a certificate of clearance in accordance with s.66. 3. Section 67(4) <i>Food Act 2008</i> Authority to provide written notification in accordance with s.67(4). 4. Section 110(5) & 112(1) <i>Food Act 2008</i> Grant, with or without conditions, or refuse registration of food business. Vary conditions or cancel registration of food business.
Delegates	Director Development Services Environmental Health Coordinator Manager Planning Services Manager Regulatory Services Senior Environmental Health Officer
Conditions	<ol style="list-style-type: none"> a. Subject to s.118(3) & (4) and s.125 of the <i>Food Act 2008</i>. b. Only CEO and Director Development Services may initiate court proceedings for a breach of <i>Food Act 2008</i>.
Record keeping	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 adopted	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

14 GAMING AND WAGERING COMMISSION ACT 1987

Delegation	14.1 CERTIFICATION OF LOCAL GOVERNMENT AUTHORITY
Head of power	14 GAMING AND WAGERING COMMISSION ACT 1987
Delegator	Council
Express power to delegate	Section 9.49A <i>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.
Express power or duty delegated	Section 55(3) <i>Gaming and Wagering Commission Act 1987</i>
Function	<ol style="list-style-type: none"> 1. Authorised to issue certification under Section 55(3)(a) <i>Gaming and Wagering Commission Act 1987</i>. 2. Authorised to issue certification under Section 55(3)(b) <i>Gaming and Wagering Commission Act 1987</i>.
Delegates	CEO Director Development Services Environmental Health Coordinator Environmental Health Officer Manager Planning Services Manager Regulatory Services Manager Statutory Planning Manager Strategic Planning Senior Environmental Health Officer
Conditions	<ol style="list-style-type: none"> a. CEO cannot sub-delegate. b. Environmental Health Coordinator, Senior Environmental Health Officer and Environmental Health Officer (Authorisation 1 only).
Date adopted	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

15 GRAFFITI VANDALISM ACT 2016

Delegation	15.1 POWERS UNDER GRAFFITI VANDALISM ACT 2016
Head of power	15 GRAFFITI VANDALISM ACT 2016
Delegator	CEO
Express power to delegate	<p>Section 16(1) <i>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.</p> <p>Section 17(1) <i>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.</p>
Express power or duty delegated	Section17(1) <i>Graffiti Vandalism Act 2016</i>
Function	Section 17(1) <i>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.
Delegates	<p>Director Infrastructure Services</p> <p>Manager Waste</p>
Conditions	<p>a. Does not include power of further delegation.</p> <p>b. Refer s.18(3) and s.21 if issuing notices under s.18(2).</p>
Record keeping	Details of decisions made are to be recorded in writing and retained in the Council record keeping system including any supporting documentation.
Date adopted	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

16 HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911

Delegation	16.1 ACT ON BEHALF OF LOCAL GOVERNMENT
Head of power	16 HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911
Delegator	CEO
Express power to delegate	<p>Section 26 <i>Health (Miscellaneous Provisions) 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>Section 358 <i>Health (Miscellaneous Provisions) Act 1911</i> – commence proceedings for the prosecution of offences and recovery of penalties under the <i>Health (Miscellaneous Provisions) Act 1911</i> or <i>Health Local Law 2012</i>.</p>
Function	<ol style="list-style-type: none"> 1. In respect to Parts IV, V, VI, VII, VIII and IX of the <i>Health (Miscellaneous Provisions) Act 1911</i>, all associated regulations and, where applicable, the <i>Health Local Law 2012</i>, the local government will depute the Manager Regulatory Services and Manager Planning Services to act on its behalf. 2. In respect to Section 107 <i>Health (Miscellaneous Provisions) 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 depute the Environmental Health Coordinator and Environmental Health Officer to approve the construction or installation of apparatus for the treatment of sewage and grant permits to use apparatus for the treatment of sewage.
Delegates	Environmental Health Coordinator Environmental Health Officer Manager Regulatory Services Senior Environmental Health Officer
Statutory framework	<i>Health Local Law 2012</i> <i>Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974</i>
Record keeping	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	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

18 LIQUOR CONTROL ACT 1988

Delegation	18.1 CERTIFICATE OF LOCAL GOVERNMENT APPROVAL		
Head of power	18 LIQUOR CONTROL ACT 1988		
Delegator	Council		
Express power to delegate	Section 9.49A <i>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.		
Express power or duty delegated	Section 39 and 40 <i>Liquor Control Act 1988</i>		
Function	<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 <i>Liquor Control Act 1988</i>; and 2. signing Certificate of Local Planning Authority under Section 40 <i>Liquor Control Act 1988</i>. 		
Delegates	Building Coordinator CEO Director Development Services Environmental Health Coordinator Environmental Health Officer Manager Planning Services Manager Regulatory Services Manager Statutory Planning Manager Strategic Planning Senior Environmental Health Officer Senior Statutory Planner Statutory Planning Coordinator		
Conditions	<ol style="list-style-type: none"> a. Environmental Health Coordinator, Senior Environmental Health Officer, Environmental Health Officer and Building Coordinator (Authorisation 1 only). b. Senior-Statutory Planning Coordinator and Senior Statutory Planner (Authorisation 2 only). 		
Date adopted	20 March 2017		
Adoption references	Resolution: 153742		
Last reviewed	30 June 2025		

Amendments			
Date	Type	Amendment	References
30 Jun 2025	Amended delegation	Amended delegates.	OCM250630-07

19 LITTER ACT 1979

Delegation	19.1 AUTHORISED PERSONS & SERVICE OF INFRINGEMENTS
Head of power	19 LITTER ACT 1979
Delegator	CEO
Express power to delegate	Section 26 (1)(c)(ii) <i>Litter Act 1979</i> – an ‘authorised officer’ is any person who is an employee of the local government. Section 27AA <i>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.
Express power or duty delegated	<i>Litter Act 1979</i> and <i>Litter Regulations 1981</i> - authorised officers
Function	‘Authorised officers’ for the purposes detailed in the <i>Litter Act 1979</i> and <i>Litter Regulations 1981</i> .
Delegates	Administration Officer - Development Airport Commercial and Terminal Coordinator Executive Assistant to the Director - Development Manager Regulatory Services Ranger Ranger & Emergency Management Coordinator Senior Ranger
Date adopted	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

20 PLANNING AND DEVELOPMENT ACT 2005

Delegation	20.1 POWERS OF ENTRY
Head of power	20 PLANNING AND DEVELOPMENT ACT 2005
Delegator	CEO
Express power to delegate	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> .
Express power or duty delegated	Schedule 2 Part 10 Section 79(2) <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
Function	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.
Delegates	<p>Compliance Officer</p> <p>Director Development Services</p> <p>Lands Officer</p> <p>Manager Planning Services</p> <p>Manager Statutory Planning</p> <p>Manager Strategic Planning</p> <p>Planner/Compliance Officer</p> <p>Senior Lands Officer</p> <p>Senior Planning and Lands Specialist</p> <p>Senior Statutory Planner</p> <p>Senior Strategic Planner</p> <p>Statutory Planning Coordinator</p> <p>Strategic Planning Coordinator</p>
Date adopted	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

Amendments			
Date	Type	Amendment	References
30 Jun 2025	Amended delegation	Amended delegates.	OCM250630-07

Delegation	20.2 DEVELOPMENT APPLICATION APPROVALS
Head of power	20 PLANNING AND DEVELOPMENT ACT 2005
Delegator	CEO
Express power to delegate	<p>Schedule 2 Part 10 Division 2 Section 82 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>. 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.</p> <p>Schedule 2 Part 10 Division 2 Section 83 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>. 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 <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> as applicable.</p>
Express power or duty delegated	<i>Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015</i>
Function	Authority to determine and manage applications for development approval under Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
Delegates	Director Development Services Manager Planning Services Manager Statutory Planning Manager Strategic Planning Senior Lands Officer Senior Planning and Lands Specialist Senior Statutory Planner Senior Strategic Planner Statutory Planning Coordinator Strategic Planning Coordinator
Conditions	a. Determinations must be in accordance with Council Policies and Directorate operational instructions. b. Workforce Accommodation within 20 kilometres of all gazetted townsites shall be determined by Council where the proposal includes the provision of 16 or more beds. c. Senior Statutory Planner, Senior Strategic Planner and Senior Lands Officer restricted to determination of 'Applications for Development Approval' for a Single House.
Statutory framework	Regulation 10(4) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> – the provisions in Schedule 2 are applicable to all local planning schemes, whether or not they are incorporated into the local planning scheme text.
Record keeping	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	20 March 2017
Adoption references	Resolution: 153742

Last reviewed	30 June 2025
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Amendments			
Date	Type	Amendment	References
30 Jun 2025	Amended delegation	Amended delegates and refined conditions.	OCM250630-07

Delegation	20.3 UNAUTHORISED DEVELOPMENT
Head of power	20 PLANNING AND DEVELOPMENT ACT 2005
Delegator	CEO
Express power to delegate	<p>Section 5.42 <i>Local Government Act 1995</i> – Council may delegate to the CEO exercise of any of its powers or the discharge of any of its duties under the <i>Planning and Development Act 2005</i> -Section 214(2), (3) or (5).</p> <p>Section 5.44 <i>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>
Express power or duty delegated	Section 214 (2), (3) and (5) <i>Planning and Development Act 2005</i>
Function	Section 214 (2), (3) and (5) <i>Planning and Development Act 2005</i> - Authority to issue written directions under the above sections.
Delegates	Director Development Services Manager Planning Services Manager Statutory Planning Manager Strategic Planning
Statutory framework	Regulation 10(4) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> – the provisions in Schedule 2 are applicable to all local planning schemes, whether or not they are incorporated into the local planning scheme text.
Record keeping	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	20 March 2017
Adoption references	Reference: 153742
Last reviewed	30 June 2025

Delegation	20.4 STRUCTURE, ACTIVITY CENTRE AND LOCAL DEVELOPMENT PLANS
Head of power	20 PLANNING AND DEVELOPMENT ACT 2005
Delegator	CEO
Express power to delegate	<p>Schedule 2 Part 10 Division 2 Section 82 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> - 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.</p> <p>Schedule 2 Part 10 Division 2 Section 83 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> - 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 <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> as applicable.</p>
Express power or duty delegated	Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
Function	To make recommendations and/or determinations for management of Structure, Activity Centre, and Local Development Plans under Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
Delegates	Director Development Services Manager Planning Services Manager Statutory Planning Manager Strategic Planning Statutory Planning Coordinator Strategic Planning Coordinator
Conditions	Determinations must be in accordance with Council Policies, Resolutions and Directorate operational instructions.
Statutory framework	Reg 10(4) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> – the provisions in Schedule 2 are applicable to all local planning schemes, whether or not they are incorporated into the local planning scheme text.
Record keeping	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	20 March 2017
Adoption references	-
Last reviewed	30 June 2025

Delegation	20.5 SERVICE OF INFRINGEMENT NOTICES
Head of power	20 PLANNING AND DEVELOPMENT ACT 2005
Delegator	CEO
Express power to delegate	Section 234(1) <i>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> .
Express power or duty delegated	<i>Section 228 Planning and Development Act 2005</i>
Function	Section 228 <i>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.
Delegates	Administration Officer - Development Planner /Compliance Officer Executive Assistant to the Director - Development Manager Planning Services Manager Statutory Planning Manager Strategic Planning Senior Statutory Planner Statutory Planning Coordinator Strategic Planning Coordinator
Statutory framework	<i>Planning and Development Regulations 2009</i>
Date adopted	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

Amendments			
Date	Type	Amendment	References
30 Jun 2025	Amended delegation	Amended delegates.	OCM250630-07

21 PUBLIC HEALTH ACT 2016

Delegation	21.1 DUTIES OF ENFORCEMENT AGENCY
Head of power	21 PUBLIC HEALTH ACT 2016
Delegator	Council
Express power to delegate	Section 21(1)(b)(i) <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.
Express power or duty delegated	<i>Public Health Act 2016</i>
Function	All powers and duties conferred on the local government under the <i>Public Health Act 2016</i> .
Delegates	CEO
Date adopted	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

Delegation	21.2 ENVIRONMENTAL HEALTH OFFICERS AND AUTHORISED OFFICERS
Head of power	21 PUBLIC HEALTH ACT 2016
Delegator	CEO
Express power to delegate	Section 21(1) <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.
Express power or duty delegated	Section 17(1) <i>Public Health Act 2016</i> Section 24(1) <i>Public Health Act 2016</i>
Function	<ol style="list-style-type: none"> 1. Section 17(1) <i>Public Health Act 2016</i> - a local government may appoint one or more persons as Environmental Health Officer. 2. Section 24(1) <i>Public Health Act 2016</i> – 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.
Delegates	Environmental Health Coordinator Environmental Health Officer Senior Environmental Health Officer
Conditions	Authorised officer must be issued a Certificate of authority as prescribed by s.30 <i>Public Health Act 2016</i> .
Date adopted	20 March 2017
Adoption references	Resolution: 153742
Last reviewed	30 June 2025

22 RESIDENTIAL TENANCY ACT 1987

Delegation	22.1 POWERS OF ENTRY
Head of power	22 RESIDENTIAL TENANCY ACT 1987
Delegator	CEO
Express power to delegate	The CEO as the Lessor may, by instrument in writing, designate an officer of the local government as an authorised officer for the purposes detailed in the <i>Residential Tenancy Act 1987</i> .
Function	Authority to, for the purpose of carrying out routine inspections of the premises or any other purpose, listed in section 46 (2) on a day and at any reasonable time, specified by notice in writing given to the tenant subject to section 46 (2)(b).
Delegates	Building Maintenance Technical Officer Trainee Commercial & Housing Property Officer Commercial & Residential Property Coordinator Director Corporate Services Facility Maintenance Administration Officer Facility Maintenance Coordinator Facility Maintenance Officer Facility Maintenance Planner Facility Maintenance Project Officer Facility Maintenance Project Supervisor Facility Maintenance Supervisor Housing Officer Maintenance Officer Manager Governance & Organisational Strategy
Date adopted	20 November 2023
Adoption references	-
Last reviewed	30 June 2025

Delegation	22.2 REPRESENT LOCAL GOVERNMENT IN COURT PROCEEDINGS
Head of power	22 RESIDENTIAL TENANCY ACT 1987
Delegator	CEO
Express power to delegate	Section 5.42 <i>Local Government Act 1995</i> - Council may delegate to the CEO. Section 5.44 <i>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> .
Function	Authority to, act as the lessor's agent for the purpose of representing Local Government in Court Proceedings relating to Residential Tenancies.
Delegates	Commercial & Residential Property Coordinator Director Corporate Services Manager Governance & Organisational Strategy
Date adopted	20 November 2023
Adoption references	-
Last reviewed	30 June 2025

24 APPENDIX B - AUTHORISATIONS BY CEO

Delegation	B2 AUTHORISATION TO DISPOSE OF EXEMPT LOCAL GOVERNMENT PROPERTY
Head of power	24 APPENDIX B - AUTHORISATIONS BY CEO
Delegator	CEO
Function	<p>The Chief Executive Officer has set limits on positions authorised to dispose of exempt local government property other than an interest in land.</p> <p>The market value of the property to be disposed of is less than the authorised limit.</p> <ul style="list-style-type: none"> The property to be disposed of is not land. The disposition is exempt in accordance with Regulation 30(3) of the <i>Local Government (Functions and General) Regulations 1996</i>. <p>*Where the disposal of local government property is part of a trade in, the Directors limit is \$50,000 (excluding GST).</p>
Delegates	<p>Chief Financial Officer Director Community Experience Director Corporate Services Director Development Services Director Infrastructure Services Director Strategic Projects & Business Manager Airport Manager Arts, Culture & Events Manager Business Performance Manager Asset MaintenanceManager Infrastructure Operations Manager City Growth Manager City Projects & Engineering Manager Community Development & Youth Services Manager Community Facilities Manager Community Planning Manager Corporate Development Manager Engagement & Partnerships& Communication Manager Governance & Organisational Strategy Manager Information Technology Manager Marketing & CommunicationsManager Advocacy & Stakeholder Relations Manager Parks & Natural Areas Manager People & Culture Manager Planning Services Manager Regulatory Services Manager Waste</p>

Conditions	<p>Limit (excl. GST) - \$20,000 Director Strategic Projects & Business Director Corporate & CommercialServices Director Community Experience Director Development Services Director Projects &Infrastructure Services</p> <p>Limit (excl. GST) - \$1,000 Chief Financial Officer Manager Airport Manager Asset MaintenanceManager Infrastructure Operations Manager Business Performance Manager City Growth Manager Community Development & Youth Services Manager Community Facilities Manager Community Planning Manager Community ProgramsManager Arts, Culture & Events Manager Corporate Development Manager Engagement & PartnershipsCommunication Manager Governance & Organisational Strategy Manager Information Technology Manager City Projects & Engineering Manager Marketing & CommunicationsManager Advocacy & Stakeholder Relations Manager Parks & Natural Areas Manager People & Culture Manager Planning Services Manager Regulatory Services Manager Waste, Fleet & Depot</p>
Statutory framework	Regulation 30(3) <i>Local Government (Functions and General) Regulations 1996</i>
Policy	CF-17 Disposal of Assets Policy
Date adopted	28 June 2024
Adoption references	OCM240628-07
Last reviewed	30 June 2025

25 APPENDIX C — ACTING THROUGH

Delegation	C1 NOTICE OF OUTCOME FOR TENDERS, EXPRESSIONS OF INTEREST AND PANEL APPLICATIONS
Head of power	25 APPENDIX C — ACTING THROUGH
Delegator	CEO
Function	<p>Section 3.57 Local Government Act 1995 Regulation 19 Local Government (Functions & General) Regulations 1996</p> <ul style="list-style-type: none"> Authority to give each person who submitted a tender notice in writing containing particulars of the successful tender or advising that no tender was accepted. <p>Regulation 24 Local Government (Functions & General) Regulations 1996</p> <ul style="list-style-type: none"> Authority to give each person who submitted an expression of interest notice in writing containing: <ul style="list-style-type: none"> particulars of the respondents who were listed as acceptable tenderers; or advise that Council has decided not to invite tenders; or details of any other outcome. <p>Regulation 24A1 Local Government (Functions & General) Regulations 1996</p> <ul style="list-style-type: none"> Authority to give each person who submitted an application notice in writing advising that the persons application to join a panel of pre-qualified suppliers was either accepted or not accepted.
Delegates	Chief Financial Officer Director Community Experience Director Corporate Services Director Development Services Director Infrastructure Services Director Projects & Manager Airport Manager Arts, Culture & Events Manager Business Performance Manager Asset Maintenance Manager City Growth Manager City Projects & Engineering Manager Community Development & Youth Services Manager Community Facilities Manager Community Planning Manager Corporate Development Manager Engagement & Communication Partnerships Manager Governance & Organisational Strategy Manager Information Technology Manager Marketing & Communications Manager Parks & Natural Areas Manager People & Culture Manager Planning Services Manager Statutory Planning Manager Strategic Planning Manager Regulatory Services Manager Waste
Conditions	<p>a. The written notification is solely for the purpose of communicating a decision that has been made via Council resolution or delegated authority.</p> <p>b. City of Karratha Managers (not including Project Managers) and Chief Financial Officer are authorised to provide written notification of an unsuccessful outcome only.</p>

Date adopted

28 June 2024

Adoption references	OCM240628-07
Last reviewed	30 June 2025

Amendments			
Date	Type	Amendment	References
30 Jun 2025	Amended delegation	Managers added with conditions.	OCM250630-07

Delegation	C2 ACKNOWLEDGING RECEIPT OF FINANCIAL RETURNS
Head of power	25 APPENDIX C – ACTING THROUGH
Delegator	CEO
Function	Section 5.77 <i>Local Government Act 1995</i> Authority to provide written acknowledgement of the receipt of Primary and Annual Returns.
Delegates	Director Corporate Services Governance Coordinator & Compliance Coordinator Manager Governance & Organisational Strategy
Conditions	The extent of authority includes Primary and Annual Returns received from the Mayor, Councillors, and relevant City officers.
Date adopted	28 June 2024
Adoption references	OCM240628-07
Last reviewed	30 June 2025

27 APPENDIX D – AUTHORISATION BY COUNCIL

<u>Delegation</u>	<u>D1 EXECUTION OF DOCUMENTS</u>
<u>Head of power</u>	<u>27 APPENDIX D – AUTHORISATION BY COUNCIL</u>
<u>Delegator</u>	<u>Council</u>
<u>Function</u>	<u>Section 9.49A Local Government Act 1995</u> <u>1. Authority to execute (sign) documents, including deeds, on behalf of the local government.</u>
<u>Delegates</u>	<u>Chief Financial Officer</u> <u>Director Community Experience</u> <u>Director Corporate Services</u> <u>Director Development Services</u> <u>Director Infrastructure Services</u> <u>Director Strategic Projects & Business</u> <u>Manager Airport</u> <u>Manager Arts, Culture & Events</u> <u>Manager Business Performance</u> <u>Manager Infrastructure Operations</u> <u>Manager City Growth</u> <u>Manager City Projects & Engineering</u> <u>Manager Community Development & Youth Services</u> <u>Manager Community Facilities</u> <u>Manager Community Planning</u> <u>Manager Engagement & Communication</u> <u>Manager Governance</u> <u>Manager Information Technology</u> <u>Manager Advocacy & Stakeholder Relations</u> <u>Manager Parks & Natural Areas</u> <u>Manager People & Culture</u> <u>Manager Planning Services</u> <u>Manager Regulatory Services</u> <u>Manager Waste</u>
<u>Conditions</u>	<u>1. The execution of the document must not be inconsistent with a Council Resolution or Policy.</u> <u>2. For documents initiated by the City, the use of the City's approved templates is mandatory.</u> <u>3. Documents may only be executed where the document directly relates to their functional responsibility and is within their purchasing authority limit.</u>
<u>Policy</u>	<u>CG-10 Execution of Documents</u>
<u>Date adopted</u>	