



Delegated Authority Register

City of Stirling Delegated Authority Register

Review		
Reviewed By	Date Approved	Resolution / ECM Number
Council	10 June 2025	Resolution 0624/027
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Chief Executive Officer	10 September 2025	11372403
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1 DECISION TO DELEGATE

The principal consideration for a local government when deciding if it should delegate a power or duty, is whether the delegation will improve the efficiency of the local government's operations whilst ensuring that its policies are consistently implemented. In certain circumstances, "acting through" may be a suitable mechanism for achieving that efficiency.

2 GENERAL

A local government may, by absolute majority, delegate authority to exercise any of its statutory functions (except the power to delegate) to Committees or the Chief Executive Officer (CEO). The CEO can delegate the exercise of any of his/her powers or duties (other than the power to delegate) to employees.

Without limiting the effect of sections 58 and 59 of the *Interpretation Act 1984*, a delegation made under the *Local Government Act 1995* has effect for the period of time specified in the delegation or where no period is specified, indefinitely.

A decision to amend or revoke a delegation to a Committee or the CEO by a local government must be made by absolute majority.

All dollar amounts listed in this register are excluding GST.

3 DELEGATIONS TO THE CEO

Delegations of authority from Council to the CEO must be in writing and can be general or specific. The limits on delegations of authority to the CEO are:

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government;
- (e) any of the local government's powers under sections 5.98, 5.98A, 5.99, 5.99A or 5.100; (these relate to: fees, expenses and allowances for Elected Members);
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed.

4 DELEGATION BY THE CEO TO EMPLOYEES

Delegations of authority from the CEO to employees:

- (a) must be in writing;
- (b) can be general or specific; and
- (c) are subject to any conditions Council may have imposed.

5 REGISTER OF, AND RECORDS RELEVANT TO DELEGATIONS

The CEO must keep a register of all delegations made to the CEO and employees. The register records the power or duty delegated, the delegate's position, any conditions imposed on the delegation and where the power to delegate is derived from.

The register of delegations must be reviewed at least once every financial year. The review is to be carried out by Governance.

A person who is delegated a power or duty is to keep records of the following in relation to the exercise of the power or discharge of the duty:

- (a) how the power was exercised or duty discharged;
- (b) when the power was exercised or duty discharged; and
- (c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or discharge of the duty.

Records are to be kept in accordance with the City's Information Management Policy.

6 DELEGATIONS

6.1 BUILDING ACT 2011

APPROVE OR REFUSE TO GRANT BUILDING PERMIT

Function to be performed:	Approve or refuse to approve a certified or uncertified application for a building permit in accordance with Section 20 of the <i>Building Act 2011</i> .
Conditions:	In undertaking the functions of this delegation, Building Surveyors must: 1. Be employed by the City of Stirling in accordance with Section 5.36 of the <i>Local Government Act 1995</i>; and 2. Be authorised in writing by the Director Planning and Development prior to exercising the authority. (Note, this may include other limitations based on the Building Surveyor's qualifications, experience and demonstrated competencies).
Statutory Reference:	<i>Building Act 2011</i> , s20
s127(1) Delegation to:	Chief Executive Officer
s127(6A) Delegation to:	Building Surveyor (BISN02, BISU03, BISU05) Manager Development Services (PBSA01) Principal Building Surveyor (BIPR01) Senior Building Surveyor Compliance (COMO03) Senior Building Surveyor (BISN01, BISU07) Service Lead Built Environment and Health (BISU01) Senior Engineer (DEEA04)
Relevant local law, policy or management practice:	Nil
Initial Council Adoption:	21 February 2012 - 'Implementation - Western Australian <i>Building Act 2011</i> ' (Resolution 0212/072). Came into effect on 2 April 2012.

APPROVE OR REFUSE TO GRANT DEMOLITION PERMIT

Function to be performed:	Approve or refuse to approve an application for a demolition permit in accordance with Section 21 and 22 of the <i>Building Act 2011</i> .
Conditions:	In undertaking the functions of this delegation, Building Surveyors must: 1. Be employed by the City of Stirling in accordance with Section 5.36 of the <i>Local Government Act 1995</i>; and 2. Be authorised in writing by the Director Planning and Development prior to exercising the authority. (Note, this may include other limitations based on the Building Surveyor's qualifications, experience and demonstrated competencies).
Statutory Reference:	<i>Building Act 2011</i> , s21 & 22
s127(1) Delegation to:	Chief Executive Officer
s127(6A) Delegation to:	Building Surveyor (BISN02, , BISU03, BISU05) Manager Development Services (PBSA01) Principal Building Surveyor (BIPR01) Senior Building Surveyor Compliance (COMO03) Senior Building Surveyor (BISN01, BISU07) Service Lead Built Environment and Health (BISU01) Senior Engineer (DEEA04)
Relevant local law, policy or management practice:	Nil
Initial Council Adoption:	21 February 2012 - 'Implementation - Western Australian <i>Building Act 2011</i> ' (Resolution 0212/072). Came into effect on 2 April 2012.

BUILDING OR DEMOLITION PERMIT CONDITIONS

Function to be performed:	Impose conditions on the grant of a building permit or demolition permit in accordance with Section 27 of the <i>Building Act 2011</i> .
Conditions:	In undertaking the functions of this delegation, Building Surveyors must: 1. Be employed by the City of Stirling in accordance with Section 5.36 of the <i>Local Government Act 1995</i>; and 2. Be authorised in writing by the Director Planning and Development prior to exercising the authority. (Note, this may include other limitations based on the Building Surveyor's qualifications, experience and demonstrated competencies).
Statutory Reference:	<i>Building Act 2011</i> , s27
s127(1) Delegation to:	Chief Executive Officer
s127(6A) Delegation to:	Building Surveyor (BISN02, BISU03, BISU05) Manager Development Services (PBSA01) Principal Building Surveyor (BIPR01) Senior Building Surveyor Compliance (COMO03) Senior Building Surveyor (BISN01, BISU07) Service Lead Built Environment and Health (BISU01) Senior Engineer (DEEA04)
Relevant local law, policy or management practice:	Nil
Initial Council Adoption:	31 May 2016 - 'Annual Review of Delegations 2015/2016' (Resolution 0516/058)

DETERMINE AN APPLICATION TO EXTEND TIME ON BUILDING AND/OR DEMOLITION PERMIT

Function to be performed: Determine an application to extend time during which a building or demolition permit has effect subject to:-

- Being satisfied that work for which a building or demolition permit was granted has not been completed;
- The extension is necessary to all rectification of defects of works for which the permit was granted.

Conditions: In undertaking the functions of this delegation, Building Surveyors must:

3. Be employed by the City of Stirling in accordance with Section 5.36 of the *Local Government Act 1995*; and
4. Be authorised in writing by the Director Planning and Development prior to exercising the authority. (Note, this may include other limitations based on the Building Surveyor's qualifications, experience and demonstrated competencies).

Statutory Reference: *Building Act 2011*, s32

Building Regulations 2012, reg 23 and reg 24

s127(1) Delegation to: Chief Executive Officer

s127(6A) Delegation to: Building Surveyor (BISN02, , BISU03, BISU05)
Manager Development Services (PBSA01)
Principal Building Surveyor (BIPR01)
Senior Building Surveyor Compliance (COMO03)
Senior Building Surveyor (BISN01, BISU07)
Service Lead Built Environment and Health (BISU01)
Senior Engineer (DEEA04)

Relevant local law, policy or management practice: Nil

Initial Council Adoption: 21 February 2012 – 'Implementation – Western Australian *Building Act 2011*' (Resolution 0212/072). Came into effect on 2 April 2012.

APPROVE OR REFUSE TO GRANT OCCUPANCY PERMIT AND BUILDING APPROVAL CERTIFICATE

Function to be performed:	To approve, modify or refuse to approve applications submitted under Section 58 of the <i>Building Act 2011</i> .
Conditions:	In undertaking the functions of this delegation, Building Surveyors must: 1. Be employed by the City of Stirling in accordance with Section 5.36 of the <i>Local Government Act 1995</i>; and 2. Be authorised in writing by the Director Planning and Development prior to exercising the authority. (Note, this may include other limitations based on the Building Surveyor's qualifications, experience and demonstrated competencies).
Statutory Reference:	<i>Building Act 2011</i> , s58
s127(1) Delegation to:	Chief Executive Officer
s127(6A) Delegation to:	Building Surveyor (BISN02, , BISU03, BISU05) Manager Development Services (PBSA01) Principal Building Surveyor (BIPR01) Senior Building Surveyor (BISN01, BISU07) Senior Building Surveyor Compliance (COMO03) Service Lead Built Environment and Health (BISU01) Senior Engineer (DEEA04)
Relevant local law, policy or management practice:	Nil
Initial Council Adoption:	21 February 2012 - 'Implementation - Western Australian <i>Building Act 2011</i> ' (Resolution 0212/072). Came into effect on 2 April 2012.

OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE CONDITIONS

Function to be performed:	Impose conditions on an occupancy permit or modification or building approval certificate in accordance with Section 62 of the <i>Building Act 2011</i> .
Conditions:	In undertaking the functions of this delegation, Building Surveyors must: 1. Be employed by the City of Stirling in accordance with Section 5.36 of the <i>Local Government Act 1995</i>; and 2. Be authorised in writing by the Director Planning and Development prior to exercising the authority. (Note, this may include other limitations based on the Building Surveyor's qualifications, experience and demonstrated competencies).
Statutory Reference:	<i>Building Act 2011</i> , s62
s127(1) Delegation to:	Chief Executive Officer
s127(6A) Delegation to:	Manager Development Services (PBSA01) Principal Building Surveyor (BIPR01) Senior Building Surveyor (BISN01, BISU07) Senior Building Surveyor Compliance (COMO03) Service Lead Built Environment and Health (BISU01) Senior Engineer (DEEA04)
Relevant local law, policy or management practice:	Nil
Initial Council Adoption:	31 May 2016 - 'Annual Review of Delegations 2015/2016' (Resolution 0516/058)

APPROVE OR REFUSE TO EXTEND THE DURATION OF OCCUPANCY PERMITS OR BUILDING APPROVAL CERTIFICATES

Function to be performed:	Approve or refuse to approve an application to extend the time in which an occupancy permit or modification or building approval certificate has effect in accordance with Section 65 of the <i>Building Act 2011</i> .
Conditions:	In undertaking the functions of this delegation, Building Surveyors must: 1. Be employed by the City of Stirling in accordance with Section 5.36 of the <i>Local Government Act 1995</i>; and 2. Be authorised in writing by the Director Planning and Development prior to exercising the authority. (Note, this may include other limitations based on the Building Surveyor's qualifications, experience and demonstrated competencies).
Statutory Reference:	<i>Building Act 2011</i> , s65
s127(1) Delegation to:	Chief Executive Officer
s127(6A) Delegation to:	Building Surveyor (BISN02, , BISU03, BISU05) Manager Development Services (PBSA01) Principal Building Surveyor (BIPR01) Senior Building Surveyor (BISN01, BISU07) Senior Building Surveyor Compliance (COMO03) Service Lead Built Environment and Health (BISU01) Senior Engineer (DEEA04)
Relevant local law, policy or management practice:	Nil
Initial Council Adoption:	21 February 2012 - 'Implementation - Western Australian <i>Building Act 2011</i> ' (Resolution 0212/072). Came into effect on 2 April 2012.

ENCROACHMENT ONTO THE ROAD RESERVE (CITY WIDE)

Function to be performed:	To give consent for encroachments on Crown land under the care, control and management of the City in accordance with Section 76 of the <i>Building Act 2011</i> .
Conditions:	All applications relating to encroachments that are not supported by City officers must be referred to Council for determination.
Statutory Reference:	<i>Building Act 2011</i> , s76
s127(1) Delegation to:	Chief Executive Officer
s127(6A) Delegation to:	Director Planning and Development (EXCD01) Manager Development Services (PBSA01) Principal Building Surveyor (BIPR01) Senior Building Surveyor Compliance (COMO03) Service Lead Built Environment and Health (BISU01) Senior Building Surveyor (BISN01 and BISU07)
Relevant local law, policy or management practice:	Nil
Initial Council Adoption:	10 December 2013 – 'Encroachment onto the Road Reserve (City Wide)' (Resolution 1213/032)

AUTHORISED PERSONS

Function to be performed:	Designate an employee of the local government as an authorised person for the purposes of the <i>Building Act 2011</i> in relation to buildings and incidental structures located, or proposed to be located, in the district of the City of Stirling.
Conditions:	An authorised person must: 1. Be employed by the City of Stirling in accordance with Section 5.36 of the <i>Local Government Act 1995</i>; and 2. Be authorised in writing.
Statutory Reference:	<i>Building Act 2011</i> , s96(3)
s127(1) Delegation to:	Chief Executive Officer
s127(6A) Delegation to:	Director Planning and Development (EXCD01)
Relevant local law, policy or management practice:	Nil
Initial Council Adoption:	3 June 2014 – ‘Council Annual Review of Delegations 2013/14’ (Resolution 0614/011)

MAKE BUILDING ORDERS

Function to be performed: Make a building order in accordance with Section 110 of the *Building Act 2011* in relation to:

- Building work;
- Demolition work; and/or
- An existing building or incidental structure whether completed before or after commencement day.

Conditions: In undertaking the functions of this delegation, Building Surveyors must:

1. Be employed by the City of Stirling in accordance with Section 5.36 of the *Local Government Act 1995*; and
2. Be authorised in writing by the Director Planning and Development prior to exercising the authority. (Note, this may include other limitations based on the Building Surveyor's qualifications, experience and demonstrated competencies).

Statutory Reference: *Building Act 2011*, s110

s127(1) Delegation to: Chief Executive Officer

s127(6A) Delegation to: Building Surveyor (BISN02, , BISU03, BISU05)
Manager Development Services (PBSA01)
Principal Building Surveyor (BIPR01)
Senior Building Surveyor (BISN01, BISU07)
Senior Building Surveyor Compliance (COMO03)
Service Lead Built Environment and Health (BISU01)

Relevant local law, policy or management practice: Nil

Initial Council Adoption: 21 February 2012 - 'Implementation - Western Australian *Building Act 2011*' (Resolution 0212/072). Came into effect on 2 April 2012.

SERVE BUILDING ORDERS

Function to be performed:	Serve a building order in accordance with Section 114 of the <i>Building Act 2011</i> .
Conditions:	In undertaking the functions of this delegation, Building Surveyors must: 1. Be employed by the City of Stirling in accordance with Section 5.36 of the <i>Local Government Act 1995</i>; and 2. Be authorised in writing by the Director Planning and Development prior to exercising the authority. (Note, this may include other limitations based on the Building Surveyor's qualifications, experience and demonstrated competencies).
Statutory Reference:	<i>Building Act 2011</i> , s114
s127(1) Delegation to:	Chief Executive Officer
s127(6A) Delegation to:	Building Surveyor (BISN02, , BISU03, BISU05) Manager Development Services (PBSA01) Principal Building Surveyor (BIPR01) Senior Building Surveyor (BISN01, BISU07) Senior Building Surveyor Compliance (COMO03) Service Lead Built Environment and Health (BISU01)
Relevant local law, policy or management practice:	Nil.
Initial Council Adoption:	31 May 2016 - 'Annual Review of Delegations 2015/2016' (Resolution 0516/058)

REVOKE BUILDING ORDERS

Function to be performed: Revoke a building order in accordance with Section 117 of the *Building Act 2011*.

Conditions:

1. The Director Planning and Development may determine that an order is to remain in effect in accordance with Section 117(2) of the *Building Act 2011* where it is considered appropriate.
2. In undertaking the functions of this delegation, Building Surveyors must:
 - Be employed by the City of Stirling in accordance with Section 5.36 of the *Local Government Act 1995*; and
 - Be authorised in writing by the Director Planning and Development prior to exercising the authority. (Note, this may include other limitations based on the Building Surveyor's qualifications, experience and demonstrated competencies).

Statutory Reference: *Building Act 2011*, s117

s127(1) Delegation to: Chief Executive Officer

s127(6A) Delegation to: Building Surveyor (BISN02, , BISU03, BISU05)
Manager Development Services (PBSA01)
Principal Building Surveyor (BIPR01)
Senior Building Surveyor (BISN01, BISU07)
Senior Building Surveyor Compliance (COMO03)
Service Lead Built Environment and Health (BISU01)

Relevant local law, policy or management practice: Nil

Initial Council Adoption: 21 February 2012 - 'Implementation - Western Australian *Building Act 2011*' (Resolution 0212/072). Came into effect on 2 April 2012.

NON-COMPLIANCE WITH BUILDING ORDERS

Function to be performed:	1. If there is non-compliance with a building order, cause an authorised person to: • Take any action specified in the building order; • Commence or complete any work specified in the building order; or • If any specified action was required by the building order to cease, take such steps as are reasonable in the circumstances to cause the action to cease. 2. In a court of competent jurisdiction, recover as a debt from a person who has been served with a building order, the reasonable costs and expenses incurred in doing anything in relation to the building order.
Conditions:	In undertaking the functions of this delegation, Building Surveyors must: 1. Be employed by the City of Stirling in accordance with Section 5.36 of the <i>Local Government Act 1995</i>; and 2. Be authorised in writing by the Director Planning and Development prior to exercising the authority. (Note, this may include other limitations based on the Building Surveyor's qualifications, experience and demonstrated competencies).
Statutory Reference:	<i>Building Act 2011</i> , s118(2) & (3)
s127(1) Delegation to:	Chief Executive Officer
s127(6A) Delegation to:	Building Surveyor (BISN02, , BISU03, BISU05) Manager Development Services (PBSA01) Principal Building Surveyor (BIPR01) Senior Building Surveyor (BISN01, BISU07) Senior Building Surveyor Compliance (COMO03) Service Lead Built Environment and Health (BISU01)
Relevant local law, policy or management practice:	Nil
Initial Council Adoption:	31 May 2016 - 'Annual Review of Delegations 2015/2016' (Resolution 0516/058)

6.2 BUSH FIRES ACT 1954

LOCAL GOVERNMENT FUNCTIONS

Function to be performed:	All the functions of the 'local government' under the <i>Bush Fires Act 1954</i> other than those functions under Section 33(5a).
Conditions:	Nil
Statutory Reference:	<i>Bush Fires Act 1954</i> , s48(1)
s48 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	Not applicable
Relevant local law, policy or management practice:	Nil
Initial Council Adoption:	13 September 2011 – 'City of Stirling Policy Review – Community Safety' (Resolution 0911/007)

PROSECUTION OF OFFENCES

Function to be performed:	Institute and carry on proceedings against a person for an offence alleged to be committed against the <i>Bush Fires Act 1954</i> .
Conditions:	Nil
Statutory Reference:	<i>Bush Fires Act 1954</i> , s59(3)
s48 Delegation to:	Chief Executive Officer
s59(3) Delegation to:	Chief Bush Fire Control Officer • Service Lead Community Safety Operations (CSPC03) • Senior Community Patrol Officer (SEPO02, SEPO06, SEPO08, SEPO09) Deputy Bush Fire Control Officer • Team Leader Ranger (RANG05)
Relevant local law, policy or management practice:	Nil
Initial Council Adoption:	13 September 2011 – ‘City of Stirling Policy Review – Community Safety’ (Resolution 0911/007)

INFRINGEMENT NOTICE

Function to be performed:	Serve an infringement notice for an offence against the <i>Bush Fires Act 1954</i> .
Conditions:	Nil
Statutory Reference:	<i>Bush Fires Act 1954</i> , s59A (2)
s48 Delegation to:	Chief Executive Officer
s59A (2) Delegation to:	Chief Bush Fire Control Officer • Service Lead Community Safety Operations (CSPC03) Deputy Bush Fire Control Officer • Team Leader Ranger (RANG05) Bush Fire Control Officer • Bush Fire Management Officer (SFAI01) • Ranger (RANG01, RANG02, RANG03, RANG06, RANG07, RANG08, RANG09, HSTL01, CSPO01, CSPO02, CSPO03, CSPO04, CSPO12) • Team Leader Ranger (RANG10) • Senior Community Patrol Officer (SEPO02, SEPO06, SEPO08, SEPO09)
Relevant local law, policy or management practice:	Nil
Initial Council Adoption:	13 September 2011 – ‘City of Stirling Policy Review – Community Safety’ (Resolution 0911/007)

6.3 CAT ACT 2011

LOCAL GOVERNMENT FUNCTIONS

Function to be performed:	All powers and duties of the 'local government' under the <i>Cat Act 2011</i> .
Conditions:	Nil
Statutory Reference:	<i>Cat Act 2011</i> , s44
s44 Delegation to:	Chief Executive Officer
s45 Delegation to:	See various delegations below
Relevant local law, policy or management practice:	City of Stirling Keeping and Control of Cats Local Law 1999 Cats Management Practice
Initial Council Adoption:	19 November 2013 – 'Delegation to Chief Executive Officer the exercise of powers or discharge of duties under the provisions of the <i>Cat Act 2011</i> ' (Resolution 1113/014)

CAT MANAGEMENT FACILITIES

Function to be performed:	Approve, in writing, a cat management facility that is operated by a person or body.
Conditions:	Nil
Statutory Reference:	<i>Cat Act 2011</i> , s3(1)(c)
s44 Delegation to:	Chief Executive Officer
s45 Delegation to:	• Coordinator Environmental Health (EHSN03) • Director Planning and Development (EXCD01) • Manager Development Services (PBSA01) • Senior Community Patrol Officer (SEPO02, SEPO06, SEPO08, SEPO09)
Relevant local law, policy or management practice:	City of Stirling Keeping and Control of Cats Local Law 1999 Cats Management Practice
Initial Council Adoption:	19 November 2013 – ‘Delegation to Chief Executive Officer the exercise of powers or discharge of duties under the provisions of the <i>Cat Act 2011</i> ’ (Resolution 1113/014)

REQUEST FOR INFORMATION

Function to be performed:	Request an applicant to provide, within no more than 21 days, any document or information required to determine the application and may require the information to be verified by statutory declaration.
Conditions:	Nil
Statutory Reference:	<i>Cat Act 2011</i> , s9(5)
s44 Delegation to:	Chief Executive Officer
s45 Delegation to:	• Animal Management Officer (CSPO08) • Business Support Officer (AARO01, CUSO03, CUSO06, RSIM01, RSAD01, RSCO01, CSAO02) • Coordinator Engagement and Business Support (SSAD01) • Customer Experience Officer (CUSO12, CUSO15) • Senior Customer Experience Officer – Digital (CUSC04, CUSO10) • Service Lead Community Safety Operations (CSPC03) • Senior Community Patrol Officer (SEPO02, SEPO06, SEPO08, SEPO09) • Team Leader Business Support (CSPC02) • Team Leader Ranger (RANG05, RANG10) • Team Leader Customer Experience (ENCU01, WPOP01)
Relevant local law, policy or management practice:	City of Stirling Keeping and Control of Cats Local Law 1999 Cats Management Practice
Initial Council Adoption:	19 November 2013 – ‘Delegation to Chief Executive Officer the exercise of powers or discharge of duties under the provisions of the <i>Cat Act 2011</i> ’ (Resolution 1113/014)

CANCEL THE REGISTRATION OF A CAT

Function to be performed: Cancel the registration of a cat.

Conditions: Nil

Statutory Reference: *Cat Act 2011*, s10

s44 Delegation to: Chief Executive Officer

s45 Delegation to:

- Animal Management Officer (CSPO08)
- Business Support Officer (AARO01, CUSO03, CUSO06, RSIM01, RSAD01, RSCO01, CSAO02)
- Coordinator Engagement and Business Support (SSAD01)
- Customer Experience Officer (, CUSO12, CUSO15)
- Coordinator Ranger & Patrol Services (SNRA01)
- Senior Customer Experience Officer – Digital (CUSC04, CUSO10)
- Service Lead Community Safety Operations (CSPC03)
- Senior Community Patrol Officer (SEPO02, SEPO06, SEPO08, SEPO09)
- Team Leader Business Support (CSPC02)
- Team Leader Ranger (RANG05, RANG10)
- Team Leader Customer Experience (ENCU01, WPOP01)

Relevant local law, policy or management practice: City of Stirling Keeping and Control of Cats Local Law 1999
Cats Management Practice

Initial Council Adoption: 19 November 2013 – ‘Delegation to Chief Executive Officer the exercise of powers or discharge of duties under the provisions of the *Cat Act 2011*’ (Resolution 1113/014)

CAT CONTROL NOTICES

Function to be performed:	Issue a cat control notice to a person who is the owner of a cat which is ordinarily kept within the district.
Conditions:	Nil
Statutory Reference:	<i>Cat Act 2011</i> , s26
s44 Delegation to:	Chief Executive Officer
s45 Delegation to:	• Animal Management Officer (CSPO08) • Ranger (RANG01, RANG02, RANG03, RANG06, RANG07, RANG08, RANG09, RANG11, RANG13, RANG17, RANG18, HSTL01, CSPO01, CSPO02, CSPO03, CSPO04, CSPO12) • Senior Community Patrol Officer (SEPO02, SEPO06, SEPO08, SEPO09) • Team Leader Ranger (RANG05, RANG10)
Relevant local law, policy or management practice:	City of Stirling Keeping and Control of Cats Local Law 1999 Cats Management Practice
Initial Council Adoption:	19 November 2013 – ‘Delegation to Chief Executive Officer the exercise of powers or discharge of duties under the provisions of the <i>Cat Act 2011</i> ’ (Resolution 1113/014)

CAT MANAGEMENT FACILITY COST RECOVERY

Function to be performed:	The operator of a cat management facility may recover the amounts of the costs referred to in section 31(1) of the <i>Cat Act 2011</i> from the owner of the cat in a court of competent jurisdiction.
Conditions:	Nil
Statutory Reference:	<i>Cat Act 2011</i> , s31(2)
s44 Delegation to:	Chief Executive Officer
s45 Delegation to:	• Animal Management Officer (CSPO08) • Ranger (RANG01, RANG02, RANG03, RANG06, RANG07, RANG08, RANG09, RANG11, RANG13, RANG17, RANG18, HSTL01, CSPO01, CSPO02, CSPO03, CSPO04, CSPO12) • Senior Community Patrol Officer (SEPO02, SEPO06, SEPO08, SEPO09) • Team Leader Ranger (RANG05, RANG10) • Coordinator Ranger & Patrol Services (SNRA01)
Relevant local law, policy or management practice:	City of Stirling Keeping and Control of Cats Local Law 1999 Cats Management Practice
Initial Council Adoption:	19 November 2013 – ‘Delegation to Chief Executive Officer the exercise of powers or discharge of duties under the provisions of the <i>Cat Act 2011</i> ’ (Resolution 1113/014)

CAT MANAGEMENT FACILITY POWER TO MICROCHIP OR STERILISE

Function to be performed:	The operator of a cat management facility may do anything necessary to ensure that the cat is microchipped and/or sterilised before the cat is reclaimed or transferred from the facility.
Conditions:	Nil
Statutory Reference:	<i>Cat Act 2011</i> , s33
s44 Delegation to:	Chief Executive Officer
s45 Delegation to:	• Animal Management Officer (CSPO08) • Coordinator Ranger & Patrol Services (SNRA01) • Senior Community Patrol Officer (SEPO02, SEPO06, SEPO08, SEPO09)
Relevant local law, policy or management practice:	City of Stirling Keeping and Control of Cats Local Law 1999 Cats Management Practice
Initial Council Adoption:	19 November 2013 – ‘Delegation to Chief Executive Officer the exercise of powers or discharge of duties under the provisions of the <i>Cat Act 2011</i> ’ (Resolution 1113/014)

GRANT, RENEW OR REFUSE APPLICATIONS

Function to be performed:	Grant, renew or refuse an application to breed cats.
Conditions:	Nil
Statutory Reference:	<i>Cat Act 2011</i> , s37(1) and (2)
s44 Delegation to:	Chief Executive Officer
s45 Delegation to:	• Coordinator Environmental Health (EHSN03) • Director Planning and Development (EXCD01) • Manager Development Services (PBSA01) • Senior Community Patrol Officer (SEPO02, SEPO06, SEPO08, SEPO09)
Relevant local law, policy or management practice:	City of Stirling Keeping and Control of Cats Local Law 1999 Cats Management Practice
Initial Council Adoption:	19 November 2013 – ‘Delegation to Chief Executive Officer the exercise of powers or discharge of duties under the provisions of the <i>Cat Act 2011</i> ’ (Resolution 1113/014)

REQUEST INFORMATION FOR BREEDING CATS

Function to be performed:	Request an applicant to provide, within no more than 21 days, any document or information required to determine the application and may require the information to be verified by statutory declaration.
Conditions:	Nil
Statutory Reference:	<i>Cat Act 2011</i> , s37(3)
s44 Delegation to:	Chief Executive Officer
s45 Delegation to:	• Coordinator Environmental Health (EHSN03) • Director Planning and Development (EXCD01) • Manager Development Services (PBSA01) • Senior Community Patrol Officer (SEPO02, SEPO06, SEPO08, SEPO09)
Relevant local law, policy or management practice:	City of Stirling Keeping and Control of Cats Local Law 1999 Cats Management Practice
Initial Council Adoption:	19 November 2013 – ‘Delegation to Chief Executive Officer the exercise of powers or discharge of duties under the provisions of the <i>Cat Act 2011</i> ’ (Resolution 1113/014)

CANCEL APPROVALS TO BREED CATS

Function to be performed:	Cancel an approval to breed cats if one or more of the things set out in section 37(2) of the <i>Cat Act 2011</i> applies in respect of the approved cat breeder.
Conditions:	Nil
Statutory Reference:	<i>Cat Act 2011</i> , s38
s44 Delegation to:	Chief Executive Officer
s45 Delegation to:	• Coordinator Environmental Health (EHSN03) • Director Planning and Development (EXCD01) • Manager Development Services (PBSA01) • Senior Community Patrol Officer (SEPO02, SEPO06, SEPO08, SEPO09)
Relevant local law, policy or management practice:	City of Stirling Keeping and Control of Cats Local Law 1999 Cats Management Practice
Initial Council Adoption:	19 November 2013 – ‘Delegation to Chief Executive Officer the exercise of powers or discharge of duties under the provisions of the <i>Cat Act 2011</i> ’ (Resolution 1113/014)

COST RECOVERY OF ANIMAL DESTRUCTION

Function to be performed:	Recover the amount of the costs referred to in section 49(2) from the owner of the cat in a court of competent jurisdiction.
Conditions:	Nil
Statutory Reference:	<i>Cat Act 2011</i> , s49(3)
s44 Delegation to:	Chief Executive Officer
s45 Delegation to:	• Service Lead Community Safety Operations (CSPC03) • Senior Community Patrol Officer (SEPO02, SEPO06, SEPO08, SEPO09)
Relevant local law, policy or management practice:	City of Stirling Keeping and Control of Cats Local Law 1999 Cats Management Practice
Initial Council Adoption:	19 November 2013 – ‘Delegation to Chief Executive Officer the exercise of powers or discharge of duties under the provisions of the <i>Cat Act 2011</i> ’ (Resolution 1113/014)

RECEIVE PAYMENTS

Function to be performed: Receive payments of infringement notices under the *Cat Act 2011*.

Conditions: Nil

Statutory Reference: *Cat Act 2011*, s63

s44 Delegation to: Chief Executive Officer

s45 Delegation to:

- Administration Officer – Environmental Health (BISE01, AOEH01)
- Business Support Officer (BSOD01)
- Customer Experience Officer (CUSO12, CUSO15)
- Senior Customer Experience Officer – Digital (CUSC04, CUSO10)
- Senior Community Patrol Officer (SEPO02, SEPO06, SEPO08, SEPO09)
- Team Leader Customer Experience (ENCU01, WPOP01)

Relevant local law, policy or management practice: City of Stirling Keeping and Control of Cats Local Law 1999
Cats Management Practice

Initial Council Adoption: 19 November 2013 – ‘Delegation to Chief Executive Officer the exercise of powers or discharge of duties under the provisions of the *Cat Act 2011*’ (Resolution 1113/014)

EXTENSION OF PAYMENT DEADLINES FOR INFRINGEMENTS

Function to be performed:	Extend the period of 28 days within which the modified penalty may be paid whether or not the period of 28 days has elapsed.
Conditions:	Nil
Statutory Reference:	<i>Cat Act 2011</i> , s64
s44 Delegation to:	Chief Executive Officer
s45 Delegation to:	• Coordinator Engagement and Business Support (SSAD01) • Coordinator Environmental Health (EHSN03) • Director Planning and Development (EXCD01) • Manager Development Services (PBSA01) • Manager Community Safety (RSAA01) • Service Lead Community Safety Operations (CSPC03) • Senior Community Patrol Officer (SEPO02, SEPO06, SEPO08, SEPO09)
Relevant local law, policy or management practice:	City of Stirling Keeping and Control of Cats Local Law 1999 Cats Management Practice
Initial Council Adoption:	19 November 2013 – ‘Delegation to Chief Executive Officer the exercise of powers or discharge of duties under the provisions of the <i>Cat Act 2011</i> ’ (Resolution 1113/014)

WITHDRAWAL OF INFRINGEMENT NOTICE

Function to be performed:	Withdraw an infringement notice within one (1) year after the notice was issued whether or not the modified penalty has been paid.
Conditions:	Nil
Statutory Reference:	<i>Cat Act 2011</i> , s65
s44 Delegation to:	Chief Executive Officer
s45 Delegation to:	• Coordinator Engagement and Business Support (SSAD01) • Coordinator Environmental Health (EHSN03) • Director Planning and Development (EXCD01) • Manager Development Services (PBSA01) • Manager Community Safety (RSAA01) • Service Lead Community Safety Operations (CSPC03) • Senior Community Patrol Officer (SEPO02, SEPO06, SEPO08, SEPO09)
Relevant local law, policy or management practice:	City of Stirling Keeping and Control of Cats Local Law 1999 Cats Management Practice
Initial Council Adoption:	19 November 2013 – ‘Delegation to Chief Executive Officer the exercise of powers or discharge of duties under the provisions of the <i>Cat Act 2011</i> ’ (Resolution 1113/014)

6.4 DOG ACT 1976

LOCAL GOVERNMENT FUNCTIONS

Function to be performed:	Perform any power or duty of the 'local government' under the <i>Dog Act 1976</i> including the authority to on-delegate the power and duties of the 'local government' to employees.
Conditions:	Nil
Statutory Reference:	<i>Dog Act 1976</i> , s10AA
s10AA(1) Delegation to:	Chief Executive Officer
s10AA(3) Delegation to:	Nil
Relevant local law, policy or management practice:	Nil
Initial Council Adoption:	3 June 2014 – 'Annual Review of Delegations 2013/2014 (Resolution 0614/011)

6.5 *FOOD ACT 2008*

LOCAL GOVERNMENT FUNCTIONS

Function to be performed: Perform the functions of an 'enforcement agency' under the *Food Act 2008*.

Conditions: Nil

Statutory Reference: *Food Act 2008, s118*

s5.42 Delegation to: Chief Executive Officer

PROHIBITION ORDER

Function to be performed: Serve a prohibition order on the proprietor of the food business.

Conditions: Nil

Statutory Reference: *Food Act 2008, s65*

s118 Delegation to:

- Chief Executive Officer
- Director Planning and Development (EXCD01)
- Manager Development Services (PBSA01)
- Service Lead Built Environment and Health (BISU01)
- Coordinator Environmental Health (EHSN03)

Relevant local law, policy or management practice: Nil

Initial Council Adoption: 6 March 2012 - 'Delegation of Local Government Functions Under Various Acts' (Resolution 0312/004)

CERTIFICATE OF CLEARANCE

Function to be performed: Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices.

Conditions: Nil

Statutory Reference: *Food Act 2008, s66*

s118 Delegation to:

- Chief Executive Officer
- Director Planning and Development (EXCD01)
- Manager Development Services (PBSA01)
- Service Lead Built Environment and Health (BISU01)
- Coordinator Environmental Health (EHSN03)

Relevant local law, policy or management practice: Nil

Initial Council Adoption: 6 March 2012 - 'Delegation of Local Government Functions Under Various Acts' (Resolution 0312/004)

WRITTEN NOTICE

Function to be performed:	Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection.
Conditions:	Nil
Statutory Reference:	<i>Food Act 2008, s67(4)</i>
s118 Delegation to:	• Chief Executive Officer • Director Planning and Development (EXCD01) • Manager Development Services (PBSA01) • Service Lead Built Environment and Health (BISU01) • Coordinator Environmental Health (EHSN03)
Relevant local law, policy or management practice:	Nil
Initial Council Adoption:	6 March 2012 - 'Delegation of Local Government Functions Under Various Acts' (Resolution 0312/004)

DETERMINE PRIORITY CLASSIFICATION

Function to be performed:	Authority to determine the priority classification of individual food businesses and auditing frequency of any food safety programs in relation to the food business.
Conditions:	Nil
Statutory Reference:	<i>Food Act 2008, s100(1)</i>
s118Delegation to:	• Chief Executive Officer • Coordinator Environmental Health (EHSN03) • Senior Environmental Health Officer (EHOF04, EHSN01) • Environmental Health Officer (EHOF01, EHOF02, EHOF03, EHOF05, EHOF06, EHOF08, EHOF09, EHOF20, EHOF11, EHOF12, EHOF13)
Relevant local law, policy or management practice:	Nil
Initial Council Adoption:	6 March 2012 - 'Delegation of Local Government Functions Under Various Acts' (Resolution 0312/004)

CHANGE PRIORITY CLASSIFICATION

Function to be performed:	Change the priority classification of an individual food business.
Conditions:	Nil
Statutory Reference:	<i>Food Act 2008, s100(4)</i>
s1185 Delegation to:	• Chief Executive Officer • Coordinator Environmental Health (EHSN03) • Senior Environmental Health Officer (EHOF04, EHSN01)
Relevant local law, policy or management practice:	Nil
Initial Council Adoption:	6 March 2012 - 'Delegation of Local Government Functions Under Various Acts' (Resolution 0312/004)

REGISTRATION OF FOOD BUSINESS

Function to be performed:	Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration.
Conditions:	Nil
Statutory Reference:	<i>Food Act 2008, s110</i>
s118Delegation to:	• Chief Executive Officer • Director Planning and Development (EXCD01) • Manager Development Services (PBSA01) • Service Lead Built Environment and Health • Coordinator Environmental Health (EHSN03)
Relevant local law, policy or management practice:	Nil
Initial Council Adoption:	6 March 2012 - 'Delegation of Local Government Functions Under Various Acts' (Resolution 0312/004)

VARY OR CANCEL REGISTRATION

Function to be performed:	Authority to vary conditions or cancel registration of a food business
Conditions:	Nil
Statutory Reference:	<i>Food Act 2008, s112</i>
s118 Delegation to:	• Chief Executive Officer • Director Planning and Development (EXCD01) • Manager Development Services (PBSA01) • Service Lead Built Environment and Health (BISU01) • Coordinator Environmental Health (EHSN03)
Relevant local law, policy or management practice:	Nil
Initial Council Adoption:	6 March 2012 - 'Delegation of Local Government Functions Under Various Acts' (Resolution 0312/004)

MAINTAINING FOOD BUSINESS REGISTER

Function to be performed:	Authority to decide to make a list of food businesses maintained publicly available.
Conditions:	Nil
Statutory Reference:	<i>Food Act 2008, s115</i> <i>Food Regulations 2009, r51</i>
s118 Delegation to:	• Chief Executive Officer • Director Planning and Development (EXCD01) • Manager Development Services (PBSA01) • Coordinator Environmental Health (EHSN03) • Senior Environmental Health Officer (EHOF04, EHSN01)
Relevant local law, policy or management practice:	Nil
Initial Council Adoption:	6 March 2012 - 'Delegation of Local Government Functions Under Various Acts' (Resolution 0312/004)

6.6 HEALTH (ASBESTOS) REGULATIONS 1992

LOCAL GOVERNMENT FUNCTIONS

Function to be performed:	Appoint persons or classes of persons to be authorised officers or approved officers for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2.
Conditions:	Nil
Statutory Reference:	<i>Health (Asbestos) Regulations 1992</i> , r15D(5)
r15D(7) Delegation to:	Chief Executive Officer
Relevant local law, policy or management practice:	Nil
Initial Council Adoption:	12 June 2018 - 'Annual Review of Delegations 2017/2018' (Resolution 0618/007)

6.7 LOCAL GOVERNMENT ACT 1995

LOCAL LAWS

Function to be performed:	Perform the functions of the 'City' and 'local government' under the: • City of Stirling Bee Keeping Local Law 2008; • City of Stirling Dogs Local Law 2008; • City of Stirling Fencing Local Law 2008; • City of Stirling Keeping and Control of Cats Local Law 1999; • City of Stirling Local Government Property Local Law 2009; • City of Stirling Parking Local Law 2014; • City of Stirling Pest Plant Local Law 2012; • City of Stirling Local Law Relating to the Prevention and Abatement of Dust and Liquid Waste 2002; • City of Stirling Thoroughfares and Public Places Local Law 2009; and • City of Stirling Waste Management Local Law 2010.
Conditions:	Nil
Statutory Reference:	<i>Local Government Act 1995</i> , s3.18(1)
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	See various delegations under each local law below.
Relevant local law, policy or management practice:	Local laws as listed above
Initial Council Adoption:	11 October 2011 - 'Delegation of Local Government Functions Under Various Local Laws and Related Legislation' (Resolution 1011/006)

6.7.1 CITY OF STIRLING FENCING LOCAL LAW

LOCAL GOVERNMENT FUNCTIONS

Function to be performed:	Perform the functions of the 'City' and 'local government' under the City of Stirling Fencing Local Law 2008
Conditions:	Nil
Statutory Reference:	City of Stirling Fencing Local Law 2008
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Director Planning and Development (EXCD01) • Manager Development Services (PBSA01) • Service Lead Built Environment and Health (BISU01) • Service Lead Planning (TPPR10) • Building Surveyor (BOSN02, BISU03, BISU05) • Principal Building Surveyor (BIPR01) • Senior Building Surveyor Compliance (COMO03) • Senior Building Surveyor (BISN01, BISU07)
Relevant local law, policy or management practice:	City of Stirling Fencing Local Law 2008
Initial Council Adoption:	11 October 2011 – 'Delegation of Local Government Functions under Various Local Laws and Related Legislation' (Resolution 1011/006)

6.7.2 CITY OF STIRLING PARKING LOCAL LAW 2014

PROHIBIT OR REGULATE PARKING

Function to be performed:	Prohibit or regulate by signs, the stopping or parking of any vehicle or any class of vehicles in any part of the parking region.
Conditions:	It must be consistent with the provisions of the City of Stirling Parking Local Law 2014.
Statutory Reference:	City of Stirling Parking Local Law 2014, cl1.10
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Manager Engineering Services (MEDS01) • Service Lead Community Safety Operations (CPSC03)
Relevant local law, policy or management practice:	City of Stirling Parking Local Law 2014
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

ENTER INTO PARKING ENFORCEMENT AGREEMENTS

Function to be performed:	Enter into a written agreement, with the owner or occupier of a parking facility or station, to apply the City of Stirling Parking Local Law 2014 to that facility or station.
Conditions:	Nil
Statutory Reference:	City of Stirling Parking Local Law 2014, cl1.7(2)
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Coordinator Engagement and Business Support (SSAD01) • Manager Community Safety (RSAA01) • Service Lead Community Safety Operations (CSPC03) • Team Leader Business Support (CSPC02)
Relevant local law, policy or management practice:	City of Stirling Parking Local Law 2014
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

DETERMINE PARKING BAYS, PARKING STATIONS AND PARKING AREAS

Function to be performed:	Constitute, determine and indicate by signs: (a) parking bays; (b) parking stations; (c) parking areas; (d) general no parking or restricted parking zones; (e) permitted time and conditions of parking in parking bays, parking stations and parking areas which may vary with the locality; (f) permitted classes of vehicles which may park in parking bays, parking stations and parking areas; (g) permitted classes of persons who may park in specified parking bays, parking stations and parking areas; and (h) the manner of parking in parking bays, parking stations and parking areas.
Conditions:	Nil
Statutory Reference:	City of Stirling Parking Local Law 2014, cl2.1
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Manager Engineering Services (MEDS01) • Service Lead Community Safety Operations (CSPC03) • Coordinator Ranger & Patrol Services (SNRA01)
Relevant local law, policy or management practice:	City of Stirling Parking Local Law 2014
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

‘AUTHORISED VEHICLES ONLY’ PARKING AREAS

Function to be performed:	Permit a person to park a vehicle in an area designated by a sign stating ‘Authorised Vehicles Only’.
Conditions:	Nil
Statutory Reference:	City of Stirling Parking Local Law 2014, cl3.1
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Coordinator Engagement and Business Support (SSAD01) • Service Lead Community Safety Operations (CSPC03) • Team Leader Business Support (CSPC02) • Team Leader Ranger (RANG05, RANG10) • Team Leader Community Patrols (SEPO12)
Relevant local law, policy or management practice:	City of Stirling Parking Local Law 2014
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

PARKING ON RESERVES

Function to be performed:	Authorise a person to drive or park a vehicle on or over any portion of a reserve other than upon an area specifically set aside for that purpose.
Conditions:	Nil
Statutory Reference:	City of Stirling Parking Local Law 2014, cl3.11
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Ranger (RANG01, RANG02, RANG03, RANG06, RANG07, RANG08, RANG09, RANG11, RANG13, RANG17, RANG18, HSTL01, CSPO01, CSPO02, CSPO03, CSPO04, CSPO12) • Team Leader Community Patrols (SEPO12) • Team Leader Ranger (RANG05, RANG10)
Relevant local law, policy or management practice:	City of Stirling Parking Local Law 2014
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

SUSPEND PARKING LIMITATIONS

Function to be performed:	Permit a person to park a vehicle in a portion of the thoroughfare or parking facility for longer than the permitted time in accordance with a sign, in order for the person to carry out urgent, essential or official duties.
Conditions:	Nil
Statutory Reference:	City of Stirling Parking Local Law 2014, cl3.13
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Ranger (RANG01, RANG02, RANG03, RANG06, RANG07, RANG08, RANG09, RANG11, RANG13, RANG17, RANG18, HSTL01, CSPO01, CSPO02, CSPO03, CSPO04, CSPO12) • Team Leader Ranger (RANG05, RANG10) • Service Lead Community Safety Operations (CSPC03)
Relevant local law, policy or management practice:	City of Stirling Parking Local Law 2014
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

ISSUE EVENT PARKING PERMITS

Function to be performed:	Issue a person a permit in respect of all or part of a parking station, road or public place for an event.
Conditions:	Nil
Statutory Reference:	City of Stirling Parking Local Law 2014, cl3.14
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Coordinator Ranger & Patrol Services (SNRA01) • Team Leader Ranger (RANG05, RANG10)
Relevant local law, policy or management practice:	City of Stirling Parking Local Law 2014
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

ISSUE OR REVOKE PARKING PERMITS

Function to be performed:	Issue and/or revoke a permit in respect of all or part of a parking station or road.
Conditions:	Nil
Statutory Reference:	City of Stirling Parking Local Law 2014, cl7.1(issue) and cl7.6(revoke)
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Business Support Officer (AARO01, CUSO03, CUSO06, RSIM01, RSAD01, RSCO01, CSAO02) • Coordinator Engagement and Business Support (SSAD01) • Service Lead Community Safety Operations (CSPC03) • Team Leader Business Support (CSPC02) • Team Leader Ranger (RANG05, RANG10)
Relevant local law, policy or management practice:	City of Stirling Parking Local Law 2014
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

VEHICLES OBSTRUCTING A PUBLIC PLACE

Function to be performed:	Permit a person to leave a vehicle, or any part of a vehicle, in a public place so that it obstructs the use of any part of the public place.
Conditions:	Nil
Statutory Reference:	City of Stirling Parking Local Law 2014, cl8.9
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Coordinator Ranger & Patrol Services (SNRA01) • Service Lead Community Safety Operations (CSPC03) • Team Leader Ranger (RANG05, RANG10)
Relevant local law, policy or management practice:	City of Stirling Parking Local Law 2014
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

6.7.3 CITY OF STIRLING LOCAL GOVERNMENT PROPERTY LOCAL LAW 2009

LOCAL PUBLIC NOTICE

Function to be performed:	Give local public notice of the City's intent to make a determination.
Conditions:	Nil
Statutory Reference:	City of Stirling Local Government Property Local Law 2009, cl2.2
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	Coordinator Engagement and Business Support (SSAD01)
Relevant local law, policy or management practice:	City of Stirling Local Government Property Local Law 2009
Initial Council Adoption:	11 October 2011 – 'Delegation of Local Government Functions under Various Local Laws and Related Legislation' (Resolution 1011/006)

ERECT SIGNS

Function to be performed:	Erect a sign on local government property to give notice of the effect of a determination which applies to that property.
Conditions:	Nil
Statutory Reference:	City of Stirling Local Government Property Local Law 2009, cl2.3
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Manager Engineering Services (MEDS01) • Service Lead Community Safety Operations (CSPC03)
Relevant local law, policy or management practice:	City of Stirling Local Government Property Local Law 2009
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

DETERMINATIONS REGISTER

Function to be performed:	Maintain a register of determinations.
Conditions:	Nil
Statutory Reference:	City of Stirling Local Government Property Local Law 2009, cl2.5
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	Coordinator Engagement and Business Support (SSAD01)
Relevant local law, policy or management practice:	City of Stirling Local Government Property Local Law 2009
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

APPLICATION FORMS

Function to be performed:	Determine the form of the application for a permit.
Conditions:	Nil
Statutory Reference:	City of Stirling Local Government Property Local Law 2009, cl3.2
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	Coordinator Engagement and Business Support (SSAD01)
Relevant local law, policy or management practice:	City of Stirling Local Government Property Local Law 2009
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

APPROVE OR REFUSE PERMITS

Function to be performed:	• Approve an application for a permit unconditionally or subject to any conditions; or • Refuse an application for a permit.
Conditions:	Nil
Statutory Reference:	City of Stirling Local Government Property Local Law 2009, cl3.3
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Coordinator Engagement and Business Support (SSAD01) • Business Support Officer (AARO01, CUSO03, CUSO06, RSIM01, RSAD01, RSCO01, CSAO02) • Team Leader Business Support (CSPC02) • Team Leader Ranger (RANG05, RANG10)
Relevant local law, policy or management practice:	City of Stirling Local Government Property Local Law 2009
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

RENEW PERMITS

Function to be performed:	Renew permits.
Conditions:	Nil
Statutory Reference:	City of Stirling Local Government Property Local Law 2009, cl3.9
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Business Support Officer (AARO01, CUSO03, CUSO06, RSIM01, RSAD01, RSCO01, CSAO02) • Coordinator Engagement and Business Support (SSAD01) • Team Leader Business Support (CSPC02) • Team Leader Ranger (RANG05, RANG10)
Relevant local law, policy or management practice:	City of Stirling Local Government Property Local Law 2009
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

CANCEL PERMITS

Function to be performed:	Cancel permits where the permit holder has not complied with a condition of the permit or a determination or provision of any written law which may relate to the activity regulated by the permit.
Conditions:	Nil
Statutory Reference:	City of Stirling Local Government Property Local Law 2009, cl3.12
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Business Support Officer (AARO01, CUSO03, CUSO06, RSIM01, RSAD01, RSCO01, CSAO02) • Coordinator Engagement and Business Support (SSAD01) • Team Leader Business Support (CSPC02) • Team Leader Ranger (RANG05, RANG10)
Relevant local law, policy or management practice:	City of Stirling Local Government Property Local Law 2009
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

EXEMPT A PERSON FROM NEED TO OBTAIN A PERMIT

Function to be performed:	• Exempt a person from compliance with clause 3.13(1) of the City of Stirling Local Government Property Local Law 2009 on the application of that person. • Exempt specified local government property or a class of local government property from the application of clause 3.13(1)(a) of the City of Stirling Local Government Property Local Law 2009.
Conditions:	Nil
Statutory Reference:	City of Stirling Local Government Property Local Law 2009, cl3.13
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Business Support Officer (AARO01, CUSO03, CUSO06, RSIM01, RSAD01, RSCO01, CSAO02) • Coordinator Engagement and Business Support (SSAD01) • Team Leader Business Support (CSPC02) • Team Leader Ranger (RANG05, RANG10)
Relevant local law, policy or management practice:	City of Stirling Local Government Property Local Law 2009
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

ERECT SIGNS

Function to be performed:	Erect a sign on local government property specifying any conditions of use which apply to that property.
Conditions:	Nil
Statutory Reference:	City of Stirling Local Government Property Local Law 2009, cl4.9
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Manager Engineering Services (MEDS01) • Coordinator Ranger & Patrol Services (SNRA01) • Team Leader Ranger (RANG05, RANG10)
Relevant local law, policy or management practice:	City of Stirling Local Government Property Local Law 2009
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

UNDERTAKE REQUIREMENTS OF NOTICES

Function to be performed:	Undertake the requirements of a notice where a person fails to comply with that notice given to him or her under the City of Stirling Local Government Property Local Law 2009.
Conditions:	Nil
Statutory Reference:	City of Stirling Local Government Property Local Law 2009, cl10.2
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Business Support Officer (AARO01, CUSO03, CUSO06, RSIM01, RSAD01, RSCO01, CSAO02) • Coordinator Engagement and Business Support (SSAD01) • Service Lead Community Safety Operations (CSPC03) • Team Leader Business Support (CSPC02)
Relevant local law, policy or management practice:	City of Stirling Local Government Property Local Law 2009
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

6.7.4 CITY OF STIRLING KEEPING AND CONTROL OF CATS LOCAL LAW 1999

APPLICATION FORMS

Function to be performed:	Approve the form of an application.
Conditions:	Nil
Statutory Reference:	City of Stirling Keeping and Control of Cats Local Law 1999, cl3.3
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Business Support Officer (AARO01, CUSO03, CUSO06, RSIM01, RSAD01, RSCO01, CSAO02) • Coordinator Engagement and Business Support (SSAD01) • Team Leader Business Support (CSPC02)
Relevant local law, policy or management practice:	City of Stirling Keeping and Control of Cats Local Law 1999
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

KEEPING MORE THAN PERMITTED NUMBER OF CATS

Function to be performed: Approve or refuse an application for a permit.

Conditions: Nil

Statutory Reference: City of Stirling Keeping and Control of Cats Local Law 1999, cl3.6

s5.42 Delegation to: Chief Executive Officer

s5.44 Delegation to:

- Animal Management Officer (CSPO08)
- Business Support Officer (AARO01, CUSO03, CUSO06, RSIM01, RSAD01, RSCO01, CSAO02)
- Coordinator Environmental Health (EHSN03)
- Director Planning and Development (EXCD01)
- Manager Development Services (PBSA01)
- Service Lead Community Safety Operations (CSPC03)
- Team Leader Business Support (CSPC02)
- Team Leader Ranger (RANG05, RANG10)

Relevant local law, policy or management practice: City of Stirling Keeping and Control of Cats Local Law 1999

Initial Council Adoption: 11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

PERMIT CONDITIONS

Function to be performed:	Approve conditions on a permit in addition to clause 3.7(1), (2) and (3) of the City of Stirling Keeping and Control of Cats Local Law 1999 where appropriate.
Conditions:	Nil
Statutory Reference:	City of Stirling Keeping and Control of Cats Local Law 1999, cl3.7
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Animal Management Officer (CSPO08) • Coordinator Environmental Health (EHSN03) • Director Planning and Development (EXCD01) • Manager Development Services (PBSA01) • Service Lead Community Safety Operations (CSPC03) • Team Leader Ranger (RANG05, RANG10)
Relevant local law, policy or management practice:	City of Stirling Keeping and Control of Cats Local Law 1999
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

SERVE NOTICES

Function to be performed:	Serve a notice to the permit holder or any other keeper of the cat to keep the cat on the premises where the cat is the subject of a permit; the premises are the subject of the same permit; and 2 or more complaints are received from 2 or more occupiers of different premises.
Conditions:	Nil
Statutory Reference:	City of Stirling Keeping and Control of Cats Local Law 1999, cl3.9
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Animal Management Officer (CSPO08) • Business Support Officer (AARO01, CUSO03, CUSO06, RSIM01, RSAD01, RSCO01, CSAO02) • Coordinator Engagement and Business Support (SSAD01) • Coordinator Environmental Health (EHSN03) • Director Planning and Development (EXCD01) • Manager Development Services (PBSA01) • Ranger (RANG01, RANG02, RANG03, RANG06, RANG07, RANG08, RANG09, RANG11, RANG13, RANG17, RANG18, HSTL01 CSPO01, CSPO02, CSPO03, CSPO04, CSPO12) • Coordinator Ranger & Patrol Services (SNRA01) • Service Lead Community Safety Operations (CSPC03) • Team Leader Business Support (CSPC02) • Team Leader Ranger (RANG05, RANG10)
Relevant local law, policy or management practice:	City of Stirling Keeping and Control of Cats Local Law 1999
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

REVOKE PERMITS

Function to be performed:	Revoke a permit if the permit holder fails to observe any provision of the City of Stirling Keeping and Control of Cats Local Law 1999 or a condition of a permit.
Conditions:	Nil
Statutory Reference:	City of Stirling Keeping and Control of Cats Local Law 1999, Part 3 cl3.11
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Animal Management Officer (CSPO08) • Coordinator Environmental Health (EHSN03) • Director Planning and Development (EXCD01) • Manager Development Services (PBSA01) • Service Lead Community Safety Operations (CSPC03) • Team Leader Ranger (RANG05, RANG10)
Relevant local law, policy or management practice:	City of Stirling Keeping and Control of Cats Local Law 1999
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

REMOVED AND IMPOUNDED CATS REGISTER

Function to be performed:	Maintain a register of removed and impounded cats.
Conditions:	Nil
Statutory Reference:	City of Stirling Keeping and Control of Cats Local Law 1999, Part 5 Div 1 cl5.1
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Animal Management Officer (CSPO08) • Business Support Officer (AARO01, CUSO03, CUSO06, RSIM01, RSAD01, RSCO01, CSAO02) • Ranger (RANG01, RANG02, RANG03, RANG06, RANG07, RANG08, RANG09, RANG11, RANG13, RANG17, RANG18, HSTL01, CSPO01, CSPO02, CSPO03, CSPO04, CSPO12) • Coordinator Ranger & Patrol Services (SNRA01) • Service Lead Community Safety Operations (CSPC03) • Team Leader Business Support (CSPC02) • Team Leader Ranger (RANG05, RANG10)
Relevant local law, policy or management practice:	City of Stirling Keeping and Control of Cats Local Law 1999
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

DESTROY CATS

Function to be performed: Destroy a cat if requested to do so by the keeper.

Conditions: Nil

Statutory Reference: City of Stirling Keeping and Control of Cats Local Law 1999, Part 6 cl6.1

s5.42 Delegation to: Chief Executive Officer

s5.44 Delegation to:

- Animal Management Officer (CSPO08)
- Ranger (RANG01, RANG02, RANG03, RANG06, RANG07, RANG08, RANG09, RANG11, RANG13, RANG17, RANG18, HSTL01, CSPO01, CSPO02, CSPO03, CSPO04, CSPO12)
- Coordinator Ranger & Patrol Services (SNRA01)
- Service Lead Community Safety Operations (CSPC03)
- Team Leader Ranger (RANG05, RANG10)

Relevant local law, policy or management practice: City of Stirling Keeping and Control of Cats Local Law 1999

Initial Council Adoption: 11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

6.7.5 CITY OF STIRLING THOROUGHFARES AND PUBLIC PLACES LOCAL LAW 2009

LOCAL GOVERNMENT FUNCTIONS

Function to be performed:	Perform the functions of the 'City' under the City of Stirling Thoroughfares and Public Places Local Law 2009 cl 5.5 and 6.2
Conditions:	Nil
Statutory Reference:	City of Stirling Thoroughfares and Public Places Local Law 2009, cl 5.5 and 6.2
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Director Planning and Development (EXCD01) • Manager Development Services (PBSA01) • Manager City Future (MPSA01) • Service Lead Built Environment and Health (BISU01) • Coordinator Verge Control and Swimming Pools (ECSE01)
Relevant local law, policy or management practice:	City of Stirling Thoroughfares and Public Places Local Law 2009
Initial Council Adoption:	11 October 2011 - 'Delegation of Local Government Functions Under Various Local Laws and Related Legislation' (Resolution 1011/006)

SERVE NOTICES

Function to be performed:	Give a notice in writing to the owner or occupier of land requiring the person to do, within the time specified, anything specified in the notice this is prescribed in the City of Stirling Thoroughfares and Public Places Local Law 2009.
Conditions:	Nil
Statutory Reference:	City of Stirling Thoroughfares and Public Places Local Law 2009, cl2.5(2), 2.10, 8.1-4
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Coordinator Verge Control and Swimming Pools (ECSE01) • Director Planning and Development (EXCD01) • Manager Development Services (PBSA01) • Senior Verge and Pool Officer (COMO06) • Service Lead Built Environment and Health (BISU01) • Verge Control Officer (COMO05, EOFO01, EWTD46)
Relevant local law, policy or management practice:	City of Stirling Thoroughfares and Public Places Local Law 2009
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

ERECT SIGNS

Function to be performed:	Erect a sign on a public place specifying any conditions of use which apply to that place.
Conditions:	Nil
Statutory Reference:	City of Stirling Thoroughfares and Public Places Local Law 2009, cl2.16
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	Manager Engineering Services (MEDS01)
Relevant local law, policy or management practice:	City of Stirling Thoroughfares and Public Places Local Law 2009
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

COMMUNITY EVENT ADVERTISING SIGNS

Function to be performed:	Issue a permit to a charitable organisation to place, on a thoroughfare or verge, an advertising sign to draw attention to a community event held by that organisation.
Conditions:	Nil
Statutory Reference:	City of Stirling Thoroughfares and Public Places Local Law 2009, cl3.4
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Business Support Officer (AARO01, CUSO03, CUSO06, RSIM01, RSAD01, RSCO01, CSAO02) • Coordinator Engagement and Business Support (SSAD01) • Events Coordinator (LJSS01) • Service Lead Arts and Events (LERO01) • Team Leader Business Support (CSPC02) • Team Leader Ranger (RANG05, RANG10)
Relevant local law, policy or management practice:	City of Stirling Thoroughfares and Public Places Local Law 2009
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

ADVERTISING SIGNS

Function to be performed:	Issue a permit to a person to post a bill, paint, place or affix any advertisement on a bus seat or bus shelter.
Conditions:	Nil
Statutory Reference:	City of Stirling Thoroughfares and Public Places Local Law 2009, cl3.5(1)
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	Manager Engineering Services (MEDS01)
Relevant local law, policy or management practice:	City of Stirling Thoroughfares and Public Places Local Law 2009
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

ILLUMINATED STREET SIGNS

Function to be performed:	Issue a permit to a person to erect an illuminated street sign on a thoroughfare or verge.
Conditions:	Nil
Statutory Reference:	City of Stirling Thoroughfares and Public Places Local Law 2009, cl3.8
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	Manager Engineering Services (MEDS01)
Relevant local law, policy or management practice:	City of Stirling Thoroughfares and Public Places Local Law 2009
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

PERMITS FOR ANIMALS OR VEHICLES TO BE LEFT ON PROPERTY

Function to be performed:	Issue a permit for an animal or vehicle to be left on City property.
Conditions:	Nil
Statutory Reference:	City of Stirling Thoroughfares and Public Places Local Law 2009, cl4.1
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Service Lead Community Safety Operations (CSPC03) • Team Leader Ranger (RANG05, RANG10)
Relevant local law, policy or management practice:	City of Stirling Thoroughfares and Public Places Local Law 2009
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

ABANDONED SHOPPING TROLLEYS

Function to be performed:	Advise (verbally or in writing) a retailer whose name is marked on the trolley of the location of the shopping trolley if found in a public place or on City property, other than an area set aside for the storage or shopping trolleys.
Conditions:	Nil
Statutory Reference:	City of Stirling Thoroughfares and Public Places Local Law 2009, cl4.7
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Business Support Officer (AARO01, CUSO03, CUSO06, RSIM01, RSAD01, RSCO01, CSAO02) • Ranger (RANG01, RANG02, RANG03, RANG06, RANG07, RANG08, RANG09, RANG11, RANG13, RANG17, RANG18, HSTL01, CSPO01, CSPO02, CSPO03, CSPO04, CSPO12) • Team Leader Business Support (CSPC02) • Team Leader Ranger (RANG05, RANG10)
Relevant local law, policy or management practice:	City of Stirling Thoroughfares and Public Places Local Law 2009
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

VARY STREET ENTERTAINER PERMITS

Function to be performed: Vary the permitted area and/or time shown on a permit.

Conditions: Nil

Statutory Reference: City of Stirling Thoroughfares and Public Places Local Law 2009, cl5.9

s5.42 Delegation to: Chief Executive Officer

s5.44 Delegation to:

- Business Support Officer (AARO01, CUSO03, CUSO06, RSIM01, RSAD01, RSCO01, CSAO02)
- Coordinator Engagement and Business Support (SSAD01)
- Events Coordinator (LJSS01)
- Service Lead Arts and Events (LERO01)
- Team Leader Business Support (CSPC02)
- Team Leader Ranger (RANG05, RANG10)

Relevant local law, policy or management practice: City of Stirling Thoroughfares and Public Places Local Law 2009

Initial Council Adoption: 11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

CANCEL STREET ENTERTAINER PERMITS

Function to be performed:	Cancel a permit if the volume of sound caused by the permit holder affects the enjoyment, convenience or comfort of other persons in a public place or the performance constitutes a nuisance.
Conditions:	Nil
Statutory Reference:	City of Stirling Thoroughfares and Public Places Local Law 2009, cl5.11
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Community Patrol Officer (SEPO01, SEPO03, SEPO04, SEPO05, SEPO07, SEPO10, SEPO11, SEPO14, SEPO16, SEPO17, SEPO21, SEPO22, SEPO24, SEPO26, SEPO27, SEPO28, SEPO29, SEPO30) • Events Coordinator (LJSS01) • Senior Community Patrol Officer (SEPO02, SEPO06, SEPO08, SEPO09) • Service Lead Arts and Events (LERO01) • Service Lead Community Safety Operations (CSPC03) • Team Leader Community Patrols (SEPO12) • Team Leader Ranger (RANG05, RANG10)
Relevant local law, policy or management practice:	City of Stirling Thoroughfares and Public Places Local Law 2009
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

APPLICATION FORMS

Function to be performed:	Determine the form of the application for a permit.
Conditions:	Nil
Statutory Reference:	City of Stirling Thoroughfares and Public Places Local Law 2009, cl6.1
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Business Support Officer (BSOD01) • Business Support Officer (AARO01, CUSO03, CUSO06, RSIM01, RSAD01, RSCO01, CSAO02) • Coordinator Engagement and Business Support (SSAD01) • Coordinator Verge Control and Swimming Pools (ECSE01) • Events Coordinator (LJSS01) • Service Lead Built Environment and Health (BISU01) • Service Lead Arts and Events (LERO01) • Team Leader Business Support (CSPC02) • Team Leader Ranger (RANG05, RANG10)
Relevant local law, policy or management practice:	City of Stirling Thoroughfares and Public Places Local Law 2009
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

APPROVE OR REFUSE PERMITS

Function to be performed: Approve or refuse a permit.

Conditions: Nil

Statutory Reference: City of Stirling Thoroughfares and Public Places Local Law 2009, cl6.2

s5.42 Delegation to: Chief Executive Officer

s5.44 Delegation to:

- Business Support Officer (AARO01, CUSO03, CUSO06, RSIM01, RSAD01, RSCO01, CSAO02)
- Coordinator Engagement and Business Support (SSAD01)
- Coordinator Verge Control and Swimming Pools (ECSE01)
- Events Coordinator (LJSS01)
- Service Lead Built Environment and Health (BISU01)
- Service Lead Community Safety Operations (CSPC03)
- Service Lead Arts and Events (LERO01)
- Team Leader Business Support (CPSC02)
- Team Leader Ranger (RANG05, RANG10)

Relevant local law, policy or management practice: City of Stirling Thoroughfares and Public Places Local Law 2009

Initial Council Adoption: 11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

RENEW PERMITS

Function to be performed:	Approve an application to renew a permit where the application is received prior to the expiry of the permit.
Conditions:	Nil
Statutory Reference:	City of Stirling Thoroughfares and Public Places Local Law 2009, cl6.8
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Administration Officer – Verge and Pools (EHSE02) • Business Support Officer (BSOD01) • Business Support Officer (AARO01, CUSO03, CUSO06, RSIM01, RSAD01, RSCO01, CSAO02) • Coordinator Verge Control and Swimming Pools (ECSE01) • Events Coordinator (LJSS01) • Service Lead Built Environment and Health (BISU01) • Service Lead Community Safety Operations (CSPC03) • Service Lead Arts and Events (LERO01) • Team Leader Business Support (CSPC02) • Team Leader Ranger (RANG05, RANG10)
Relevant local law, policy or management practice:	City of Stirling Thoroughfares and Public Places Local Law 2009
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

CANCEL PERMITS

Function to be performed:	Cancel a permit where the permit holder has not complied with a condition of the permit or a provision of any written law which may relate to the activity regulated by the permit.
Conditions:	Nil
Statutory Reference:	City of Stirling Thoroughfares and Public Places Local Law 2009, cl6.11
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Business Support Officer (AARO01, CUSO03, CUSO06, RSIM01, RSAD01, RSCO01, CSAO02) • Community Patrol Officer (SEPO01, SEPO03, SEPO04, SEPO05, SEPO07, SEPO10, SEPO11, SEPO14, SEPO16, SEPO17, SEPO21, SEPO22, SEPO24, SEPO26, SEPO27, SEPO28, SEPO29, SEPO30) • Coordinator Verge Control and Swimming Pools (EHSE01) • Events Coordinator (LJSS01) • Senior Community Patrol Officer (SEPO02, SEPO06, SEPO08, SEPO09) • Service Lead Arts and Events (LERO01) • Service Lead Built Environment and Health (BISU01) • Service Lead Community Safety Operations (CSPC03) • Team Leader Business Support (CSPC02) • Team Leader Community Patrols (SEPO12) • Team Leader Ranger (RANG05, RANG10)
Relevant local law, policy or management practice:	City of Stirling Thoroughfares and Public Places Local Law 2009
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

SPRINKLER ALTERATIONS

Function to be performed:	Serve a notice to the owner or occupier to move or alter the direction of the sprinkler or other watering equipment where it causes or may cause an inconvenience or obstruction to any person using a thoroughfare.
Conditions:	Nil
Statutory Reference:	City of Stirling Thoroughfares and Public Places Local Law 2009, cl8.1
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Community Patrol Officer (SEPO01, SEPO03, SEPO04, SEPO05, SEPO07, SEPO10, SEPO11, SEPO14, SEPO16, SEPO17, SEPO21, SEPO22, SEPO24, SEPO26, SEPO27, SEPO28, SEPO29, SEPO30) • Ranger (RANG01, RANG02, RANG03, RANG06, RANG07, RANG08, RANG09, RANG11, RANG13, RANG17, RANG18, HSTL01, CSPO01, CSPO02, CSPO03, CSPO04, CSPO12) • Senior Community Patrol Officer (SEPO02, SEPO06, SEPO08, SEPO09) • Team Leader Community Patrols (SEPO12) • Team Leader Ranger (RANG05, RANG10)
Relevant local law, policy or management practice:	City of Stirling Thoroughfares and Public Places Local Law 2009
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

HAZARDOUS PLANTS

Function to be performed:	Serve a notice to the owner or occupier of the land abutting the garden to remove, cut, move or otherwise deal with a plant where it creates or may create a hazard for any person using a thoroughfare.
Conditions:	Nil
Statutory Reference:	City of Stirling Thoroughfares and Public Places Local Law 2009, cl8.2
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Coordinator Verge Control and Swimming Pools (ECSE01) • Senior Verge and Pool Officer (COMO06) • Service Lead Built Environment and Health (BISU01) • Verge Control Officer (COMO05, EOFO01, EWTD46)
Relevant local law, policy or management practice:	City of Stirling Thoroughfares and Public Places Local Law 2009
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

UNLAWFUL OBSTRUCTIONS

Function to be performed:	Serve a notice to the owner, occupier or other person who may be responsible to remove the thing which has been placed or remains on a thoroughfare in contravention of the City of Stirling Thoroughfares and Public Places Local Law 2009.
Conditions:	Nil
Statutory Reference:	City of Stirling Thoroughfares and Public Places Local Law 2009, cl8.4
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Community Patrol Officer (SEPO01, SEPO03, SEPO04, SEPO05, SEPO07, SEPO10, SEPO11, SEPO14, SEPO16, SEPO17, SEPO21, SEPO22, SEPO24, SEPO26, SEPO27, SEPO28, SEPO29, SEPO30) • Coordinator Verge Control and Swimming Pools (ECSE01) • Ranger (RANG01, RANG02, RANG03, RANG06, RANG07, RANG08, RANG09, RANG11, RANG13, RANG17, RANG18, HSTL01, CSPO01, CSPO02, CSPO03, CSPO04, CSPO12) • Senior Community Patrol Officer (SEPO02, SEPO06, SEPO08, SEPO09) • Senior Verge and Pool Officer (COMO06) • Service Lead Community Safety Operations (CSPC03) • Team Leader Community Patrols (SEPO12) • Team Leader Ranger (RANG05, RANG10) • Verge Control Officer (COMO05, EOFO01, EWTD46)
Relevant local law, policy or management practice:	City of Stirling Thoroughfares and Public Places Local Law 2009
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

NON-COMPLIANCE WITH NOTICES

Function to be performed:	If a person fails to comply with a notice issued under the City of Stirling Thoroughfares and Public Places Local Law 2009, do the thing specified in the notice and recover from that person, as a debt, the costs incurred in doing so.
Conditions:	Nil
Statutory Reference:	City of Stirling Thoroughfares and Public Places Local Law 2009, cl9.2
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	• Coordinator Verge Control and Swimming Pools (ECSE01) • Director Planning and Development (EXCD01) • Manager Development Services (PBSA01) • Service Lead Built Environment and Health (BISU01)
Relevant local law, policy or management practice:	City of Stirling Thoroughfares and Public Places Local Law 2009
Initial Council Adoption:	11 October 2011 – ‘Delegation of Local Government Functions under Various Local Laws and Related Legislation’ (Resolution 1011/006)

ENTRY IN AN EMERGENCY

Function to be performed: In an emergency, lawfully enter any land, premises or thing immediately and without notice and perform any function appropriate to deal with the emergency.

Conditions: Nil

Statutory Reference: *Local Government Act 1995, s3.34*

s5.42 Delegation to: Chief Executive Officer

s5.44 Delegation to:

- Coordinator Environmental Health (EHSN03)
- Director Planning and Development (EXCD01)
- Manager City Future (MPSA01)
- Manager Community Safety (RSAA01)
- Manager Development Services (PBSA01)
- Manager Facilities, Projects and Assets (MCBO01)
- Manager Parks and Environment (MAPR01)
- Service Lead Built Environment and Health (BISU01)

Relevant local law, policy or management practice: Nil

Initial Council Adoption: 22 September 2009 – ‘Annual Review of Delegations from Council to the Chief Executive Officer 2008/2009’ (Resolution 0909/068)

TENDERS, EXPRESSIONS OF INTEREST AND OTHER PROCUREMENT PROCESSES

Function to be performed: Authority to undertake a procurement process

- Determine in writing the criteria and weightings for evaluating a response to a procurement process
- Call for expressions of interest.
- Invite tender.
- Engage with prequalified suppliers under the WALGA Preferred Supplier Program or State Government Common Use Agreement (CUA)
- Engaging with suppliers registered with the Australian Minority Supplier Office Limited (trading as Supply Nation) or as Australian Disability Enterprise
- Assess responses by means of a written evaluation of the extent to which each respondent satisfies the criteria.
- Recommend which respondent would be most advantageous to accept.

Conditions:

- Part 4, Division 2 of the *Local Government (Functions and General) Regulations 1996* must be followed.

Statutory Reference:

Local Government Act 1995, s3.57
Local Government (Functions and General) Regulations 1996, Part 4, Division 2

s5.42 Delegation to:

Chief Executive Officer

Conditions on all s5.44 on-delegates:

1. Prior to exercising this delegation, all on-delegates must complete procurement training provided by the City and sign a declaration of understanding of the City's Procurement Policy.
2. All on-delegates must sign a declaration as part of their annual return requirements to reaffirm their understanding of the City's Procurement Policy.

s5.44 Delegation to:

- Director Community Development (EMCS01)
- Director Corporate Services (DCRM01)
- Director Infrastructure (EXWK01)
- Director Planning and Development (EXCD01)

Definitions

Procurement Process

Procurement process includes publicly invited tenders and any procurement process exempt from the requirement to undertake a publicly invited tenders under Part 4, Division 2 of the *Local Government (Functions and General) Regulations 1996*.

Relevant local law, policy or management practice: Procurement Policy

Initial Council Adoption: 29 June 2021 – ‘Annual Review of Delegations from Council to the Chief Executive Officer 2020/21 (Resolution 0621/050)

DISPOSAL OF CITY PROPERTY

Function to be performed:	Dispose of property* (except land): - Under \$20,000 – in accordance with methods provided in the Disposal of Assets Under \$20,000 Management Practice. - Over \$20,000 – in accordance with s3.58 of the <i>Local Government Act 1995</i>. *property includes the whole or any part of the interest of a local government in property, but does not include money.
Conditions:	Nil
Statutory Reference:	<i>Local Government Act 1995</i>, s3.58 <i>Local Government (Functions and General) Regulations 1996</i>, r30(3)
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	Category A Authority to dispose of property under \$20,000 in accordance with methods provided in the Disposal of Assets Under \$20,000 Management Practice. - Service Lead Fleet (SLWF01) (fleet vehicles and items of plant) - Manager Finance (MASF01) (general items) - Senior Supply Officer (ASPS01) (general items and scrap) Category B Authority to dispose of fleet vehicles and items of plant over \$20,000 at public auction in accordance with s3.58 of the <i>Local Government Act 1995</i>. - Manager Waste and Fleet (WMOP01) - Service Lead Fleet (SLWF01) Category C Authority to dispose of fleet vehicles and items of plant in accordance with the methods provided in the Disposal of Assets Under \$20,000 Management Practice, where it has become an exempt disposition as prescribed in r30(2a) of the <i>Local Government (Functions and General) Regulations 1996</i>. - Manager Waste and Fleet (WMOP01)
Relevant local law, policy or management practice:	Disposal of Assets Under \$20,000 Management Practice
Initial Council Adoption:	22 September 2009 – ‘Annual Review of Delegations from Council to the Chief Executive Officer 2008/2009’ (Resolution 0909/068)

EXISTING LEASES AND LICENSES

Function to be performed: Variation, extension by agreement, renewal from exercise of option or assignment of an existing lease or licence.

- Conditions:**
- For any proposal to extend the term of a Lease or Licence by agreement, Elected Members to be notified one month prior to the exercise of this delegation. This provides Elected Members with the opportunity to request further information or request for the item to be tabled at Committee and Council.
 - Proposed variation, extension by agreement, renewal from exercise of option or assignment must be for the same or similar permitted use under the as the existing Lease or Licence.
 - Compliance with Section 3.58 of the *Local Government Act 1995*,
 - In the event an objecting submission is received in response to the Notice advertised in accordance with Section 3.58 then this delegation does not apply. The proposal is to be presented to Council for consideration.
 - Any Rent and/or Licence fees payable under a Lease or Licence by a commercial entity are to be set at not less than 10% below that of the valuation figure as determined by a licensed valuer.
 - Any extension by agreement of a Lease or Licence is restricted to a maximum period of 10 years including options.

Statutory Reference: *Local Government Act 1995*, s3.58

s5.42 Delegation to: Chief Executive Officer

s5.44 Delegation to: Nil

Relevant local law, policy or management practice: Nil

Initial Council Adoption: 29 June 2021 – ‘Annual Review of Delegations from Council to the Chief Executive Officer 2020/21’ (Resolution 0621/050)

LEASES (ADMINISTRATION CENTRE, LOT 799, HOUSE NUMBER 25, CEDRIC STREET, STIRLING)

Function to be performed: Enter into any new lease, variation, extension or assignment of lease or licence in respect of the second floor of the Administration Centre, Lot 799, House Number 25, Cedric Street, Stirling.

Conditions:

- Compliance with Section 3.58 of the *Local Government Act 1995*
- In the event an objecting submission is received in response to the Notice advertised in accordance with section 3.58 this delegation does not apply and the proposal is to be presented to Council for consideration.
- Any Rent or Licence Fees payable are to be set at no less than 10% below that of the valuation figure as determined by a licensed valuer.

Statutory Reference: *Local Government Act 1995*, s3.58(3)

s5.42 Delegation to: Chief Executive Officer

s5.44 Delegation to: Nil

Relevant local law, policy or management practice: Nil

Initial Council Adoption: 6 December 2016 – ‘New Lease – Second Floor, Administration Centre, Lot 799, House Number 25, Cedric Street, Stirling to Commonwealth Bank of Australia Trading as Bankwest’ (Resolution 1216/028)

LEASES (LOT 310, HOUSE NUMBER 22, CHESTERFIELD ROAD, MIRRABOOKA)

Function to be performed:	Granting of new leases, termination of existing leases, extension of leases, consenting to assignments of leases and variation of existing lease terms for all the commercial suites located at Lot 310, House Number 22, Chesterfield Road, Mirrabooka.
Conditions:	• Compliance with Section 3.58 of the <i>Local Government Act 1995</i>; • In the event an objecting submission is received in response to the Notice advertised in accordance with section 3.58 this delegation does not apply, and the proposal is to be presented to Council for consideration. • The Rent or Licence Fee payable are to be set at no less than 10% of the valuation figure taking into consideration the recommendation of the City's appointed Management Agent for the property.
Statutory Reference:	<i>Local Government Act 1995</i> , s3.58(3)
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	Nil
Relevant local law, policy or management practice:	Nil
Initial Council Adoption:	10 December 2013 – 'Delegation of the Chief Executive Officer for the Exercise of Powers and Discharge of Duties Under the Provisions of the <i>Local Government Act 1995</i> ' (Resolution 1213/008)

LEASES (MOUNT LAWLEY GOLF CLUB INC OVER CROWN RESERVE 18325, LOT 14684, HOUSE NUMBER 49, HOMER STREET, INGLEWOOD)

Function to be performed: Approve any variation or extension of lease between the City and Mount Lawley Golf Club Inc. over the premises at Crown Reserve 18325, 49 Homer Street, Inglewood.

Conditions:

- Consent is required from the Minister for Lands in accordance with *section 18* of the *Land Administration Act 1997* for proposed variation.
- Elected Members to be notified one month prior to the exercise of this delegation for any proposal to extend the term of a lease. This will provide Elected Members with the opportunity to request further information or request for the item to be tabled at Committee and Council.
- Lease variation, extension or assignment must be for the same or similar purpose as the existing lease.
- The rental be set at no less than 10% of the licensed valuation taking into consideration the recommendation of the City's Management Agent; and
- Any extension is for a maximum period of 10 years including options, beyond which a report must be presented to Council

Statutory Reference: *Local Government Act 1995*, s3.58(3)

s5.42 Delegation to: Chief Executive Officer

s5.44 Delegation to: Nil

Relevant local law, policy or management practice: Nil

Initial Council Adoption: 17 August 2021 – 'Variation of lease to Mount Lawley Golf Club Inc over Crown Reserve 18325, Lot 14684, House Number 49, Homer Street, Inglewood (Resolution 0821/040)

RECEIVES, DETERMINE AND PROCESS ENROLMENT ELIGIBILITY

Function to be performed:	• Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [Elections regulation 11(1a)]. • Authority to determine the eligibility of enrolment under section 4.30(1) (a) and (b) and accept or reject the claim accordingly [section 4.32(4)]. • Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14 days before the close of nominations [section 4.32(5A)]. • Authority to make any enquiries necessary in order to make a decision on an eligibility claim [section 4.32(5)]. • Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their families safety at risk [Elections regulation 13(2)]. • Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections regulation 13(4)]. • Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [section 4.34]. • Authority to decide that a person is no longer eligible under section 4.30 to be enrolled on the Owners and Occupiers Electoral Roll [section 4.35(1)] and to give notice [section 4.35(2)] and consider submissions [section 4.35(6)], before making such determination. • Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [section 4.35(5)].
Conditions:	Nil.
Statutory Reference:	<i>Local Government Act 1995, Part 4 Division 8 – Eligibility for enrolment</i> <i>Local Government (Elections) Regulations 1995, regulation 11(1a)</i> <i>Local Government (Elections) Regulations 1995, regulation 13(2)</i> <i>Local Government (Elections) Regulations 1995, regulation 13(4)</i>
s5.44 Delegation to:	Service Lead Rates and Receivables (ASCA01) Manager Governance (MADM01)

	Lead Corporate Governance (SGAD01)
Relevant local law, policy or management practice:	Nil.
Initial Council Adoption:	Not applicable – power is given to the CEO under Part 4 Division 8 of the <i>Local Government Act 1995</i>

APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

Function to be performed: Authority to appoint an Acting Chief Executive Officer.

Conditions:

- The appointment must be for a period not exceeding 20 consecutive working days; all other appointments to the position of Acting Chief Executive Officer must be referred to the Council for determination;
- Only employees classified as Directors (being a 'senior employee'), can be appointed to the position of Acting Chief Executive Officer; and
- The Chief Executive Officer must provide the Elected Members appropriate notice of all appointments to the position of Acting Chief Executive Officer.

Statutory Reference: *Local Government Act 1995, s5.39(1a)(a)*

s5.42 Delegation to: Chief Executive Officer

s5.44 Delegation to: Nil

Relevant local law, policy or management practice: Nil

Initial Council Adoption: 4 September 2007 – 'Delegation of Authority to Appoint an Acting Chief Executive Officer'

RATES EXEMPTION APPLICATION

Function to be performed: To determine the outcome of applications for rates exemption.

Conditions: Where there has been a change of use of the land during a financial year, an exemption can only be approved to take effect from the date of the change of use.

Statutory Reference: *Local Government Act 1995*, s6.26

s5.42 Delegation to: Chief Executive Officer

s5.44 Delegation to:
Service Lead Rates and Receivables (ASCA01)
Rates and Receivables Officer (ASCO04)

Relevant local law, policy or management practice: Nil

Initial Council Adoption: 20 June 2023 – ‘Review of Delegated Authority’

PAYMENTS FROM MUNICIPAL, RESERVE AND TRUST FUNDS

Function to be performed:	Make payments from the City Municipal, Reserve and Trust Funds for purposes duly authorised by the <i>Local Government Act 1995</i> and for which provision has been made in the Council budget.
Conditions:	Nil
Statutory Reference:	<i>Local Government Act 1995</i> , s6.7(2) & 6.9(2) & (3) <i>Local Government (Financial Management) Regulations 1996</i> , r12(1)(a) & 13
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	Make payments from the: ▪ Municipal Fund by two (2) authorised signatories. ▪ Trust Fund by two (2) authorised signatories. ▪ Reserve Fund by two (2) authorised signatories. • Assistant Corporate Accountant (ACAC01) • Director Corporate Services (DCRM01) • Senior Corporate Accountant (SCAC01) • Manager Finance (MASF01) • Revenue Services Team Leader (ASRI01) • Corporate Accountant (ASAM01)
Relevant local law, policy or management practice:	Nil
Initial Council Adoption:	6 August 1996 – ‘Local Government Payments Delegation to Chief Executive Officer’

ENGAGEMENT OF CONSULTANTS

Function to be performed: Engagement of consultants* for services valued at less than \$75,000 (excluding GST).

***consultants** provide expert advice with recommendations as the basis for making a decision or taking a certain course of action.

Contractors deliver a product or result and, are not to be confused with consultants.

Conditions: The engagement of all consultants, including WALGA and DTF contracts, must be in accordance with the Procurement Policy.

Statutory Reference: *Local Government Act 1995, s6.10*
Local Government (Financial Management) Regulations 1996, r11(2)

s5.42 Delegation to: Chief Executive Officer

s5.44 Delegation to: **Category A**

Engagement of consultants valued at:

- Less than **\$50,000** (excluding GST) – no conditions.
- **\$50,000 - \$74,999.99** (excluding GST) - providing the brief/specification has been approved by the Executive Team.

- Director Community Development (EMCS01)
- Director Corporate Services (DCRM01)
- Director Infrastructure (EXWK01)
- Director Planning and Development (EXCD01)

Category B

Engagement of consultants valued at less than **\$50,000** (excluding GST), providing the brief/specification has been approved by the relevant Director or the Chief Executive Officer.

- Internal Auditor (AUDT01)
- Manager City Future (MPSA01)
- Manager Commercial Portfolio (TPLO06)
- Manager Community Safety (RSAA01)
- Manager Community Services (MAHS01)
- Manager Customer and Communications (EMCP01)
- Manager Development Services (PBSA01)
- Manager Engineering Services (MEDS01)
- Manager Facilities, Projects and Assets (MCBO01)
- Manager Finance (MASF01)
- Manager Governance (MADM01)
- Manager Human Resources (HRM01)

- Chief Technology Officer (MAIT01)
- Manager Parks and Environment (MAPR01)
- Manager Recreation and Leisure Services (LECO05)
- Manager Strategy and Performance (WMPO02)
- Manager Waste and Fleet (WMOP01)
-

Relevant local law, policy or management practice:

Procurement Policy

Initial Council Adoption:

17 December 1991

Definitions:

Consultants provide expert advice with recommendations as the basis for making a decision or taking a certain course of action.

For example, a Consultant will:

- Be involved in providing advice and recommendations in a written form.
- Not require the City to give detailed direction on how a project is to be conducted.
- Carry out research projects, attitudinal surveys, feasibility studies and investigations where recommendations are made.
- Provide advice in the development of policy and strategic planning issues.
- Develop and design a benchmarking framework/process and standards; and advise on a future action, e.g. organisational structures, policy development, product development and providing recommendations to consider.

Contractors deliver a product or result.

For example, a Contractor will:

- Facilitate and present training sessions.
- Deliver information technology programs, software development, implementation, analysis and support.
- Conduct market research, architectural and engineering design.
- Provide financial, legal and compliance services on day to day matters.
- Conduct tree audits.
- Be appointed to deliver project management.

PURCHASE ORDERS

Function to be performed: Authority to approve purchase orders.

Conditions: Category A – Unlimited individual value with the authority to approve purchase orders subject to annual budget limitations and legislative compliance.

Category B – G – Values assigned are reviewed annually through the City's Purchasing Patterns report. Business Unit Manager/Director approval is required for any changes.

Statutory Reference: *Local Government Act 1995, s6.10*
Local Government (Financial Management) Regulations 1996, r12(1)(a)

s5.42 Delegation to: Chief Executive Officer

Conditions on all s5.44 on-delegates:

1. Prior to exercising this delegation, all on-delegates must complete procurement training provided by the City and sign a declaration of understanding of the City's Procurement Policy.
2. All on-delegates must sign a declaration as part of their annual return requirements to reaffirm their understanding of the City's Procurement Policy.

s5.44 Delegation to: **Category A**
Authority to approve purchase orders to an **unlimited** individual value subject to annual budget limitations and legislative compliance.

Director Community Development (EMCS01)	Unlimited
Director Corporate Services (DCRM01)	Unlimited
Director Infrastructure (EXWK01)	Unlimited
Director Planning and Development (EXCD01)	Unlimited

Category B

Authority to approve purchase orders to the value of **\$250,000** (excluding GST).

Manager Commercial Portfolio (TPLO06)	\$250,000
Manager Engineering Services (MEDS01)	\$250,000
Manager Facilities, Projects and Assets (MCBO01)	\$250,000
Manager Waste and Fleet (WMOP01)	\$250,000

Manager Parks and Environment (MAPR01)	\$250,000
Service Lead Engineering Construction (ECCE01)	\$250,000
Service Lead Engineering Maintenance (ENLS01)	\$250,000

Category C

Authority to approve purchase orders to the value of **\$100,000** (excluding GST).

Chief Technology Officer (MAIT01)	\$100,000
Manager Community Safety (RSAA01)	\$100,000
Manager Finance (MASF01)	\$100,000
Manager Governance (MADM01)	\$100,000
Manager Human Resources (HRM01)	\$100,000
Manager Recreation and Leisure Services (LECO05)	\$100,000
Manager Strategy and Performance (WMPO02)	\$100,000
Senior Irrigation Officer (PRLH01)	\$100,000
Service Lead Facility Management (SLFM01)	\$100,000
Service Lead Open Space Design and Projects (PKLA01)	\$100,000
Service Lead Parks and Streetscapes (PKRE01)	\$100,000
Service Lead Project Management (EDBA01)	\$100,000
Service Lead Trees and Ecology (ADAS02)	\$100,000
Service Lead Fleet (SLWF01)	\$100,000
Service Lead Waste Operations (WMFS01)	\$100,000
Service Lead Waste Strategy (WMDO01)	\$100,000
Service Lead Urban Greening (POCT01)	\$100,000

Category D

Authority to approve purchase orders to the value of **\$50,000** (excluding GST).

Coordinator Arboriculture (PKCA01)	\$50,000
Coordinator Conservation and Wildlife (PKEN01)	\$50,000
Coordinator Strategic Projects (CSPC01)	\$50,000
Coordinator Fleet Services (TATO01)	\$50,000
Coordinator Waste Services (TCDS01)	\$50,000
Engineer Construction (ENCC01, ENPJ01)	\$50,000
Coordinator Drainage and Lighting Maintenance (ENOE01)	\$50,000
Manager City Future (MPSA01)	\$50,000
Manager Community Services (MAHS01)	\$50,000
Manager Customer and Communications (EMCP01)	\$50,000
Coordinator Parks Program (PKSC01)	\$50,000
Coordinator Parks & Streetscape Technical Program (PKTO03)	\$50,000
Service Lead Recreation Facilities (COCA01)	\$50,000
Service Lead Strategy and Performance (SLSP01)	\$50,000
Service Lead Sustainability and Partnerships (TPPR05)	\$50,000
Team Lead Supply Officer (ASPS01)	\$50,000
Coordinator Streetscape Horticulture Program (SUHS01)	\$50,000
Service Lead Arts and Events (LERO01)	\$50,000
Service Lead Project Management Office & Business Systems (PSCO01)	\$50,000

Service Lead Technology Services (ATCO01)	\$50,000
Service Lead Data and Information Management (ADAD01)	\$50,000

Category E

Authority to approve purchase orders to the value of **\$25,000** (excluding GST).

Business Support Officer (MKBS01)	\$25,000
Coordinator Building Projects (CBCO01)	\$25,000
Coordinator Engagement and Business Support (SSAD01)	\$25,000
Coordinator Facility Maintenance (CBFM01)	\$25,000
Coordinator Strategic Sourcing and Contracts (ASPP04)	\$25,000
Service Lead Property Services (TPLO01)	\$25,000
Engineer Construction (ECAE01, ENCO01)	\$25,000
Engineer Preventative Maintenance (ECAE03)	\$25,000
Engineer Reactive Maintenance (ECAE02)	\$25,000
Executive Assistant Director Community Development (LBCO01)	\$25,000
Facility Maintenance Supervisor (CBFS01)	\$25,000
Marketing Coordinator (COMC02)	\$25,000
Manager Development Services (PBSA01)	\$25,000
Policy Officer (COPR03)	\$25,000
Service Lead Active Communities (LHGM01)	\$25,000
Service Lead Community Safety Operations (CSPC03)	\$25,000
Service Lead Council and Civic (ADSA01)	\$25,000
Service Lead – HR Operations (SLHR01)	\$25,000
Service Lead HR Services (ASEP01)	\$25,000

Service Lead Libraries and Community History (SLLL01)	\$25,000
Service Lead Work Health and Safety (OHSC02)	\$25,000
Team Leader Administration (BACA01)	\$25,000
Turf Technician (PGCC01)	\$25,000
Workshop Supervisor (TASU02)	\$25,000
Events Coordinator (LJSS01)	\$25,000
Arts Coordinator (TLAA01)	\$25,000
Service Desk Lead (ITSC01)	\$25,000
Service Lead Customer Service (SCUS01)	\$25,000
Economic and Tourism Development Specialist (UDED02)	\$25,000
Coordinator City Future Projects (CSTP02)	\$25,000
Coordinator Scheme Policies and Heritage (CSTP01)	\$25,000

Category F

Authority to approve purchase orders to the value of **\$10,000** (excluding GST).

Civic Events Coordinator (CCCO01)	\$10,000
Coordinator Environmental Health (EHSN03)	\$10,000
Head of Community Engagement (CEOF02)	\$10,000
Project Officer (LECO03)	\$10,000
Senior Project Officer (WMSP19)	\$10,000
Senior Community Engagement Officer (CEOF01)	\$10,000
Senior Water Management Officer (EDPO01)	\$10,000
Service Lead Built Environment and Health (BISU01)	\$10,000
Service Lead Community Partnership (DCDC01)	\$10,000

Service Lead Community Planning and Projects (LHSC01)	\$10,000
Service Lead Community Services (HSHC01)	\$10,000
Service Lead Planning (TPPR10)	\$10,000
Supervisor Tree Services (PPGL01)	\$10,000
Team Leader Business Support (CSPC02)	\$10,000
Arts Officer – Public Art (LBSC02)	\$10,000
Grants & Funding Officer (ASEX06)	\$10,000
Events Officer – City Events (PIPO03)	\$10,000
Team Leader Customer Experience (ENCU01)	\$10,000
Team Leader Customer Experience (WPOP01)	\$10,000
Civic Events Officer (CEVO01)	\$10,000

Category G

Authority to approve purchase orders to the value of **\$5,000** (excluding GST).

Administration Support Officer (ASOL01)	\$5,000
Business Support Coordinator (EWDC01)	\$5,000
Business Support Officer (CSCO01)	\$5,000
Team Leader Strengthening Communities (ANCS02)	\$5,000
Coordinator Information Management (REMA01)	\$5,000
Executive Assistant to the CEO (CEOS01)	\$5,000
Executive Assistant to the Mayor (MAYS01)	\$5,000
Mayoral Liaison Officer (MAYS02)	\$5,000
Food Services Coordinator (FSSC01)	\$5,000
Insurance Officer (ASED02)	\$5,000

Librarian Community Engagement (LBCS01)	\$5,000
Supply Officer (ASPP03)	\$5,000
Risk and Compliance Coordinator (RMHR01)	\$5,000
Team Leader Community Partnerships and Projects (CDOO01)	\$5,000
Team Leader Social Impact and Policy (CDFS01)	\$5,000
Senior Engineering/Licensed Surveyor (SELS01)	\$5,000
Senior Environmental Health Officer (EHSN01, EHO04)	\$5,000
Supply Officer (ASPO01)	\$5,000
Senior Coordinator Naala Djookan Healing Centre (SCHH01)	\$5,000
Team Leader – Beach Services (BSCO01)	\$5,000
Team Leader Customer Experience (PICO01)	\$5,000
Women's Centre Coordinator (WRSR01)	\$5,000
Community Services Coordinator (CHCC01)	\$5,000
Administration Officer (LBCC06)	\$5,000
Assistant Supervisor Trees (PSTD02)	\$5,000
Coordinator City Greening (POCT01)	\$5,000

Relevant local law, policy or management practice: Procurement Policy

Initial Council Adoption: 7 August 1990

WRITE OFF ASSETS

Function to be performed: Authority to write off assets with written down values outside of the capital replacement program.

Conditions:

- Items lost or stolen – **no limit** (per asset)
- Other categories – up to **\$20,000** (per asset)

Statutory Reference: *Local Government Act 1995, s6.10(c)*
Local Government (Financial Management) Regulations 1996, r5(1)(d)(iii)

s5.42 Delegation to: Chief Executive Officer

s5.44 Delegation to: **Category A**

Authority to write off assets with written down values outside of the capital replacement program within the following limits:

- Items lost or stolen – up to **\$20,000** (per asset)
- Other categories – up to **\$20,000** (per asset)

Director Corporate Services (DCRM01)

Category B

Authority to write off assets with written down values outside of the capital replacement program within the following limits:

- Items lost or stolen – up to **\$2,000** (per asset)
- Other categories – up to **\$2,000** (per asset)

Director Community Development (EMCS01)

Director Infrastructure (EXWK01)

Director Planning and Development (EXCD01)

Manager Finance (MASF01)

Relevant local law, policy or management practice: Nil

Initial Council Adoption: 13 December 2005 – 'Annual Review of Delegation Register 2005/2006'

WAIVE OR GRANT CONCESSIONS/WRITE OFF MONEY

- Function to be performed:**
- Waive or grant concessions (except for rates and service charges); and
 - Write off money – \$10,000 per transaction to an annual limit of \$150,000.

Conditions: A report must be submitted to the Community and Resources Committee every twelve months on the exercise of this delegation. Report to contain information prescribed in r26(1)(c) of the *Local Government (Financial Management) Regulations 1996*.

Statutory Reference: *Local Government Act 1995*, s6.12(1)(b) & (c)
Local Government (Financial Management) Regulations 1996, r26(1)(c)

s5.42 Delegation to: Chief Executive Officer

Conditions on all s5.44 on-delegates: On-delegates are only permitted to write off money that relates to their Directorate/Business Unit with the exception of Manager Finance.

s5.44 Delegation to: **Category A**

Authority to:

- Waive or grant concessions (except rates and service charges); and
- Write off money (except rates and service charges) – **\$6,700** per transaction to an annual limit of **\$59,000**.

Director Community Development (EMCS01)

Category B

Authority to:

- Waive or grant concessions (except rates and service charges); and
- Write off money (except rates and service charges) - \$2,000 per transaction to an annual limit of **\$20,000**.

Director Corporate Services (DCRM01)

Director Infrastructure (EXWK01)

Director Planning and Development (EXCD01)

Category C

Authority to:

- Waive or grant concessions (except rates and service charges); and

- Write off money (except rates and service charges) – \$800 per transaction to an annual limit of **\$8,000**.

Manager Finance (MASF01)

Manager Recreation and Leisure Services (LECO05)

Manager Community Safety (RSAA01)

Relevant local law, policy or management practice:

Nil

Initial Council Adoption:

5 September 2006 – 'Delegated Authority to Write Off Debts'

AUTHORISED OFFICERS

Function to be performed:	To appoint persons or classes of persons to be authorised for the purposes of performing particular functions.
Conditions:	Nil
Statutory Reference:	<i>Local Government Act 1995, s9.10(2)</i>
s5.44 Delegation to:	Director Community Development (EMCS01) Director Planning and Development (EXCD01)
Relevant local law, policy or management practice:	Nil
Initial Council Adoption:	3 July 2007 – ‘Annual Review of Delegations to the Chief Executive Officer 2006/2007 (Absolute Majority Vote Required – Supplementary Report)’

RECEIVE PAYMENTS

Function to be performed:	Receive payments of infringement notices under the <i>Local Government Act 1995</i> .
Conditions:	Nil
Statutory Reference:	<i>Local Government Act 1995</i> , s9.17
s5.42 Delegation to:	Not applicable
s5.44 Delegation to:	Administration Officer – Environmental Health (BISE01, AOEH01) Business Support Officer (BSOD01) Customer Experience Officer (, CUSO12, CUSO15) Senior Customer Experience Officer – Digital (CUSO10, CUSC04) Team Leader Customer Experience (ENCU01, WPOP01)
Relevant local law, policy or management practice:	Nil
Initial Council Adoption:	Not applicable – power is given to the CEO by section 9.17 of the <i>Local Government Act 1995</i>

EXTEND PAYMENT PERIODS

Function to be performed: Extend the period of 28 days within which the modified penalty may be paid. The extension may be allowed whether or not the period of 28 days has elapsed.

Conditions: Nil

Statutory Reference: *Local Government Act 1995*, s9.19

s5.42 Delegation to: Not applicable

s5.44 Delegation to:

- Administration Officer – Environmental Health (BISE01, AOEH01)
- Business Support Officer (AARO01, CUSO03, CUSO06, RSIM01, RSAD01, RSCO01, CSAO02)
- Business Support Officer (BSOD01)
- Coordinator Engagement and Business Support (SSAD01)
- Coordinator Environmental Health (EHSN03)
- Coordinator Verge Control and Swimming Pools (ECSE01)
- Director Planning and Development (EXCD01)
- Manager Community Safety (RSAA01)
- Manager Development Services (PBSA01)
- Service Lead Built Environment and Health (BISU01)
- Service Lead Community Safety Operations (CSPC03)
- Team Leader Business Support (CSPC02)

Relevant local law, policy or management practice: Nil

Initial Council Adoption: Not applicable – power is given to the CEO by section 9.19 of the *Local Government Act 1995*

WITHDRAW INFRINGEMENT NOTICES

Function to be performed: Within one year after the notice was given, whether or not the modified penalty has been paid, withdraw an infringement notice.

Conditions: Nil

Statutory Reference: *Local Government Act 1995, s9.20*

s5.42 Delegation to: Not applicable

s5.44 Delegation to:

- Business Support Officer (AARO01, CUSO03, CUSO06, RSIM01, RSAD01, RSCO01, CSAO02)
- Business Support Officer (BSOD01)
- Coordinator Engagement and Business Support (SSAD01)
- Coordinator Environmental Health (EHSN03)
- Coordinator Verge Control and Swimming Pools (ECSE01)
- Director Planning and Development (EXCD01)
- Manager Community Safety (RSAA01)
- Manager Development Services (PBSA01)
- Service Lead Built Environment and Health (BISU01)
- Service Lead Community Safety Operations (CSPC03)
- Team Leader Business Support (CSPC02)

Relevant local law, policy or management practice: Nil

Initial Council Adoption: Not applicable – power is given to the CEO by section 9.20 of the *Local Government Act 1995*

AFFIXING OF COMMON SEAL

Function to be performed:	Authorise the affixing of the Common Seal of the City to any document that needs the City's Common Seal to be legally effective.
Conditions:	The document must not be inconsistent with a Council policy or resolution.
Statutory Reference:	<i>Local Government Act 1995</i> , s9.49A(2) & (3) (Execution of Documents)
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	Nil
Relevant local law, policy or management practice:	Documents Requiring the Common Seal to be Affixed
Initial Council Adoption:	6 April 2010 - 'Amendments to Local Government Act 1995 – Delegations of Authority and Authorisation' (Resolution 0410/035)

NEW CONTRACTS

Function to be performed: Accepting a Procurement Process with a value below \$500,000 (excluding GST).
Negotiating terms of all written contracts and agreements below a total contract value of \$500,000 (excluding GST).
Entering and signing all written contracts and agreements below a total contract value of \$500,000 (excluding GST).

Exemptions: The purchase is to be obtained from expenditure authorised in an emergency (Regulation 11(2)(a));

Conditions: The delegation is subject to the following conditions:

1. Prior to exercising this delegation, all on-delegates must complete procurement training provided by the City and sign a declaration of understanding of the City's Procurement Policy.
2. If required by legislation, on-delegates must sign a declaration as part of their annual return requirements to reaffirm their understanding of the City's Procurement Policy.
3. The contract or agreement is a procurement contract or agreement for the supply of goods or services only.
4. The contract or agreement must be on the City of Stirling's standard Terms, an Australian Standard Contract, a City of Stirling bespoke contract, or a Risk Assessment of the contract has been completed and the risk has been deemed acceptable to the City.

Statutory Reference: *Local Government Act 1995*, s9.49A, s9.49B
Local Government (Functions and General) Regulations 1996, r21(A)
Local Government (Financial Management) Regulations 1996

s5.42 Delegation to: Chief Executive Officer

s5.44 Delegation to: The following positions as per the delegation limits assigned to the position in the purchase order delegation.

Category A

Accepting a Procurement Process with a value of below **\$500,000** (excluding GST)

Negotiating terms of all written contracts and agreements below a total contract value of \$500,000 (excluding GST)

Entering and signing all written contracts and agreements below a contract value of \$500,000 (excluding GST)

- Director Community Development (EMCS01)
- Director Corporate Services (DCRM01)
- Director Infrastructure (EXWK01)
- Director Planning and Development (EXCD01)

Category B

Accepting a Procurement Process with a value of **\$250,000** (excluding GST).

Negotiating terms of all written contracts and agreements to a Total Contract Value of \$250,000 (excluding GST).

Entering and signing all written contracts and agreements to a Total Contract Value of \$250,000 (excluding GST).

- Manager Commercial Portfolio (TPLO06)
- Manager Engineering Services (MEDS01)
- Manager Facilities, Projects and Assets (MCBO01)
- Manager Parks and Environment (MAPR01)
- Manager Waste and Fleet (WMOP01)
- Service Lead Engineering Construction (ECCE01)
- Service Lead Engineering Maintenance (ENLS01)

Category C

Accepting a Procurement Process with a value of **\$100,000** (excluding GST).

Negotiating terms of all written contracts and agreements to a Total Contract Value of \$100,000 (excluding GST).

Entering and signing all written contracts and agreements to a Total Contract Value of \$100,000 (excluding GST).

- Chief Technology Officer (MAIT01)
- Manager Community Safety (RSAA01)
- Manager Finance (MASF01)
- Manager Governance (MADM01)
- Manager Human Resources (HRM01)
- Manager Recreation and Leisure Services (LECO05)
- Manager Strategy and Performance (WMAO02)
- Service Lead Facility Management (SLFM01)
- Service Lead Open Space Design and Projects (PKLA01)
- Service Lead Parks and Streetscapes (PKRE01)
- Service Lead Project Management (EDBA01)
- Service Lead Trees and Ecology (ADAS02)
- Service Lead Fleet (SLWF01)
- Service Lead Waste Operations (WMFS01)
- Service Lead Waste Strategy (WMDO01)
- Service Lead Urban Greening (POCT01)
- Senior Irrigation Officer (PRLH01)

Category D

Accepting a Procurement Process with a value of **\$50,000** (excluding GST).

Negotiating terms of all written contracts and agreements to a Total Contract Value of \$50,000 (excluding GST).

Entering and signing all written contracts and agreements to a Total Contract Value of \$50,000 (excluding GST).

- Coordinator Arboriculture (PKCA01)
- Coordinator Conservation and Wildlife (PKEN01)
- Coordinator Fleet Services (TATO01)
- Coordinator Strategic Projects (CSPC01)
- Coordinator Waste Services (TCDS01)
- Engineer Construction (ENCC01, ENPJ01)
- Coordinator Drainage and Lighting Maintenance (ENOE01)
- Manager City Future (MPSA01)
- Manager Community Services (MAHS01)
- Manager Customer and Communications (EMCP01)
- Coordinator Parks Program (PKSC01)
- Coordinator Parks & Streetscape Technical Program (PKTO03)
- Service Lead – Recreation Facilities (COCA01)
- Service Lead Strategy and Performance (SLSP01)
- Service Lead Sustainability and Partnerships (TPPR05)
- Team Lead Supply Officer (ASPS01)
- Coordinator Streetscape Horticulture Program (SUHS01)
- Service Lead Arts and Events (LERO01)
- Service Lead Project Management Office & Business Systems (PSCO01)
- Service Lead Technology Services (ATCO01)
- Service Lead Data and Information Management (ADAD01)

Category E

Accepting a Procurement Process with a value of **\$25,000** (excluding GST).

Negotiating terms of all written contracts and agreements to a Total Contract Value of \$25,000 (excluding GST).

Entering and signing all written contracts and agreements to a Total Contract Value of \$25,000 (excluding GST).

- Coordinator Building Projects (CBCO01)
- Coordinator Facility Maintenance (CBFM01)
- Coordinator Engagement and Business Support (SSAD01)
- Service Lead Property Services (TPLO01)
- Coordinator Strategic Sourcing and Contracts (ASPP04)
- Engineer Construction (ECAE01, ENCO01)
- Engineer Preventative Maintenance (ECAE03)

- Engineer Reactive Maintenance (ECAE02)
- Facility Maintenance Supervisor (CBFS01)
- Marketing Coordinator (COMC02)
- Manager Development Services (PBSA01)
- Policy Officer (COPR03)
- Service Lead Active Communities (LHGM01)
- Service Lead Compliance, Risk and Information Management (ADAD01)
- Service Lead Community Safety Operations (CSPC03)
- Service Lead Council and Civic (ADSA01)
- Service Lead – HR Operations (SLHR01)
- Service Lead Libraries and Community History (SLLL01)
- Service Lead HR Services (ASEP01)
- Service Lead Work Health & Safety (OHSC02)
- Team Leader Administration (BACA01)
- Turf Technician (PGCC01)
- Workshop Supervisor (TASU02)
- Events Coordinator (LJSS01)
- Arts Coordinator (TLAA01)
- Service Desk Lead (ITSC01)
- Service Lead Customer Service (SCUS01)
- Economic and Tourism Development Specialist (UDED02)
- Coordinator City Future Projects (CSTP02)
- Coordinator Scheme Policies and Heritage (CSTP01)
- Business Support Officer (MKBS01)

Category F

Accepting a Procurement Process with a value of **\$10,000** (excluding GST).

Negotiating terms of all written contracts and agreements to a Total Contract Value of \$10,000 (excluding GST).

Entering and signing all written contracts and agreements to a Total Contract Value of \$10,000 (excluding GST).

- Civic Events Coordinator (CCCO01)
- Head of Community Engagement (CEOF02)
- Coordinator Environmental Health (EHSN03)
- Project Officer (LECO03)
- Senior Project Officer (WMSP19)
- Senior Community Engagement Officer (CEOF01)
- Senior Water Management Officer (EDPO01)
- Service Lead Built Environment and Health (BISU01)
- Service Lead Community Partnership (DCDC01)
- Service Lead Community Planning and Projects (LHSC01)
- Service Lead Planning (TPPR10)
- Service Lead Community Services (HSHC01)
- Supervisor Tree Services (PPGL01)

- Team Leader Business Support (CSPC02)
- Arts Officer – Public Art (LBSC02)
- Grants & Funding Officer (ASEX06)
- Events Officer – City Events (PIPO03)
- Team Leader Customer Experience (ENCU01)
- Team Leader Customer Experience (WPOP01)
- Civic Events Officer (CEVO01)

Category G

Accepting a Procurement Process with a value of **\$5,000** (excluding GST).

Negotiating terms of all written contracts and agreements to a Total Contract Value of \$5,000 (excluding GST).

Entering and signing all written contracts and agreements to a Total Contract Value of \$5,000 (excluding GST).

- Administration Support Officer (ASOL01)
- Business Support Coordinator (EWDC01)
- Business Support Officer (CSCO01)
- Team Leader Strengthening Communities (ANCS02)
- Coordinator Information Management (REMA01)
- Executive Assistant to the CEO (CEOS01)
- Executive Assistant to the Mayor (MAYS01)
- Mayoral Liaison Officer (MAYS02)
- Food Services Coordinator (FSSC01)
- Insurance Officer (ASED02)
- Librarian Community Engagement (LBCS01)
- Supply Officer (ASPP03)
- Risk and Compliance Coordinator (RMHR01)
- Senior Coordinator Naala Djookan Healing Centre (SCHH01)
- Senior Engineering/Licensed Surveyor (SELS01)
- Senior Environmental Health Officer (EHSN01, EHOF04)
- Team Leader Social Impact and Policy (CDFS01)
- Supply Officer (ASPO01)
- Team Leader – Beach Services (BSCO01)
- Team Leader Community Partnerships and Projects (CDOO01)
- Team Leader Customer Experience (PICO01)
- Women's Centre Coordinator (WRSR01)
- Community Services Coordinator (CHCC01)
- Administration Officer (LBCC06)
- Assistant Supervisor Trees (PSTD02)
- Coordinator City Greening (POCT01)

Relevant local law, policy or management practice: Procurement Policy
Contract Management Guide
Signature Authority Management Practice

Definitions: **Procurement Process**

Procurement process includes publicly invited tenders and any procurement process exempt from the requirement to undertake a publicly invited tenders under Part 4, Division 2 of the *Local Government (Functions and General) Regulations 1996*.

Contract

A business agreement (other than a purchase order) for the supply of goods or performance of work at a fixed price that is intended to be enforceable by law.

Initial Council Adoption: 29 June 2021 – ‘Annual Review of Delegations from Council to the Chief Executive Officer 2020/21’ (Resolution 0621/050)

CROSSOVERS

- Function to be performed:**
- Refuse applications not in keeping with the intent of the City's Crossover Policy; and
 - Approve variations to the City's Crossover Policy where adequate justification is provided and the intent of the policy is deemed to have been met.

Conditions: All decisions must be in writing.

Statutory Reference: *Local Government Act 1995, Sch.9.1, cl7(2)*
Local Government (Uniform Local Provisions) Regulations 1996, r12

s5.42 Delegation to: Chief Executive Officer

- s5.44 Delegation to:**
- Coordinator Verge Control and Swimming Pools (ECSE01)
 - Director Infrastructure (EXWK01)
 - Director Planning and Development (EXCD01)
 - Manager Development Services (PBSA01)
 - Manager Engineering Services (MEDS01)
 - Principal Building Surveyor (BIPR01)
 - Service Lead Built Environment and Health (BISU01)

Category A

Approve variations to the City's Crossover Policy where adequate justification is provided and the intent of the policy is deemed to have been met.

- Senior Verge and Pool Officer (COMO06)
- Verge Control Officer (COMO05, EOFO01, EWTD46)

Relevant local law, policy or management practice: City of Stirling Thoroughfares and Public Places Local Law 2009 Crossover Policy

Initial Council Adoption: 3 March 2009 – 'Adoption of Policies Relating to Proposed Thoroughfares and Public Places Local Law (Absolute Majority Vote)' (Resolution 0309/019)

CONTRACT VARIATION AND EXTENSION

Function to be performed:	Approve variations of expenditure or extensions of Lump Sum contracts and agreements up to the value of the Contract Budget. Capital Works Project expenditure is managed through this delegation. Local Government Legislation does not permit the variation or extension of Period contracts.
Conditions:	The delegation is subject to the following conditions: 1. Prior to exercising this delegation, all on-delegates must complete procurement training provided by the City and sign a declaration of understanding of the City's Procurement Policy. 2. If required by legislation, on-delegates must sign a declaration as part of their annual return requirements to reaffirm their understanding of the City's Procurement Policy. 3. The contract or agreement is a procurement contract or agreement for the supply of goods or services only. 4. The contract or agreement must be on the City of Stirling's standard Terms, an Australian Standard Contract, a City of Stirling bespoke contract, or the contractor's terms and conditions or a Risk Assessment of the contract has been completed and the risk has been deemed acceptable to the City.
Statutory Reference:	<i>Local Government Act 1995, s9.49A, s9.49B</i> <i>Local Government (Functions and General) Regulations 1996, r21(A)</i> <i>Local Government (Financial Management) Regulations 1996</i>
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	The following positions as per the delegation limits assigned to the position in the purchase order delegation. Category A Approve variations of expenditure or extensions of lump sum contracts, and agreements up to the value of the contract budget Capital Works Project expenditure is managed through this delegation.

Local Government Legislation does not permit the variation or extension of Period contracts.

- Director Community Development (EMCS01)
- Director Corporate Services (DCRM01)
- Director Infrastructure (EXWK01)
- Director Planning and Development (EXCD01)

Category B

Approve variations of expenditure or extensions of lump sum contracts and agreements to the value of **\$250,000** (excluding GST).

Capital Works Project expenditure is managed through this delegation.

Local Government Legislation does not permit the variation or extension of Period contracts.

- Manager Commercial Portfolio (TPLO06)
- Manager Engineering Services (MEDS01)
- Manager Facilities, Projects and Assets (MCBO01)
- Manager Parks and Environment (MAPR01)
- Manager Waste and Fleet (WMOP01)
- Service Lead Engineering Construction (ECCE01)
- Service Lead Engineering Maintenance (ENLS01)

Category C

Approve variations of expenditure or extensions of lump sum contracts and agreements to the value of **\$100,000** (excluding GST).

Capital Works Project expenditure is managed through this delegation.

Local Government Legislation does not permit the variation or extension of Period contracts.

- Chief Technology Officer (MAIT01)
- Manager Community Safety (RSAA01)
- Manager Finance (MASF01)
- Manager Governance (MADM01)
- Manager Human Resources (HRM01)
- Manager Recreation and Leisure Services (LECO05)
- Manager Strategy and Performance (WMAO02)
- Service Lead Facility Management (SLFM01)
- Service Lead Open Space Design and Projects (PKLA01)
- Service Lead Parks and Streetscapes (PKRE01)
- Service Lead Project Management (EDBA01)

- Service Lead Trees and Ecology (ADAS02)
- Service Lead Fleet (SLWF01)
- Service Lead Waste Operations (WMFS01)
- Service Lead Waste Strategy (WMDO01)
- Service Lead Urban Greening (POCT01)
- Senior Irrigation Officer (PRLH01)

Category D

Approve variations of expenditure or extensions of lump sum contracts and agreements to the value of **\$50,000** (excluding GST).

Capital Works Project expenditure is managed through this delegation.

Local Government Legislation does not permit the variation or extension of Period contracts.

- Coordinator Arboriculture (PKCA01)
- Coordinator Conservation and Wildlife (PKEN01)
- Coordinator Fleet Services (TATO01)
- Coordinator Strategic Projects (CSPC01)
- Coordinator Waste Services (TCDS01)
- Engineer Construction (ENCC01, ENPJ01)
- Coordinator Drainage and Lighting Maintenance (ENOE01)
- Manager City Future (MPSA01)
- Manager Community Services (MAHS01)
- Manager Customer and Communications (EMCP01)
- Coordinator Parks Program (PKSC01)
- Service Lead – Recreation Facilities (COCA01)
- Coordinator Parks & Streetscape Technical Program (PKTO03)
- Service Lead Strategy and Performance (SLSP01)
- Service Lead Sustainability and Partnerships (TPPR05)
- Team Lead Supply Officer (ASPS01)
- Coordinator Streetscape Horticulture Program (SUHS01)
- Service Lead Arts and Events (LERO01)
- Service Lead Project Management Office & Business Systems (PSCO01)
- Service Lead Technology Services (ATCO01)
- Service Lead Data and Information Management (ADAD01)

Category E

Approve variations of expenditure or extensions of lump sum contracts and agreements to the value of \$25,000 (excluding GST).

Capital Works Project expenditure is managed through this delegation.

Local Government Legislation does not permit the variation or extension of Period contracts.

- Coordinator Building Projects (CBCO01)
- Coordinator Facility Maintenance (CBFM01)
- Coordinator Engagement and Business Support (SSAD01)
- Service Lead Property Services (TPLO01)
- Coordinator Strategic Sourcing and Contracts (ASPP04)
- Engineer Construction (ECAE01, ENCO01)
- Engineer Preventative Maintenance (ECAE03)
- Engineer Reactive Maintenance (ECAE02)
- Facility Maintenance Supervisor (CBFS01)
- Marketing Coordinator (COMC02)
- Manager Development Services (PBSA01)
- Policy Officer (COPR03)
- Service Lead Active Communities (LHGM01)
- Service Lead Compliance, Risk and Information Management (ADAD01)
- Service Lead Community Safety Operations (CSPC03)
- Service Lead Council and Civic (ADSA01)
- Service Lead – HR Operations (SLHR01)
- Service Lead Libraries and Community History (SLLL01)
- Service Lead HR Services (ASEP01)
- Service Lead Work Health and Safety (OHSC02)
- Team Leader Administration (BACA01)
- Turf Technician (PGCC01)
- Workshop Supervisor (TASU02)
- Events Coordinator (LJSS01)
- Arts Coordinator (TLAA01)
- Service Desk Lead (ITSC01)
- Service Lead Customer Service (SCUS01)
- Economic and Tourism Development Specialist (UDED02)
- Coordinator City Future Projects (CSTP02)
- Coordinator Scheme Policies and Heritage (CSTP01)
- Business Support Officer (MKBS01)

Category F

Approve variations of expenditure or extensions of lump sum contracts and agreements to the value of **\$10,000** (excluding GST).

Capital Works Project expenditure is managed through this delegation.

Local Government Legislation does not permit the variation or extension of Period contracts.

- Civic Events Coordinator (CCCO01)
- Head of Community Engagement (CEOF02)
- Coordinator Environmental Health (EHSN03)
- Project Officer (LECO03)
- Senior Project Officer (WMSP19)
- Senior Community Engagement Officer (CEOF01)
- Senior Water Management Officer (EDPO01)
- Service Lead Built Environment and Health (BISU01)
- Service Lead Community Partnership (DCDC01)
- Service Lead Community Planning and Projects (LHSC01)
- Service Lead Planning (TPPR10)
- Service Lead Community Services (HSHC01)
- Supervisor Tree Services (PPGL01)
- Team Leader Business Support (CSPC02)
- Arts Officer – Public Art (LBSC02)
- Grants & Funding Officer (ASEX06)
- Events Officer – City Events (PIPO03)
- Team Leader Customer Experience (ENCU01)
- Team Leader Customer Experience (WPOP01)
- Civic Events Officer (CEVO01)

Category G

Approve variations of expenditure or extensions of lump sum contracts and agreements to the value of **\$5,000** (excluding GST).

Capital Works Project expenditure is managed through this delegation.

Local Government Legislation does not permit the variation or extension of Period contracts.

- Administration Support Officer (ASOL01)
- Business Support Coordinator (EWDC01)
- Business Support Officer (CSCO01)
- Team Leader Strengthening Communities (ANCS02)
- Coordinator Information Management (REMA01)
- Executive Assistant to the CEO (CEOS01)
- Executive Assistant to the Mayor (MAYS01)
- Mayoral Liaison Officer (MAYS02)
- Food Services Coordinator (FSSC01)
- Insurance Officer (ASED02)
- Librarian Community Engagement (LBSC01)
- Supply Officer (ASPP03)

- Risk and Compliance Coordinator (RMHR01)
- Senior Coordinator Naala Djookan Healing Centre (SCHH01)
- Senior Engineering/Licensed Surveyor (SELS01)
- Senior Environmental Health Officer (EHSN01, EHOF04)
- Team Leader Social Impact and Policy (CDFS01)
- Supply Officer (ASPO01)
- Team Leader – Beach Services (BSCO01)
- Team Leader Community Partnerships and Projects (CDOO01)
- Team Leader Customer Experience (PICO01)
- Women's Centre Coordinator (WRSR01)
- Community Services Coordinator (CHCC01)
- Administration Officer (LBCCO6)
- Assistant Supervisor Trees (PSTD02)
- Coordinator City Greening (POCT01)

**Relevant local law,
policy or management
practice**

Procurement Policy
Contract Management Practice Guide
Signature Authority Management Practice

Definition:

Procurement Process

Procurement process includes publicly invited tenders and any procurement process exempt from the requirement to undertake a publicly invited tenders under Part 4, Division 2 of the *Local Government (Functions and General) Regulations 1996*

Contract

A business agreement (other than a purchase order) for the supply of goods or performance of work at a fixed price that is intended to be enforceable by law.

Initial Council Adoption:

29 June 2021 – 'Annual Review of Delegations from Council to the Chief Executive Officer 2020/21' (Resolution 0621/050)

6.8 PLANNING AND DEVELOPMENT ACT 2005

ALTERATION OF CATEGORY - RIGHTS OF WAY

Function to be performed:	Alter the category of Rights of Way where the current category is clearly in conflict with the category definitions.
Conditions:	Elected Member's and all affected owners are to be notified of the change and the rationale for it.
Statutory Reference:	Deemed Provisions (Schedule 2) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Local Planning Scheme 3, c5.9.5
CI82 Delegation to:	Chief Executive Officer
C8I3 Delegation to:	• Director Planning and Development (EXCD01) • Manager City Future (MPSA01)
Relevant local law, policy or management practice:	Nil
Initial Council Adoption	21 March 2006 – 'Right of Way Categorisation – Proposed Changes to ROWs 28085, 28031 and 28071'

LOCAL GOVERNMENT FUNCTIONS

Function to be performed: Perform the functions of the 'local government' under Sections 214(2), 214(3) and 214(5) of the Planning and Development Act 2005.

Conditions: Nil

Statutory Reference: *Planning and Development Act 2005*, s214(2), 214(3) & 214(5)

s5.42 Delegation to: Chief Executive Officer

s5.44 Delegation to: Director Planning and Development (EXCD01)

Category A

Perform the functions of the 'local government' under Sections 214(2) and 214(3) of the Planning and Development Act 2005.

- Manager Development Services (PBSA01)
- Service Lead Planning (TPPR10)
- Coordinator Planning Compliance (EHSN04, TPSP01, TPSP02)
- Senior Development Engagement Officer (SDEO01)
- Senior Planning Officer (COMO04, TPAP01, TPAP09, TPAP10, TPAP20, TPSD01, TPAP12)

Relevant local law, policy or management practice: Nil

Initial Council Adoption: 6 March 2012 - 'Delegation of Local Government Functions Under Various Acts' (Resolution 0312/004)

PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 AND LOCAL PLANNING SCHEME NO. 3

Function to be performed: Authority to exercise all powers and discharge all duties under the Deemed Provisions (Schedule 2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Local Planning Scheme No. 3 and Local Planning Scheme No. 3 Policy Manual.

Conditions: All powers and duties are delegated under the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Local Planning Scheme No. 3 and Local Planning Scheme No. 3 Policy Manual with the following exceptions:

- (a) Clauses 3-6(inclusive), 8-10(inclusive) 20, 20A, 29, , 59, 78, 82 and 83 of the Deemed Provisions (Schedule 2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
- (b) Clause 52 restricted to the Director Planning and Development (EXCD01), Manager City Future (MPSA01) and Manager Development Services (PBSA01) positions.
- (c) Clauses 4.9.3, 4.11, 4.12, 6.3.3, 6B.13.3, 6B.17, 6B.18, 7.3, 11.1.1(b), 11.6 and 11.7 of Local Planning Scheme No. 3;
- (d) Determination of applications where the shortfall of car parking bays is in total greater than ten (10) bays in addition to any existing car parking shortfall, as calculated in accordance with Council's Local Planning Policy 6.7 – Parking & Access and any other applicable planning instrument;
- (e) Determination of applications requiring cash-in-lieu for car parking under Clause 5.8 of Local Planning Scheme No. 3;
- (f) Amended applications the subject of a previous decision of Council where it is considered that the proposed amendments will have a greater impact on the locality;
- (g) Reconsideration of applications pursuant to Section 31 of the *State Administrative Tribunal Act 2004*, which require decisions relative to matters contained in part (a) – (e);
- (h) Reconsideration of applications pursuant to Section 31 of the *State Administrative Tribunal Act 2004*, where the City is recommending refusal of the revised proposal or the imposition of a condition not agreed to by the applicant; and
- (i) Development applications that have been called in to Council at the request of two (2) or more Councillors, at least one (1) of whom is a ward Councillor or the Mayor, where the development application raises planning related matters that require an exercise of discretion.

Statutory Reference: *Planning and Development (Local Planning Scheme) Regulations 2015*, Schedule 2, Part 10, Clause 82

Local Planning Scheme No. 3, c11.3

cl82 Delegation to: Chief Executive Officer

cl83 Delegation to: Authority to discharge duties under clause 52 Deemed Provisions (Schedule 2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, restricted to the following positions:-

Director Planning and Development (EXCD01)
Manager City Future (MPSA01)
Manager Development Services (PBSA01)

Category A

- Coordinator City Future Projects (CSTP02)
- Coordinator Schemes, Policies and Heritage (CSTP01)
- Coordinator Planning Services (EHSN04, TPSP01, TPSP02)
- Senior Development Engagement Officer (SDEO01)
- Senior Planning Officer (COMO04, TPAP01, TPAP09, TPAP10, TPSD01, TPAP20, TPAP 12)
- Senior Planning Officer Heritage (TPAP14)
- Senior Strategic Planning Officer (TPPR03, TPPR07, TPSL01)
- Senior Strategic Project Planning Officer (TPPR09)
- Service Lead Planning (TPPR10)

Relevant local law, policy or management practice: Nil

Initial Council Adoption: 10 August 2010 - 'Local Planning Scheme 3 - Delegations' (Resolution 0810/053)

6.9 PUBLIC HEALTH ACT 2016

ENFORCEMENT AGENCY FUNCTIONS

Function to be performed:	Perform the powers and/or duties of an 'enforcement agency' under the <i>Public Health Act 2016</i> .
Conditions:	Nil
Statutory Reference:	<i>Public Health Act 2016</i> , s21
s21(1)(b) Delegation to:	Chief Executive Officer
Relevant local law, policy or management practice:	Nil
Initial Council Adoption:	13 June 2017 – 'Annual Review of Delegations 2016/2017' (Resolution 0617/010)

6.10 STATE RECORDS ACT 2000

DESTRUCTION OF CORPORATE RECORDS

Function to be performed:	Authorise corporate records for destruction or transfer to the State Records Office.
Conditions:	Nil
Statutory Reference:	<i>State Records Act 2000</i> , Records Retention and Disposal Instructions cl17 <i>Local Government (Elections) Regulations 1997</i> , s82(3)(4)
cl17 Delegation to:	• Chief Executive Officer • Manager Governance (MADM01) • Coordinator Information Management (REMA01) • Service Lead Compliance, Risk and Information Management (ADAD01) • Service Lead Council and Civic (ADSA01)
Relevant local law, policy or management practice:	Nil
Initial CEO Endorsement:	30 May 2017 – 'New delegation to Manager Governance

6.11 STRATA TITLES ACT 1985

ISSUING CERTIFICATES OF APPROVAL

Function to be performed:	Power to determine applications for issuing of a certificate of approval under section 15 of the <i>Strata Titles Act 1985</i> for a plan of subdivision, re-subdivision or consolidation, except those applications that– (a) propose the creation of a vacant lot; (b) propose vacant air strata's in multi-tiered strata scheme developments; (c) in the opinion of the Western Australian Planning Commission (WAPC) as notified to the City in writing, or in the opinion of the City as notified to the WAPC in writing, relate to: (i) a type of development; and/or (ii) land within an area, which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.
Conditions:	All power exercised under this delegation must be provided to the WAPC with data on all applications determined at the conclusion of each financial year in the format prescribed by the WAPC.
Statutory Reference:	<i>Strata Titles Act 1985</i>, s15 <i>Planning and Development Act</i>, s16
s16 Delegation to:	Chief Executive Officer
s16 Delegation to:	• Building Surveyor (BISN02, BISU03, BISU05) • Coordinator Planning Services (EHSN04, TPSP01, TPSP02) • Director Planning and Development (EXCD01) • Manager Development Services (PBSA01) • Principal Building Surveyor (BIPR01) • Senior Building Surveyor (BISN01, BISU07) • Senior Development Engagement Officer (SDEO01) • Senior Planning Officer (TPAP01, , TPAP09, TPAP10, TPSD01, TPAP20, TPAP 12, COMO04) • Senior Planning Officer Heritage (TPAP14) • Service Lead Built Environment and Health (BISU01) • Service Lead Planning (TPPR10)
Relevant local law, policy or management practice:	<i>Government Gazette</i> No.98 dated 9 June 2009 - Instrument of Delegation from the WAPC to all local governments.

Government Gazette No.46 dated 27 March 2020 – Applications made under section 15 of the *Strata Title Act 1985*

Initial Council Adoption: 5 April 2011 - 'Strata Titles Act – Delegations for Issuing of Local Authority Certificate' (Resolution 0411/018)

6.12 DELEGATIONS TO COMMITTEES

CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW COMMITTEE

- Function to be performed:** All the powers, functions and duties necessary to:
- (a) conduct and manage the performance review of the Chief Executive Officer in accordance with the Chief Executive Officer's Employment Agreement;
 - (b) select and appoint an independent external consultant to facilitate the performance review process of the Chief Executive Officer; and
 - (c) make any appropriate changes to the Chief Executive Officer's Employment Agreement in respect of the Chief Executive Officer's remuneration.
- Initial Council Adoption:** 22 February 2011 – 'Chief Executive Officer's Performance Review Process – Delegation of Powers' (Resolution 0211/079)
- s5.16 Delegation to:** Chief Executive Officer's Performance Review Committee

