



City of Mandurah

City of Mandurah Register of Delegated Authority

REVIEW

Reviewed by	Date approved	References
Council	24 Jun 2025	G.6/06/2025

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INTRODUCTION

Introduction

Section 5.42 of the *Local Government Act 1995* (the Act) allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act (other than those under s5.43). The local government may also delegate the exercise of any of its powers to Committees pursuant to section 5.16, other than those under Section 5.17(1).

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of his or her powers to another employee, this must be done in writing. The Act also allows for the Chief Executive Officer to place conditions on any delegations that he or she has delegated. These powers or duties cannot, however, be further sub-delegated. These powers or duties are delegated to assist with improving the time taken to make decisions and are made within the constraints allowed by the relevant legislation. This is consistent with our commitment to a strong customer service focus.

The Department of Local Government & Communities *Guideline No.17 – Delegations*, establishes the principal issue in determining whether a statutory function or duty is suitable for 'acting through' that being - where the statute provides no discretion in carrying out a function or duty, then the function or duty may be undertaken through the 'acting through' concept.

Conversely, where the statute allows for discretion on the part of the decision maker, then the function must either be delegated or a person authorised, or a policy implemented, that provides sufficient control for another person to have that authority and fulfil the function or duty.

The *Local Government Act 1995* does not specifically define the meaning of the term "acting through", however section 5.45(2) states;

"Nothing in this Division is to read as preventing –

- (a) A local government from performing any of its functions by acting through a person other than the CEO"; or
- (b) A CEO from performing any of his or her functions by acting through another person."

The purpose of this register is to ensure a record is kept of those powers or duties that have been delegated to ensure accountability and to meet the requirements of Section 5.46 of the Act. This register is a public document that contains 'Instruments of Delegation' that detail the function being delegated and the relevant statutory reference which is the source of power for the exercise of that function. Without limiting the effect of sections 58 and 59 of the *Interpretation Act 1984*, these delegations, made under the Act have effect for the period of time specified in the delegation or where no period has been specified, indefinitely. Any decision to amend or revoke these delegations by a local government is to be by an absolute majority.

This register of delegated authority will be reviewed in accordance with the Act on an annual basis.

DELEGATIONS

Delegation	DA-BUI 01 Building and Demolition Permits
Category	Building Controls
Delegator	Council
Express power to delegate	<i>Building Act 2011:</i> s. 127(1) & (3) Delegation by local government
Express power or duty delegated	<i>Building Act 2011:</i> s. 17 Uncertified applications to be considered by building surveyor s. 18 Further information s. 20 Grant of building permit s. 21 Grant of demolition permit s. 22 Further grounds for not granting an application s. 23 Time for deciding application for building or demolition permit s. 24 Notice of decision not to grant building or demolition permit s. 27 Conditions imposed by permit authority s. 88 Finishes of walls close to boundaries <i>Building Regulations 2012:</i> r. 23 Application to extend time during which a permit has effect (s.32) r. 24 Extension of time during which permit has effect (s.32(3)) r. 26 Approval of new responsible person (s.35(c))
Function	To effectively deal with applications for Building and Demolition Permits as provided by: 1. Part 2, Divisions 1-4 and Part 6 Division 4 of the <i>Building Act 2011</i> ; and 2. Part 3 of the <i>Building Regulations 2012</i> .
Delegates	Chief Executive Officer
Conditions	Nil.
Statutory framework	<i>Building Act 2011</i> <i>Building Regulations 2012</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Building Services (Complaint Resolution and Administration) Act 2011</i> <i>Heritage Act 2018</i> <i>Building Services (Registration Act) 2011</i> <i>Home Building Contracts Act 1991</i>
Date adopted	27 September 2011
Adoption references	Minute G.35/9/11, 27 September 2011 (Date of effect : 2 April 2012 - Proclamation of Building Act 2011)
Last reviewed	26 June 2025

Delegation	DA-BUI 02 Occupancy Permits and Building Approval Certificates
Category	Building Controls
Delegator	Council
Express power to delegate	<i>Building Act 2011:</i> s. 127(1) & (3) Delegation by local government
Express power or duty delegated	<i>Building Act 2011:</i> s. 55 Further Information s. 58 Grant of occupancy permit, building approval certificate s. 59 Time for granting occupancy permit or building approval certificate s. 60 Notice of decision not to grant occupancy permit or grant building approval certificate s. 62 Conditions imposed by permit authority s. 65 Extension of period of duration <i>Building Regulations 2012:</i> r. 40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Function	To effectively deal with applications for Occupancy Certificate Permit and Building Approval Certificate as required under Part 4, Division 3 of the <i>Building Act 2011</i> and r. 40 of the Building Regulations 2012.
Delegates	Chief Executive Officer
Conditions	Nil
Statutory framework	<i>Building Act 2011</i> <i>Building Regulations 2012</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Building Services (Complaint Resolution and Administration) Act 2011</i> <i>Heritage Act 2018</i>
Policy	Nil
Date adopted	27 September 2011
Adoption references	Minute G.35/9/11, 27 September 2011 (Date of effect : 2 April 2012 - Proclamation of Building Act 2011)
Last reviewed	26 June 2025

Delegation	DA-BUI 03 Building Orders
Category	Building Controls
Delegator	Council
Express power to delegate	<i>Building Act 2011:</i> s. 127(1) & (3) Delegation by local government
Express power or duty delegated	<i>Building Act 2011:</i> s. 88 Finishes of walls close to boundaries s. 110 Building Orders s. 111 Notice of proposed building order other than building order (emergency) s. 114 Service of building order s. 117 Revocation of building order s. 118 Permit authority may give effect to building order if non-compliance
Function	<p>1. Effectively deal with building orders pursuant to Part 8, Division 5 of the <i>Building Act 2011</i> in relation to:</p> <ul style="list-style-type: none"> • Building work • Demolition work • An existing building or incidental structure • Dangerous and neglected buildings <p>2. Specify the way an outward facing side of a close wall must be finished pursuant to section 88 of the <i>Building Act 2011</i>.</p>
Delegates	Chief Executive Officer
Conditions	All building orders to be detailed in Report provided to Council on a bi-monthly basis.
Statutory framework	<i>Building Act 2011</i> <i>Building Regulations 2012</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Building Services (Complaint Resolution and Administration) Act 2011</i> <i>Heritage Act 2018</i>
Policy	Nil
Date adopted	27 September 2011
Adoption references	Minute G.35/9/11, 27 September 2011 (Date of effect : 2 April 2012 - Proclamation of Building Act 2011)
Last reviewed	26 June 2025

Delegation	DA-BUI 04 Smoke Alarms - Alternative Solutions
Category	Building Controls
Delegator	Council
Express power to delegate	<i>Building Act 2011:</i> s. 127(1) & (3) Delegation by local government
Express power or duty delegated	<i>Building Regulations 2012:</i> r. 55 Terms used (alternative building solution approval) r. 61 Local government approval of battery powered smoke alarms
Function	<ol style="list-style-type: none"> 1. To approve alternative building solutions which meet the performance requirements of the Building Code relating to fire detection and early warning: r. 55. 2. To approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval: r. 61.
Delegates	Chief Executive Officer
Conditions	Nil.
Statutory framework	<i>Building Act 2011</i> <i>Building Regulations 2012</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Building Services (Complaint Resolution and Administration) Act 2011</i> <i>Heritage Act 2018</i>
Policy	N/A
Date adopted	22 May 2018
Adoption references	Minute G.18/5/18, 22 May 2018
Last reviewed	26 June 2025

Delegation	DA-BUI 05 Private Swimming Pool Safety Barriers
Category	Building Controls
Delegator	Council
Express power to delegate	<i>Building Act 2011:</i> s. 127(1) & (3) Delegation by local government
Express power or duty delegated	<i>Building Regulations 2012:</i> r. 51 Approvals by permit authority
Function	<p>1. To approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children to the swimming pool as effectively as if they were compliant with Australian Standard (AS) 1926.1: r. 51(2).</p> <p>2. To approve a door for the purpose of compliance with AS 1926.1, where a fence or barrier would cause significant problem of a structural nature or a significant problem of any other nature the cause of which is not in the control of the owner/occupier, or the pool is totally enclosed by a building or in the opinion of the City a fence or barrier between the building and pool would create a significant access problem for a person with a disability, and having regard to whether or not a young child resides at the premises: r. 51(3) & r. 51(4).</p> <p>3. To approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement.</p>
Delegates	Chief Executive Officer
Conditions	Nil.
Statutory framework	<i>Building Act 2011</i> <i>Building Regulations 2012</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Building Services (Complaint Resolution and Administration) Act 2011</i> <i>Heritage Act 2018</i>
Date adopted	22 May 2018
Adoption references	Minute G.18/5/18
Last reviewed	26 June 2025

Delegation	DA-CMS 03 Cat Act 2011
Category	Community Services
Delegator	Council
Express power to delegate	<i>Cat Act 2011:</i> s. 44 Delegation by local government
Express power or duty delegated	<p><i>Cat Act 2011:</i></p> <ul style="list-style-type: none"> s. 9 Registration s. 10 Cancellation of registration s. 11 Registration numbers, certificates and tags s. 13 Notice to be given of certain decisions under Part 2, Division 1, Subdivision 2 s. 26 Cat control notice may be given to cat owner s. 37 Approval to breed cats s. 38 Cancellation of approval to breed cats s. 39 Certificate to be given to approved cat breeder s. 40 Notice to be given of certain decisions made under Part 3, Division 4, Subdivision 2 s. 64 Extension of time s. 65 Withdrawal of notice <p><i>Cat Regulations 2012</i></p> <p><i>Cat Regulations 2012 - Schedule 3, cl. 1(4) Fees payable; reduce or waive fees</i></p> <p><i>Cat (Uniform Local Provisions) Regulations 2013:</i></p> <ul style="list-style-type: none"> r. 8 Application to keep additional number of cats r. 9 Grant or Refuse application to keep additional number of cats
Function	<p>To carry out the powers or discharge of any of the duties of Council pursuant to the <i>Cat Act 2011</i>, <i>Cat Regulations 2012</i> and the <i>Cat (Uniform Local Provisions) Regulations 2013</i> including but not limited to:</p> <ol style="list-style-type: none"> 1. Grant, refuse to grant, or renew, or refuse to renew the registration of a cat. 2. Cancel the registration of a cat. 3. Allot a registration number to a cat, provide cat registration certificate and registration tag (or replacement). 4. Providing notice of decisions relating to the refusal to grant or renew the registration of a cat, or cancel the registration of a cat. 5. Granting approval to breed cats. 6. Granting approved breeder a new certificate or tag if satisfied the original has been stolen, lost, damaged or destroyed. 7. Cancelling the approval to breed cats. 8. Providing notice of decisions relating to the refusal to approve, renew the approval or cancel the approval of a person to breed cats. 9. Extending the period a modified penalty is to be paid. 10. Withdrawing an infringement notice. 11. Reducing or waiving the registration fees in respect or any individual cat or any class of cat within the district. 12. Granting or refusing an application to keep additional number of cats. 13. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the City's district.
Delegates	Chief Executive Officer

Conditions	<ol style="list-style-type: none"> 1. Functions under s 64 or s 65 of the Act cannot be sub-delegated. 2. Notices of decisions must include advice as to Objection and review rights in accordance with Part 4, Division 5 of the Act.
Statutory framework	<p><i>Cat Regulations 2012</i> r. 11-15, r. 28</p> <p><i>Cat (Uniform Local Provisions) Regulations 2013</i> <i>Cat Act 2011:</i></p> <p>s. 79 – This delegation does not permit any of the delegates to perform the function of making local laws.</p> <p>s. 80 – This delegation does not permit any of the delegates to perform the function of seeking the Governor’s approval to make a local law under the <i>Cat Act 2011</i> that applies outside its district.</p>
Date adopted	24 September 2013
Adoption references	Minute G.30/9/13
Last reviewed	26 June 2025

Delegation	DA-CMS 04 Dog Act 1976
Category	Community Services
Delegator	Council
Express power to delegate	<i>Dog Act 1976:</i> s. 10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s. 10A Payments to veterinary surgeon – cost of sterilisation s. 11(1) Staff and services – dog management facility s. 15(4A) and (4B) Registration periods and fees s. 16(3) Registration procedure s. 17(4) and (6) Refusal or cancellation of registration s. 17A Notice if no application for registration made s. 19 Refund of fee on cancellation s. 26 Keeping of dogs – Limitation as to numbers s. 27 Licensing of approved kennel establishments s. 29(5) Power to seize dogs - recovery of costs s. 29(11) Seized dogs -Power of disposal and sale s. 33E Individual dog may be declared to be dangerous dog (declared) s. 33F Owner to be notified of making a declaration - consider objections s. 33G(4) Seizure and destruction s. 33H Local government may revoke declaration to destroy s. 33M Local government expenses to be recoverable

Function	<p>To carry out the powers or discharge of any of the duties of the <i>Dog Act 1976</i> including but not limited to:</p> <ol style="list-style-type: none"> 1. Making payments to registered veterinary surgeons towards the cost of sterilisation of a dog owned by an eligible person where the eligible person is the registered owner of the dog and is suffering financial hardship. 2. Establishing and maintaining a dog management facility. 3. Directing registration officers to refuse or cancel the registration of a dog for one or any of the following reasons; <ul style="list-style-type: none"> • The owner has been convicted, or has paid a modified penalty, within the previous 3 years in respect of 2 or more offences against the <i>Dog Act 1976</i>, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or • The dog in question has been shown to the satisfaction of the local government to be destructive, unduly mischievous, or to be suffering from a contagious or infectious disease; or • The local government is not satisfied that the dog is, or will be, effectively confined in or at premises where the dog is, or will be, ordinarily kept; or • The dog is required to be micro-chipped but is not micro-chipped; or • The dog is a dangerous dog. 4. Giving notice that a dog cannot be registered. 5. Discounting or waiving the registration fees for any individual dog or any class of dogs within the district under prescribed conditions. This option does not apply to dangerous dogs. 6. Refunding proportionate registration fees of a dog that has had its registration cancelled. 7. Making application to a Justice of the Peace for an order to seize a dog that has had its registration refused or cancelled, where the applicant/owner has not applied to SAT for the decision to be reviewed. 8. Determining an application to keep more than the prescribed 2 dogs over 3 months of age. 9. Grant, refuse to grant or cancel a licence to operate an approved kennel establishment. 10. Dispose of or sell seized dogs which are liable to be destroyed. 11. Consider objections. 12. Recover expenses. 13. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable. 14. Declaring a dog dangerous. 15. Receiving a request from an owner to review a seizure and destruction notice of a dangerous dog. 16. Revoking a declaration of a dangerous dog or proposal to destroy a dangerous dog.
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. The Chief Executive Officer (CEO) has authority to sub delegate all the powers and duties in this delegation to any person who the CEO determines is suitably capable of exercising the relevant powers and duties. 2. Proceeds from the sale of dogs sold under s. 29(11) are to be paid into the City of Mandurah Municipal Fund. 3. Under s. 11(1) the establishment of a dog management facility is limited to the CEO and must not be delegated.

Statutory framework	<p><i>Dog Act 1976:</i></p> <p>s. 10AA – The Council must give express authority to sub delegate any power under the Act</p> <p>s. 31 – This delegation does not permit the delegate to designate dog prohibited areas, dog exercise area, dog on leash area</p> <p>s. 49 – This delegation does not permit the delegate to perform the function of making local laws</p> <p><i>Dog Regulations 2013</i></p>
Date adopted	28 October 2014
Adoption references	Minute G.31/10/14
Last reviewed	26 June 2025

Delegation	DA CNP 02 Disposing of Property
Category	Council Properties
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation by local government s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 3.58 Disposing of property s. 3.18(1) Performing executive functions
Function	<p>1. Authority to determine the method of disposal and dispose of property to:</p> <p>a) the highest bidder at public auction s.3.58(2)(a); or b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender: s.3.58(2)(b).</p> <p>2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and where required prior to the disposal, to consider any submissions received following the giving of public notice: s.3.58(3).</p> <p>3. Negotiate the terms and conditions of a sale with the purchaser and enter into a contract of sale with the purchaser on behalf of the local government (s. 9.49B).</p> <p>4. Dispose of local government property where the disposition of land is an exempt disposition in the circumstances prescribed by regulation 30(2)(a), (d), (e), (f) and (g) of the <i>Local Government (Functions and General) Regulations 1996</i> (s. 3.58(5)(d)).</p>
Delegates	Chief Executive Officer
Conditions	<p>Disposal of the land (lease and license) The following conditions relate to the disposition of land by lease or license:</p> <ol style="list-style-type: none"> 1. Approve and determine the appropriate method to dispose of property in accordance with s3.58 of the <i>Local Government Act 1995</i>. 2. Disposal of land is limited to: <ul style="list-style-type: none"> ◦ Matters specified in the Annual Budget or in any other case, requires a specific resolution of Council; or ◦ Disposal of land is limited to a maximum value of \$150,000 (including options); and ◦ Satisfies the conditions below: <p><u>Lease & Licence - <i>Local Government (Functions and General) Regulations 1996</i> r.30 Exempt Entities</u></p> <ul style="list-style-type: none"> • The term and options to extend the term does not exceed a total of 5 years; • Cannot exceed the lease period that the City holds the head lease for, if applicable; • No breach of the current agreement has occurred; and • The conditions of the lease or licence is consistent with standard leasing practices of the City.

Licence - Commercial Entities

- The licence term is less than 2 years;
- Cannot exceed the licence period that the City holds the head licence for, if applicable;
- Rent aligns with current independent market valuation carried out no more than 2 years from the proposed licence commencement date; and
- The licence conditions are consistent with standard leasing and licencing practices with the City.

Note: This only applies to licences for commercial entities. All leases for commercial entities must be approved by Council.

Assignment of Leases/Licences

- The assignee continues to meet all terms and conditions of the current lease/licence;
- No extension nor variation of the lease/licence is available;
- Relevant checks are conducted confirming the new business has no bankruptcy listed against the directors, or any court action pending; and
- The lease/licence is currently not in breach.

Sublease/ Sublicence (where the City is the sublessor or sublicensor)

- The head lessee/licensee remains fully responsible for terms and conditions of head lease/licence,
- The purpose of the sublease/ sublicence is consistent with purpose or similar purpose of the head lease/licence; and
- Term of sublease/sublicence does not exceed head lease/licence.

Disposal of the land (public auction, tender or private treaty)

Approve and determine the appropriate method to dispose of property in accordance with s3.58 of the *Local Government Act 1995*.

- Disposal of land is limited to matters specified in the Annual Budget or in any other case, requires a specific resolution of Council; and
- Satisfies the conditions below:

When determining the method of disposal:

a. Where a public auction is determined as the method of disposal:

- Reserve price has been set by independent valuation.

Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale of no less than 90% of the set reserve price.

b. Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method.

c. Where a private treaty is determined under section 3.58(3) as the method of disposal, authority to:

- Negotiate the sale of the property up to no less than 90% of the valuation;
- Consider any public submissions received and determine if to proceed with the disposal ensuring that the reasons for such a decision are recorded.

Disposition other than land

The following conditions relate to the disposition of property (other than land) may be

	<p>undertaken where:</p> <ul style="list-style-type: none"> • The market value of the property is determined as being less than \$20,000 (F&G r.30(3) excluding disposal); or • The entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000; or • Council has resolved to dispose of property via Council resolution or the disposal has been included in the Adopted Budget. <p>In any case, the disposal must:</p> <ul style="list-style-type: none"> • ensure that the best value return is achieved. Where the property is determined as having a nil market value, the disposal must, as a minimum, demonstrate environmental, cultural and socially responsible outcomes; and • be in accordance with Council and City policies and procedures. <p>If the disposal relates to property (other than land) which is:</p> <p>a) located at places contained on the Local Heritage Survey prepared in accordance with s. 103 of the Heritage Act 2018(WA); or</p> <p>b) in the opinion of the delegate or subdelegate of significant community interest, the disposal will require a specific resolution of Council prior to disposition.</p>
Statutory framework	<p><i>Local Government Act 1995:</i> s.3.58 Disposing of Property s3.18 General Functions</p> <p><i>Local Government (Functions and General) Regulations 1966:</i> r. 30 Disposing of property exempt from s. 3.58</p>
Date adopted	25 June 2019
Adoption references	Minute G.18/6/1
Last reviewed	26 June 2025

Delegation	DA-CPM 02 Invite Expressions of Interests and Tenders
Category	Corporate Management
Delegator	Council
Express power to delegate	<p><i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers and duties to CEO s. 5.43 Limitations on delegations to the CEO</p>
Express power or duty delegated	<p><i>Local Government Act 1995:</i> s. 3.57 Tenders for providing goods and services</p> <p><i>Local Government (Functions and General) Regulations 1996:</i> <u>Expressions of interest:</u> r. 21 Limiting who can tender, procedure for</p> <p><u>Tenders:</u> r. 11(1) When tenders have to be publicly invited r. 13 Requirements when local government invites tenders though not required to do so r. 14 Publicly inviting tenders</p>
Function	<p>Authority to:</p> <ol style="list-style-type: none"> 1. Determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services: r. 21(1). 2. Call tenders: r. 11(1). 3. Invite tenders although not required to do so: r. 13. 4. Determine in writing, before tenders are called, the criteria for acceptance of tenders: r. 14(2a). 5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation: r. 14(5). 6. Authority to determine the information that is to be disclosed to those interested in submitting a tender: r. 14(4)(a).
Delegates	Chief Executive Officer
Conditions	<p>Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the financial year prior to the adoption of a new Annual Budget where:</p> <ol style="list-style-type: none"> I. the proposed goods or services are required to fulfil a routine contract related to the day to day operations of the City; or II. a current supply contract expiry is imminent; and III. the value of the proposed new contract has been included in the Long-Term Financial Plan; and IV. the tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.

Statutory framework	<i>Local Government Act 1995</i> s. 3.57 <i>Local Government (Functions and General) Regulations 1996</i> Division 2
Policy	POL-CPM 02 Procurement POL-CPM 01 Regional Price Preference
Date adopted	29 January 2008
Adoption references	Minute G.33/1/08,
Last reviewed	26 June 2025

Delegation	DA-CPM 04 Rejecting and Accepting Expressions of Interests and Tenders; Variation Before Contract
Category	Corporate Management
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers and duties to CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	Part 4 of the <i>Local Government (Functions and General) Regulations 1996:</i> <ul style="list-style-type: none"> • r. 18 Rejecting and accepting tenders • r. 23 Rejecting and accepting expressions of interest to be an acceptable tenderer • r. 20(1), (2), (3) Variation of requirements before entry into contract
Function	Authority: <ol style="list-style-type: none"> 1. To determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender: r. 18(2). 2. To evaluate tenders, by written evaluation, and decide which is the most advantageous: r. 18(4). 3. To decline to accept any tender: r. 18(5). 4. To accept another tender where within 6 months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract: r. 18(6) & (7). 5. To consider Expressions of Interest which have not been rejected and determine those capable of satisfactorily supplying the goods and services for listing as acceptable tenders: r. 23. 6. To determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract: r. 20(1) and (3). 7. To seek clarification from tenderers in relation to information contained in their tender submission: r. 18(4a). 8. To accept another tender where the successful tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer: r. 20(2).
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. The following functions are delegated to the CEO only and must not be sub delegated: <ul style="list-style-type: none"> • To evaluate tenders, by written evaluation, and decide which is the most advantageous. • To decline to accept any tender. • To accept another tender where within 6 months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract. • To consider Expressions of Interest which have not been rejected and determine those capable of satisfactorily supplying the goods and services for listing as acceptable tenders. 2. CEO is delegated to accept or decline to accept any tenders where the consideration is, or is expected to be, \$3,000,000 (GST exclusive) or less

Statutory framework	<i>Local Government Act 1995</i> s. 3.57 <i>Local Government (Functions and General) Regulations 1996</i> Division 2
Policy	POL-CPM 02 Procurement POL-CPM 01 Regional Price Preference
Date adopted	29 January 2008
Adoption references	Minute G.33/1/08
Last reviewed	26 June 2025

Delegation	DA-CPM 05 Varying Contracts and Exercising Contract Extension Options
Category	Corporate Management
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers and duties to CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Functions and General) Regulations 1996:</i> r. 11(2)(j) Exercising contract extension options r. 21A Varying a contract for the supply of goods or services
Function	<ol style="list-style-type: none"> 1. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r. 11(2)(j). 2. Authority to vary a tendered contract, after it has been entered into in accordance with r. 21A
Delegates	Chief Executive Officer
Conditions	The following condition relates to Function 2, where a price increase is requested for a schedule of rates contract, price increases in excess of contract provisions must in be accordance with the Annual Budget and must only be approved by the CEO.
Statutory framework	<i>Local Government Act 1995</i> s. 3.57 <i>Local Government (Functions and General) Regulations 1996</i> Part 4, Division 2
Policy	POL-CPM 02 Procurement POL-CPM 01 Regional Price Preference
Date adopted	24 May 2022
Adoption references	Minute G.9/5/22
Last reviewed	26 June 2025

Delegation	DA-CPM 06 Tenders for Goods and Services - Exempt Procurement
Category	Corporate Management
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers and duties to CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Functions and General) Regulations 1996:</i> r. 11(2) When tenders have to be publicly invited (exemptions)
Function	<ol style="list-style-type: none"> 1. Authority to undertake tender exempt procurement: r. 11(2). 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier: r. 11(2)(f).
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. The power and duties of the CEO under r. 11(2)(f), r. 11(2)(ia) and r. 11(2)(ja) cannot be subdelegated. 2. Tender exempt procurement under r. 11(2)(f) may only be approved where a record is retained that evidences: <ol style="list-style-type: none"> a) a detailed specification; b) the outcomes of market testing of the specification; c) the reasons why market testing has not met the requirements of the specification; and d) rationale for why the supply is unique and cannot be sourced through other suppliers. 3. Tender exempt procurement under r. 11(2)(ja) may only be approved where a record is retained that evidences: <ol style="list-style-type: none"> a) satisfactory contractor performance; and b) that the procurement is included in Council's annual Budget.
Statutory framework	<i>Local Government Act 1995</i> s. 3.57 <i>Local Government (Functions and General) Regulations 1996</i> Part 4, Division 2
Policy	POL-CPM 02 Procurement POL-CPM 01 Regional Price Preference
Date adopted	24 May 2022
Adoption references	Minute G.9/5/22
Last reviewed	26 June 2025

Delegation	DA-CPM 07 Panels of pre-qualified suppliers for goods and services
Category	Corporate Management
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers and duties to CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Functions and General) Regulations 1996</i> r. 24AB Local government may establish panels of pre qualified suppliers r. 24AC(1)(b) Requirements before establishing panels of pre qualified suppliers r. 24AD (3)and (6) Requirements when inviting persons to apply to join panel of prequalified suppliers r. 24AH(2),(3), (4) and (5) Rejecting and accepting applications to join panel of prequalified suppliers r. 24AJ(1) Contracts with pre-qualified suppliers
Function	<ol style="list-style-type: none"> 1. Determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers: r. 24AC(1)(b) and r. 24AB. 2. Authority to, before inviting submissions, determine in writing the criteria for deciding which applications for inclusion in a panel of pre-qualified suppliers should be accepted: r. 24AD(3). 3. Vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation: r. 24AD(6). 4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation: r. 24AH(2). 5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous: r. 24AH(3). 6. Authority to request clarification of information provided in a submission by an applicant: r. 24AH(4). 7. Authority to decline to accept any application: r. 24AH(5). 8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier. who is part of a panel of pre-qualified suppliers, for those particular goods or services: r. 24AJ(1).
Delegates	Chief Executive Officer

Conditions	<ol style="list-style-type: none"> 1. Comply with Council Procurement Policy CPM-02. 2. Preferred Supplier Panels may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the financial year prior to the adoption of a new Annual Budget where: <ul style="list-style-type: none"> • the proposed goods or services are required to fulfil a routine contract related to the day to day operations of the City; or • a current supply contract expiry is imminent; and • the value of the proposed new contract has been included in the Long-Term Financial Plan; and • the specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council. 3. The following functions are delegated to the CEO only and must not be delegated: <ul style="list-style-type: none"> • To evaluate panels, by written evaluation, and decide which is the most advantageous. • To decline to accept any application. 4. CEO only is delegated to accept or decline to accept any application where the estimated expectation on the goods or service over the term of the panel is expected to be, \$3,000,000 (GST exclusive) or less. 5. In accordance with r. 24AJ of the <i>Local Government (Functions and General) Regulations 1996</i>, a contract (within the panel contract) must not be formed with a prequalified supplier for goods/services for a period exceeding 12months, which includes options to extend the contract.
Statutory framework	<p><i>Local Government Act 1995</i> s. 3.57</p> <p><i>Local Government (Functions and General) Regulations 1996</i> Part 4, Division 2</p>
Policy	<p>POL-CPM 02 Procurement</p> <p>POL-CPM 01 Regional Price Preference</p>
Date adopted	27 August 2024
Adoption references	G.18/08/24 27 August 2024
Last reviewed	26 June 2025

Delegation	DA-EMS 01 Bush Fires Act 1954 - Variations to Burning Times
Category	Emergency Services
Delegator	Council
Express power to delegate	<i>Bush Fires Act 1954:</i> s. 17(10) and s. 18(5C) Delegation from local government to Mayor and Chief Bush Fire Control Officer
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s. 17(7) and (8) Variation to prohibited burning times s. 18(5) and (5C) Variation to restricted burning times
Function	To carry out the powers and duties of the <i>Bush Fires Act 1954</i> with respect to variations of the restricted or prohibited burning times.
Delegates	Chief Bush Fire Control Officer Mayor
Conditions	<i>* When the Mayor and the Chief Bush Fire Control Officer exercise this power and duty it is to be carried out jointly.</i> Delegates must request that the Executive Manager Development and Compliance and Coordinator Ranger and Parking Services report quarterly on any recommendations relevant to this delegation.
Statutory framework	<i>Bush Fires Act 1954:</i> s.48 Delegated power cannot be subdelegated s. 17 and s. 18 How variation made
Policy	Nil
Date adopted	29 January 2008
Adoption references	Minute G.33/1/08
Last reviewed	26 June 2025

Delegation	DA-EMS 02 Bush Fires Act 1954 - General
Category	Emergency Services
Delegator	Council
Express power to delegate	<i>Bush Fires Act 1954:</i> s. 48 Delegation by local government to CEO
Express power or duty delegated	All powers and duties of the local government under the <i>Bush Fires Act 1954</i> and the <i>Bush Fires Regulations 1954</i> , except as set out in the conditions of this delegation.
Function	Undertake the performance of any of the functions under the <i>Bush Fires Act 1954</i> , including but not limited to: <ol style="list-style-type: none"> 1. Insuring certain persons for injury caused while engaged in normal brigade activities. 2. Appointing bush fire control officers: s. 38. 3. Issuing directions to a bush fire control officer to burn bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the City of Mandurah: s. 38(5A). 4. Placing restrictions on the burning of garden refuse: s. 24F, s. 24G, s. 25 and s. 25A.
Delegates	Chief Executive Officer
Conditions	This delegation excludes any powers or duties under the <i>Bush Fires Act 1954</i> that require a resolution by Council including the power to make local laws under s. 62. This delegation must be exercised in accordance with any relevant Council Policy, that may be in force from time to time.
Statutory framework	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i> <i>Bush Fires (Infringement) Regulations 1978</i>
Policy	POL-EMS 01 Bush Fire Prevention and Control Policy
Date adopted	29 January 2008
Adoption references	Minute G.33/1/08
Last reviewed	26 June 2025

Delegation	DA-EMS 03 Bush Fires Act 1954 - Enforcement
Category	Emergency Services
Delegator	Council
Express power to delegate	<i>Bush Fires Act 1954:</i> s 59(3) Prosecution of offences
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s 59 Prosecution of offences s 59A(2), (3) and (5) Alternative Procedure – infringement notices
Function	Undertake the performance of any of the functions under s59 and certain functions under s59A of the Bush Fires Act 1954 including but not limited to: <ul style="list-style-type: none"> • Institute proceedings under the Act. • Issue infringement notices under the Act. • Withdraw infringement notices under the Act.
Delegates	Chief Executive Officer Coordinator Ranger and Parking Services Director Strategy and Economic Development Executive Manager Development and Compliance Ranger Senior Ranger
Conditions	Director Strategy and Economic Development, Executive Manager Development and Compliance and Coordinator Ranger and Parking Services are authorised for the purposes of s59 and s59A(5) only. Senior Ranger and Ranger are authorised for the purposes of s59(1) only with the written approval of the Coordinator Ranger and Parking Services, Executive Manager Development Compliance, Director Strategy and Economic Development or Chief Executive Officer to do so.
Statutory framework	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i>
Date adopted	25 May 2021
Adoption references	Council Minute G.6/5/21
Last reviewed	26 June 2025

Delegation	DA-FCM 02 Payments from Municipal Funds or Trust Funds
Category	Financial Management
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers and duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 6.10(d) Financial management regulations <i>Local Government (Financial Management) Regulations 1996:</i> r. 12(1)(a) Payments from municipal fund or trust fund, restrictions on making.
Function	To make payments from the Municipal Fund or the Trust Funds in accordance with r. 12 of the <i>Local Government (Financial Management) Regulations 1996</i> .
Delegates	Chief Executive Officer
Conditions	Nil.
Statutory framework	<i>Local Government (Financial Management) Regulations 1996</i> - r. 13, r. 13 <i>Local Government Act 1995</i> - s. 5.42, 5.44 and 6.10(d)
Policy	Nil
Date adopted	21 August 2001
Adoption references	Minute: G.46/8/01
Last reviewed	26 June 2025

Delegation	DA-FCM 03 Investment of Funds
Category	Financial Management
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation by local government
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 6.14 Power to invest
Function	Invest funds in accordance with s. 6.14 of the <i>Local Government Act 1995</i> and the policies and guidelines established from time to time by Council.
Delegates	Chief Executive Officer
Conditions	All investment activity must be in accordance with r. 19C of the <i>Local Government (Financial Management) Regulations 1996</i> .
Statutory framework	<i>Local Government Act 1995:</i> s. 6.14 <i>Local Government (Financial Management) Regulations 1996:</i> r. 19C
Policy	POL-FCM 02 - Finance Investment
Date adopted	19 September 2006
Adoption references	Minute G.40/9/06
Last reviewed	26 June 2025

Delegation	DA-FCM 04 Non-Rateable Status for Land
Category	Financial Management
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers and duties to CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 6.76(4) and (5) Grounds of objections
Function	<p>1. To consider an objection to a rate record and either allow or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person to whom made the objection: s. 6.76(5).</p> <p>2. To extend the time for a person to make an objection to a rate record: s. 6.76(4).</p>
Delegates	Chief Executive Officer
Conditions	<p>Where the delegation is exercised in respect of a new application for land used in accordance with s. 6.26(2)(g), non- rateable status may only be granted where the annual value of general rates does not exceed \$20,000.</p> <p>Where the delegation is exercised in respect of a renewal of non-rateable status, there are no conditions or financial limits imposed on the delegate.</p>
Statutory framework	<i>Local Government Act 1995:</i> s. 6.26 Rateable Land s. 6.76 Grounds of objections
Policy	Nil
Date adopted	15 January 2013
Adoption references	Minute G.15/1/13
Last reviewed	26 June 2025

Delegation	DA-FCM 06 Defer, Grant Concessions for, or Waive Fees or Write off Debts
Category	Financial Management
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers and duties to CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 6.12(b) and s. 6.12(c) Power to defer, grant discounts, waive or write off debts
Function	<p>Defer, waive or grant concessions in relation to fees, or write off debts in relation to the following matters:</p> <ul style="list-style-type: none"> • Abandoned Vehicles • Food Premises • Impounded Animals • Impounded/Seized Trolleys and Signs • Hire Fees for Community Halls, Pavilions, Public Open Space, Sports Flood Lighting and other hire fees including serviced recreation facilities and libraries. • Planning, Health and Building Service and Application Fees • General Debts
Delegates	Chief Executive Officer
Conditions	<p>This delegation is subject to s. 6.12(2) of the <i>Local Government Act 1995</i>, which specifies that a local government cannot grant a waiver or concession for a rate or service charge.</p> <p>The suspension of interest of rates may only be waived for a maximum term of 12 months and in accordance with Council and CEO policies, and procedures.</p> <p>A waiver, write off, deferment or concession given under this delegation may only be granted to a maximum value of \$100,000 per occurrence, except where the decision is due to an administrative error having been made by the City of Mandurah.</p>
Statutory framework	<p><i>Local Government Act 1995:</i> s. 6.12</p> <p><i>Local Government (Financial Management) Regulations 1996:</i> r. 19AA cannot waive or grant concession in relation to amounts owed under the <i>Local Government (Administration) Regulations 1996</i>, r. 34AE.</p>
Policy	POL-FCM 08 Collection of Overdue Debts
Date adopted	25 June 2019
Adoption references	Minute G.18/6/19,
Last reviewed	26 June 2025

Delegation	DA-FCM 07 Payment Arrangements for Unpaid Rates and Service Charges and Other Debtors
Category	Financial Management
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers and duties to CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 6.49. Agreement as to payment of rates and service charges
Function	Authority to make an agreement with a person for the payment of rates or service charges: s. 6.49.
Delegates	Chief Executive Officer
Conditions	The conditions are in accordance with the relevant and current Council Policies and work procedures. Agreements must be in writing.
Statutory framework	<i>Local Government Act 1995</i>
Policy	POL-FCM 08 Collection of Overdue Debts
Date adopted	25 February 2020
Adoption references	G.14/2/20
Last reviewed	26 June 2025

Delegation	DA-GVN 06 Revoking Suspension of Decisions under Objection
Category	Governance
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers and duties to CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 9.9(1)(b) Decision not to suspend the effect of a decision the subject of an objection under Part 9 of the Act
Function	To decide that the effect of a decision the subject of an objection should not be suspended.
Delegates	Chief Executive Officer
Conditions	<p>The CEO can only exercise this power if they consider that:</p> <ul style="list-style-type: none"> (a) there are urgent reasons why the effect of the decision should not be suspended; or (b) suspension of the effect of the decision is reasonably likely to endanger the safety of any person, cause damage to property, or to create a serious public nuisance. <p>As soon as a decision is made under this delegation, the delegate must give the affected person notice in writing stating its reasons: s. 9.9(3).</p>
Statutory framework	<i>Local Government Act 1995</i> Part 9, Division 1, Objections and review
Date adopted	25 May 2021
Adoption references	Council Minute G.6/5/21 - 25 May 2021
Last reviewed	26 June 2025

Delegation	DA-LOC 01 Trading Permits
Category	Local Laws
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers and duties to the CEO
Express power or duty delegated	<i>Local Government Property and Public Places Local Law 2016:</i> All powers and duties under Part 12 – Permits, in relation to Trading Permits
Function	1. To determine a Trading Permit application; or 2. Cancel, suspend or vary an approved Permit;
Delegates	Chief Executive Officer
Conditions	In accordance with the relevant Council Local Law and associated policy or guidelines.
Statutory framework	<i>Local Government Property and Public Places Local Law 2016</i>
Policy	Trading Permit Guidelines
Date adopted	12 December 2001
Adoption references	Minute G.23/12/01,
Last reviewed	26 June 2025

Delegation	DA-LOC 02 Alfresco Dining Permits
Category	Local Laws
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers and duties to CEO
Express power or duty delegated	<i>Local Government Property and Public Places Local Law 2016:</i> All powers and duties of the local government under Part 11 and Part 12 in relation to Alfresco Dining Permits.
Function	To approve or refuse alfresco dining permits.
Delegates	Chief Executive Officer
Conditions	In accordance with the relevant provisions of the City's local laws and any associated policy or guidelines that support the assessment of alfresco permits.
Statutory framework	<i>Local Government Act 1995</i> <i>Local Government Property and Public Places Local Law 2016</i>
Date adopted	21 July 2009
Adoption references	Council Minute G.38/7/09
Last reviewed	26 June 2025

Delegation	DA-LOC 03 City of Mandurah Local Laws - Administration
Category	Local Laws
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers and duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> Section 3.18 – Performing executive functions under: <i>City of Mandurah Environment and Nuisance Local Law 2010</i> <i>City of Mandurah Cat Local Law 2019</i> <i>City of Mandurah Dog Local Law 2010</i> <i>City of Mandurah Health Local Law 1996</i> <i>City of Mandurah Local Government Property and Public Places Local Law 2016</i> <i>City of Mandurah Bush Fire Brigades Local Law 2010</i> <i>City of Mandurah Cemeteries Local Law 2010</i> <i>City of Mandurah Fencing Local Law 2015</i> <i>Jetties Waterways and Marina Local Law 2010</i> <i>Parking and Parking Facilities Local Law 2015</i> <i>Waste Local Law 2024</i> <i>City of Mandurah Blasting, Quarry and Excavations Consolidated Local Law</i> <i>City of Mandurah Enforcement of Local Laws Consolidated Local Law</i> <i>City of Mandurah Objections and Appeals and Miscellaneous Consolidated Local Law</i> <i>City of Mandurah Buildings Consolidated Local Law</i>
Function	Authority to: Administer and enforce the City's Local Laws and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the City's Local Laws and the authority to subdelegate this function.
Delegates	Chief Executive Officer
Conditions	The delegation may only be exercised in accordance with the relevant Council Local Law and associated policy or guidelines in force at the time
Statutory framework	<i>Local Government Act 1995:</i> Section 3.18(1)
Date adopted	24 May 2022
Adoption references	Council Minute G.9/5/22
Last reviewed	26 June 2025

Delegation	DA-LUP 01 Private Works on, over or under Public Places
Category	Land Use and Planning
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers and duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r. 17 (3), (5) and (6) Private works on, over, or under public places – Sch.9.1 cl. 8.
Function	<ol style="list-style-type: none"> 1. Grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property r. 17(3). 2. Impose conditions on permission including those prescribed in r. 17(5) and (6).
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. 2. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> a) Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. b) Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. c) Provided evidence of sufficient Public Liability Insurance. d) Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. e) Where appropriate, a dilapidation survey may be requested.
Statutory framework	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> – prescribe applicable statutory procedures <i>Local Government Act 1995</i> - Part 9, Division 2
Date adopted	24 May 2022
Adoption references	Council Minute G.9/5/22
Last reviewed	26 June 2025

Delegation	DA-LUP 02 Public Thoroughfare - Dangerous Excavations
Category	Land Use and Planning
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers and duties to CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r. 11(1), (4), (6), (8) and (10) Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl.6
Function	<ol style="list-style-type: none"> 1. Determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation: r. 11(1). 2. Determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare: r. 11(4). 3. Impose conditions on granting permission and/or impose a deposit for a sum sufficient to cover the cost of repairing damage to the public thoroughfare: r. 11(6). 4. Impose fees on granting permission, of not more than as prescribed in r. 11(10). 5. Renew a permission granted or vary at any time, any condition imposed on a permission granted: r. 11(8).
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. 2. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> a) Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. b) Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. c) Provided evidence of sufficient Public Liability Insurance. d) Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Statutory framework	<p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.3 – Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares</p> <p><i>Local Government (Uniform Local Provisions) Regulations 1996</i> – prescribe applicable statutory procedures</p> <p>Penalties under the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i></p>
Date adopted	24 May 2022
Adoption references	Council Minute G.9/5/22
Last reviewed	26 June 2025

Delegation	DA-LUP 03 Obstruction of Footpaths and Thoroughfares
Category	Land Use and Planning
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers and duties to CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r. 5(2) Interfering with, or taking from, local government land r. 6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r. 7A Obstruction of public thoroughfare by fallen things – Sch. 9.1 cl. 3(1)(b) r. 7 Encroaching on public thoroughfare – Sch. 9.1. cl. 3(2)
Function	<p>1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to:</p> <p>a) prevent damage to the footpath; or</p> <p>b) prevent inconvenience to the public or danger from falling materials: r. 5(2).</p> <p>2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare: r. 6(2) and (4).</p> <p>3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted: r. 6(6).</p> <p>4. Authority to request a deposit for a sum sufficient to cover the cost of repairing damage to the public thoroughfare (r. 6(4)(d)) and authority to charge a fee in line with fees set out in r. 6 (8).</p> <p>5. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government: r. 6(5)(d).</p> <p>6. Authority to require an owner or occupier of land to remove any thing that has fallen from their land, which is obstructing a public thoroughfare: r. 7A.</p> <p>7. Authority to require an owner or occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare: r. 7.</p>
Delegates	Chief Executive Officer

Conditions	<p>1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</p> <p>2. Permission may only be granted where, the proponent has:</p> <p>a) Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction.</p> <p>b) Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works.</p> <p>c) Provided evidence of sufficient Public Liability Insurance.</p> <p>d) Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</p>
Statutory framework	<p><i>Local Government (Uniform Local Provisions) Regulations 1996</i></p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i></p> <p><i>Local Government Property and Public Places Local Law 2016</i></p>
Date adopted	24 May 2022
Adoption references	Council Minute G.9/5/22
Last reviewed	26 June 2025

Delegation	DA-LUP 04 Crossing - Construction, Repair and Removal
Category	Land Use and Planning
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers and duties to CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r. 12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch. 9.1 cl. 7(2) r. 13(1) Requirement to construct or repair crossing – Sch. 9.1 cl. 7(3)
Function	<ol style="list-style-type: none"> 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the private land: r. 12(1) and subject to r. 14(2). 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government: r. 12(1)(a). 3. Authority to give notice to an owner or occupier of private land requiring the person to construct or repair a crossing: r. 13(1) and subject to r. 14(2). 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person: r. 13(2).
Delegates	Chief Executive Officer
Conditions	Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> .
Statutory framework	<i>Local Government Act 1995</i> <i>Local Government (Uniform Local Provisions) Regulations 1996</i> <i>Local Government Property and Public Places Local Law 2016</i>
Date adopted	24 May 2022
Adoption references	Council Minute G.9/5/22
Last reviewed	26 June 2025

Delegation	DA-LWE 01 Prosecutions/Recovery of Unpaid Rates, Service Charges, Fees and Charges
Category	Laws and Enforcement
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers and duties to CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 6.56 Rates or service charges recoverable in court s. 6.64(3) Action to be taken
Function	<p>1. Authority to recover unpaid rates or service charges in a court of competent jurisdiction (and costs of proceedings for the recovery): s. 6.56(1).</p> <p>2. Authority to lodge (or withdraw) a caveat to preclude dealings in respect of any land where payment of rates and service charges imposed on that land remain unpaid for at least three years: s. 6.64(3).</p> <p>Delegates will use best endeavours to resolve specific issues through mediation and other means. Legal proceedings will only be initiated where necessary to resolve each specific matter dependant on the nature of the breach, offence or claim.</p>
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. If in the opinion of the CEO or subdelegate, the situation warrants it, the initiation of the prosecution will be referred to Council for approval. 2. Decisions under the delegation must comply with Council Policy.
Statutory framework	<i>Local Government Act 1995</i>
Policy	POL-FCM 08 Collection of Overdue Debts
Date adopted	17 March 2009
Adoption references	Minute G.26/03/09
Last reviewed	26 June 2025

Delegation	DA-LWE 02 Directions in Relation to Illegal Development Matters
Category	Laws and Enforcement
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers and duties to CEO
Express power or duty delegated	<i>Planning and Development Act 2005:</i> s. 214 (2), (3) and (5) Illegal development, responsible authority's powers as to
Function	To issue a direction to a person contravening s. 214 of the <i>Planning and Development Act 2005</i> .
Delegates	Chief Executive Officer
Conditions	Nil.
Statutory framework	<i>Planning and Development Act 2005</i>
Date adopted	5 January 2010
Adoption references	Council Approval - 5 January 2010
Last reviewed	26 June 2025

Delegation	DA-LWE 03 Action, notices, proceedings, prosecutions and withdrawals - any other written law
Category	Laws and Enforcement
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers and duties to CEO As determined by the Act under which the function to be performed.
Express power or duty delegated	The exercise of any powers, the enforcement of any statutory provisions or the protection of any legal interests under any other written law which includes any Council Local Law but does not include the Local Government Act 1995 or its subsidiary legislation.
Function	The taking of any action, serving or withdrawal of a notice or otherwise, commencement of legal proceedings or prosecutions on behalf of the City of Mandurah.
Delegates	Chief Executive Officer
Conditions	The Act under which the function is to be performed has express power to delegate the function. Any conditions or requirements of performing the function are as determined by the Act under which the function is to be performed.
Statutory framework	Local Government Act 1995 City of Mandurah Local Laws
Policy	City of Mandurah Prosecution Guidelines
Date adopted	23 August 2022
Adoption references	G.7/8/22 New delegation adopted by Council
Last reviewed	26 June 2025

Delegation	DA-LWE 06 Disposal of Impounded Goods/Vehicles
Category	Laws and Enforcement
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers and duties to CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 3.46 Goods may be withheld until costs paid s. 3.47 Confiscated or uncollected goods, disposal of s. 3.40A (4) Abandoned vehicle wreck may be taken s. 3.48 Impounding expenses, recovery of
Function	<ol style="list-style-type: none"> 1. Authority to sell or otherwise dispose of impounded goods that have not been collected within the period specified in s. 3.47(2b) of the date a notice is given under s. 3.42(1)(b) or s. 3.44. 2. Authority to declare an impounded vehicle an abandoned vehicle wreck: s. 3.40A. 3. Authority to sell or otherwise dispose of any vehicle that has not been collected within two (2) months of a notice having been given under s. 3.40(3) or 7 days of a declaration being made that a vehicle is an abandoned wreck. 4. Authority to refuse to allow impounded goods to be collected until the costs of removing, impounding and keeping them have been paid to the local government: s. 3.46. 5. Authority to recover expenses incurred from removing, impounding, and disposing of confiscated or uncollected goods in accordance with s. 3.48.
Delegates	Chief Executive Officer
Conditions	Money received under s. 3.47(5) must be credited to the City of Mandurah Municipal Fund.
Statutory framework	<i>Local Government Act 1995:</i> s. 3.58, s. 3.47 <i>Local Government (Functions and General) Regulations 1996:</i> r. 29A, r. 30
Date adopted	20 June 2002
Adoption references	Origin - SD 5.2 - 20 June 2002
Last reviewed	26 June 2025

Delegation	DA-LWE 07 Authorised Officers / Persons
Category	Laws and Enforcement
Delegator	Council
Express power to delegate	<p><i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers and duties to CEO</p> <p><i>Building Act 2011:</i> s. 127(1) Delegation by local government</p>
Express power or duty delegated	<p><i>Local Government (Miscellaneous Provisions) Act 1960:</i> s. 449 Appoint Pound Keeper and Ranger</p> <p><i>Building Act 2011:</i> s. 96(3) Designate authorised person</p> <p><i>Building Regulations 2012:</i> r. 70(1) and (2) Appoint authorised officer and approved officer</p>
Function	Appointing persons/officers or classes of persons/officers as authorised for the purpose of fulfilling prescribed functions under the <i>Local Government (Miscellaneous Provisions) Act 1960</i> , <i>Building Act 2011</i> and <i>Building Regulations 2012</i> .
Delegates	Chief Executive Officer
Conditions	<p>The power to appoint authorised persons, under all legislation referred to in this delegation, cannot be sub delegated: s. 127(6A) <i>Building Act 2011</i>.</p> <p>Each authorised officer must be issued a certificate of appointment.</p>
Statutory framework	<p><i>Building Regulations 2012:</i> r. 70 Only certain people may be appointed as authorised officer or approved officer – see regulation.</p> <p><i>Criminal Procedure Act 2004:</i> s. 6 <i>Local Government Act 1995:</i> s. 5.44(1), s. 9.10, s. 9.16, s. 9.20</p>
Date adopted	15 July 2008
Adoption references	Council Minute G.30/7/08
Last reviewed	26 June 2025

Delegation	DA-LWE 09 Graffiti Vandalism
Category	Laws and Enforcement
Delegator	Council
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> s. 16 Delegation by local government s. 17 Delegation by CEO of local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> s. 18 Notice requiring removal of graffiti s. 19 Additional powers when notice is given s. 24 (1)(b) Decision that notice should not be suspended s. 25 local government graffiti powers on land not local government property s. 28 Notice of entry
Function	To carry out the powers or discharge of any of the duties of the Graffiti Vandalism Act 2016 including but not limited to: <ol style="list-style-type: none"> 1. Issuing notices requiring removal of graffiti: s. 18. 2. Recover costs for removal of graffiti: s. 19. 3. Removal of graffiti on land not local government property: s. 25. 4. Issuing notices of an intended entry onto private land, specifying the purpose for which entry is required: s. 28.
Delegates	Chief Executive Officer
Conditions	In relation to Function 4, issuing notices of an intended entry onto private land must be only at the request of Council.
Statutory framework	<i>Graffiti Vandalism Act 2016</i>
Policy	POL-CNP 02 Graffiti Vandalism
Date adopted	14 February 2017
Adoption references	Council Minute G.12/2/17
Last reviewed	26 June 2025

Delegation	DA-LWE 10 Disposal of Sick or Injured Impounded Animals
Category	Laws and Enforcement
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers and duties to CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 3.47A Sick or injured animals, disposal of s. 3.48 Impounding expenses, recovery of
Function	<ol style="list-style-type: none"> 1. Authority to determine when an impounded animal is ill or injured, that treating is not practicable, and to humanely destroy the animal and dispose of the carcass: s. 3.47A(1) 2. Authority to recover expenses incurred from removing, impounding, and disposing of confiscated or uncollected goods: s. 3.48.
Delegates	Chief Executive Officer
Conditions	Delegation may only be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Statutory framework	<i>Local Government Act 1995</i>
Date adopted	24 May 2022
Adoption references	Council Minute G.9/5/22
Last reviewed	26 June 2025

Delegation	DA-LWE 11 Authorised Persons to Perform Specified Functions Under the Local Government Act 1995
Category	Laws and Enforcement
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers and duties to CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 3.24 Authorising persons under this Subdivision s. 3.31(2) General Procedure for entering property s. 3.39(1) Power to remove and impound s. 9.24(1)(c) and (2)(b) Prosecutions, commencing
Function	<p>Authority to authorise persons for the purposes of Part 3, Division 3, Subdivision 2 – Certain provisions about land - to exercise the Local Government's powers under s. 3.25 to s. 3.27 inclusive, to issue and administer notices requiring certain things to be one by owner or occupier of land: s. 3.24.</p> <p>Authority to authorise persons to enter onto land, premises or thing, without consent of the owner / occupier, unless the owner / occupier objects: s. 3.31(2).</p> <p>Authority to authorise an employee to remove and impound any goods that are involved in a contravention that can lead to impounding: s. 3.39(1).</p> <p>Authority to authorise persons to commence prosecutions for offences under the <i>Local Government Act 1995</i> and any Local Laws made under the <i>Local Government Act 1995</i>: s. 9.24(1) (c) and (2)(b).</p>
Delegates	Chief Executive Officer
Conditions	Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Date adopted	28 May 2024
Adoption references	G.14/5/24
Last reviewed	26 June 2025

Delegation	DA-PAD 02 Development Application (excluding Single Houses)
Category	Planning and Development
Delegator	Council
Express power to delegate	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <i>Schedule 2, Part 10, Cl. 82 - Delegations by local government.</i>
Express power or duty delegated	All powers and duties of the local government under the <i>Local Planning Scheme No 12</i> , and under Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> as necessary to fulfil the Functions as set out below.
Function	To undertake the functions, including consultation, and to determine development applications as required for applications for development approval.
Delegates	Chief Executive Officer
Conditions	<p>This delegation is subject to the following conditions:</p> <ol style="list-style-type: none"> 1. Where an application is required to be advertised, due to the proposed development seeking to vary the development standards required under Local Planning Scheme No 12, a structure plan, a precinct structure plan, local development plan or local planning policy, and no submission(s) have been received objecting the proposal in relation to relevant matters. 2. Where consultation has been undertaken for Grouped or Multiple Dwelling, any person who has made a submission objecting to the application being notified in writing of the City's intention to approve the application and be provided with a further 7 days in which to provide further comment. 3. Any development application where the City receives submissions objecting to the proposal, other than Grouped or Multiple Dwellings, can only be determined by the CEO. Elected Members will be consulted prior to determination and will have the option of requesting the application be the subject of a Council report. 4. All applications that require discretionary provisions of a Local Planning Scheme No 12, a structure plan, precinct structure plan, local development plan or local planning policy to be applied are to be reviewed by a Planning Review Group consisting of at least 2 of the following: <ul style="list-style-type: none"> • Executive Manager Development and Compliance; • Coordinator Statutory Planning and Lands; • Senior Planner • Manager Strategic Planning and Urban Design.
Statutory framework	<i>Planning and Development Act 2005</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
Date adopted	12 December 2001
Adoption references	Council Minute G.23/12/01
Last reviewed	26 June 2025

Delegation	DA-PAD 03 Structure Plans
Category	Planning and Development
Delegator	Council
Express power to delegate	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <i>Schedule 2, Part 10, cl. 82 - Delegations by local government.</i>
Express power or duty delegated	All the powers and duties of the local government under Part 4 - Structure Plans of Schedule 2 (the Deemed Provisions) of the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i>
Function	<ol style="list-style-type: none"> 1. To prepare a Structure Plan; 2. Where an application is made for a Structure Plan determine that the information provided is in accordance with cl. 17 of the Deemed Provisions and is satisfactory for the purposes of advertising; 3. Determine that an amendment to a Structure Plan is of a minor nature and does not require advertising in accordance with cl. 29 of the Deemed Provisions; 4. Provide the Local Government Report to the Western Australian Planning Commission for amendments to an approved Structure Plan for: <p>(a) administrative or clarification purposes; or</p> <p>(b) where additional details are required by the approved Structure Plan; or</p> <p>(c) where the amendments do not alter the overall intent and design of the approved Structure Plan; or</p> <p>(d) where amendments are advertised and no relevant submissions are received during the advertising process, unless otherwise 'called in' by two or more Elected Members;</p> <p>in accordance with cl. 20 of the Deemed Provisions.</p>
Delegates	Chief Executive Officer
Conditions	Elected Members must be provided with an update.
Statutory framework	<i>Planning and Development Act 2005</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> Schedule 2 (Deemed Provisions for Local Planning Schemes) - Part 4 and Part 5
Date adopted	12 December 2001
Adoption references	Council Minute G.23/12/01
Last reviewed	26 June 2025

Delegation	DA-PAD 04 Local Development Plans
Category	Planning and Development
Delegator	Council
Express power to delegate	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2, Part 10, cl. 82 - Delegations by local government
Express power or duty delegated	All powers and duties of the local government under Part 6 of "Schedule 2" (the Deemed Provisions) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
Function	<ol style="list-style-type: none"> 1. To prepare Local Development Plans, where appropriate. 2. Where an application is made, determine that the information provided is satisfactory for the purposes of advertising in accordance with cl. 49 of the Deemed Provisions; 3. Where an application is made, determine that a Local Development Plan does not require advertising in accordance with cl. 50(3) of the Deemed Provisions; 4. Where an application is made, determine to approve, modify or refuse the Local Development Plan in accordance with cl. 52 of the Deemed Provisions subject to where the plan has been advertised, no submissions have been received on relevant matters that can be considered in making a determination on a Local Development Plan; 5. To extend the period of approval for a Local Development Plan in accordance with cl. 57 (3) of the Deemed Provisions; 6. Determine that an amendment is of a minor nature and does not require advertising in accordance with cl. 59(4) of the Deemed Provisions. 7. To extend the period of approval of the Local Development Plan in accordance with cl. 59(5) of the Deemed Provisions.
Delegates	Chief Executive Officer
Conditions	Nil.
Statutory framework	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> : Schedule 2 (Deemed Provisions for Local Planning Schemes) Part 6
Date adopted	27 June 2017
Adoption references	Council Minute G.51/6/17
Last reviewed	26 June 2025

Delegation	DA-PBH 03 Food Act 2008
Category	Public Health
Delegator	Council
Express power to delegate	<i>Food Act 2008:</i> s. 118 Functions of enforcement agencies and delegations
Express power or duty delegated	<i>Food Act 2008:</i> s. 65 Prohibition Orders s. 66 Certificate of clearance to be given in certain circumstances s. 67 Request for re-inspection s. 110 Registration of food businesses s. 112 Variation of conditions or cancellation of registration of food business
Function	Subject to s. 119 conditions and s. 120 guidelines adopted, delegates have the power to: 1. Issue prohibition orders on the proprietor of a food business in accordance with Part of the Act: s. 65(1). 2. Issue a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices: s. 66. 3. Provide written notification to the proprietor of a food business that a certificate of clearance has not been issued: s. 67. 4. Grant, apply conditions, refuse, vary or cancel the registration of a food business: s. 110 and s. 112.
Delegates	Coordinator Health Services Executive Manager Development and Compliance
Conditions	Nil.
Statutory framework	<i>Food Act 2008</i> <i>Food Regulations 2009</i> - do not provide for subdelegation
Date adopted	15 December 2009
Adoption references	Council Minute G.45/12/09
Last reviewed	26 June 2025

Delegation	DA-PBH 04 Food Act 2008 - Appointments
Category	Public Health
Delegator	Council
Express power to delegate	<i>Food Act 2008:</i> s. 118 Functions of enforcement agencies and delegation
Express power or duty delegated	<i>Food Act 2008:</i> s. 122 Appointment of authorised officers s. 126 Infringement notices
Function	1. Appoint authorised officers: s. 122(2). 2. Appoint designated officers to issue infringement notices: s. 126(2) and s. 126(13). 3. Appoint designated officers to extend payment period for infringement notices or to withdraw infringement notices: s. 126(6) and s. 126(7).
Delegates	Chief Executive Officer
Conditions	Nil.
Statutory framework	<i>Food Act 2008</i> <i>Food Regulations 2009</i> - do not provide for subdelegation
Date adopted	15 December 2009
Adoption references	Council Minute G.45/12/09,
Last reviewed	26 June 2025

Delegation	DA-PBH 10 Public Health Act 2016 - Functions of an Enforcement Agency
Category	Public Health
Delegator	Council
Express power to delegate	<i>Public Health Act 2016:</i> s. 21(1)(b) Enforcement agency may delegate
Express power or duty delegated	<i>Public Health Act 2016:</i> s. 24 Designation of Authorised Officers s. 280 Commencing proceedings
Function	To exercise the powers or duties conferred or imposed on a local government, as an enforcement agency, under the <i>Public Health Act 2016</i> , relating to: 1. Designating Authorised Officers: s. 24. 2. Commencing legal proceedings: s. 280.
Delegates	Chief Executive Officer
Conditions	In carrying out Function 1, each designated authorised officer must be appropriately qualified and experienced (s. 25(1)(a)) and be issued with an identity card identifying the authorised officer (s. 30 and s. 31).
Statutory framework	<i>Public Health Act 2016</i> s. 21(4) Limits delegations to either CEO or an authorised officer Division 4 – Authorised Officers
Date adopted	20 December 2016
Adoption references	Minute G.26/12/16 (Date of effect: 24 January 2017 - Implementation of Stage 3)
Last reviewed	26 June 2025

Delegation	DA-PBH 11 Public Health Act 2016 - Reports by Enforcement Agency
Category	Public Health
Delegator	Council
Express power to delegate	<i>Public Health Act 2016:</i> s. 21(1)(b) Enforcement agency may delegate
Express power or duty delegated	<i>Public Health Act 2016:</i> s. 22 Reports by and about enforcement agencies
Function	To prepare and provide to the Chief Health Officer the local government's report on the performance of its functions, or a report detailing any proceedings for an offence under the Act.
Delegates	Coordinator Health Services Executive Manager Development and Compliance
Conditions	Nil.
Statutory framework	<i>Public Health Act 2016:</i> s. 20 Conditions on performance of functions by enforcement agencies s. 21 Limits delegations to either CEO or an authorised officer
Date adopted	23 June 2020
Adoption references	Council Minute G.21/6/20
Last reviewed	26 June 2025

Delegation	DA-PBH 12 Health (Asbestos) Regulations - Enforcement
Category	Public Health
Delegator	Council
Express power to delegate	<i>Health (Asbestos) Regulations 1992:</i> r. 15D(7) Infringement Notices
Express power or duty delegated	<i>Health (Asbestos) Regulations 1992:</i> r. 15D(5) Infringement Notices
Function	Appoint authorised officers and approved officers for the purposes of the <i>Criminal Procedure Act 2004</i> , Part 2.
Delegates	Chief Executive Officer
Conditions	The power to appoint authorised officers and approved officers cannot be sub-delegated. Subject to each authorised officer and approved officer being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices.
Statutory framework	<i>Health (Asbestos) Regulations 1992</i> <i>Criminal Procedure Act 2004</i> - Part 2
Date adopted	25 May 2021
Adoption references	Council Minute G.6/5/21 - 25 May 2021
Last reviewed	26 June 2025

Delegation	DA-PBH 13 Public Health Act 2016 - Enforcement Orders and Clearance Certificates
Category	Public Health
Delegator	Council
Express power to delegate	Public Health Act 2016: s.21 Enforcement agency may delegate
Express power or duty delegated	Public Health Act 2016 s.216 Issue of Enforcement Orders s.218 Extension of period of compliance with enforcement order s.219 Enforcement agency may implement enforcement order s.221 Recovery of costs incurred by or on behalf of enforcement agency s.223 Certificate of clearance to be given in certain circumstances s.224 Request for assessment
Function	Authority to: 1. Give an enforcement order in accordance [s.216]. 2. Extend the period for compliance specified in the order [s.218]. 3. Authority to take any action reasonably necessary to implement sufficient compliance with an enforcement order that has not been complied with [s.219(2)]. 4. Authority to sign a certificate stating the amount of any costs and the manner in which they were incurred as evidence of the matters certified [s.221(2)]. 5. Give a certificate of clearance (in the Department of Health approved form) where an assessment report of an authorised officer finds the enforcement order has been complied with and there is no longer a serious public health risk to be prevented or mitigated [s.223]. 6. Where requested under s.224, cause an assessment by another authorised officer to be made for the purposes of s.233 (clearance certificate) and give notice of a decision to not give a clearance certificate after assessment [s.224(2)].
Delegates	Chief Executive Officer Coordinator Health Services Executive Manager Development and Compliance
Conditions	1. Content of enforcement order must comply with s.217 provisions. 2. Costs incurred in taking action under s.219 are to be recovered, including recovery in a court of competent jurisdiction [s.221(1)].
Statutory framework	<i>Public Health Act 2016</i> <i>Criminal Investigation Act 2006, Parts 6 and 13 – refer s.245 of the Public Health Act 2016</i> <i>The Criminal Code, Chapter XXVI – refer s.252 of the Public Health Act 2016</i>
Date adopted	24 September 2024
Adoption references	Council Meeting 24/09/24
Last reviewed	26 June 2025

Delegation	DA-TFT 01 Parking Administration
Category	Traffic and Transport
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 local government may delegate some powers and duties to the CEO
Express power or duty delegated	<i>City of Mandurah Parking and Parking Facilities Local Law 2015:</i> cl. 3.1 Determination of parking bays and parking stations cl. 4.3 Event parking
Function	<p>1. To constitute, determine or vary parking bays, parking stations and parking areas, including the introduction of parking restrictions, including but not limited to:</p> <ul style="list-style-type: none"> • No Parking; • No Stopping; • Loading Zones; • Accessible parking; • Authorised only parking; • Revoke a parking permit. <p>2. To issue a permit to authorised temporary variations to parking to facilitate events or other required use of a carparking area: cl. 4.3 of the Local Law.</p>
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ This delegation does not include: <ul style="list-style-type: none"> o the introduction or varying of metered zones; and o the introduction of permanent timed parking restrictions in excess of 10 bays. ▪ Delegates must maintain an appropriate register to record all parking restrictions implemented as well as the standard delegated authority reporting which will be made available to Elected Members
Statutory framework	<i>Local Government Act 1995</i> <i>City of Mandurah Parking and Parking Facilities Local Law 2015</i>
Date adopted	17 February 2004
Adoption references	Council Minute G.39/2/04,
Last reviewed	26 June 2025

Delegation	DA-TFT 02 Closing of Certain Thoroughfares to Vehicles
Category	Traffic and Transport
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers and duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 3.50 Closing certain thoroughfares to vehicles s. 3.50A Partial closure of thoroughfare for repairs or maintenance s. 3.51 Affected owners to be notified of certain proposals
Function	<ol style="list-style-type: none"> 1. To close any thoroughfare that the City manages for the passage of vehicles, wholly or partially, for a period not exceeding four (4) weeks: s. 3.50. 2. To close any thoroughfare that the City manages for the passage of vehicles, wholly or partially, for a period exceeding four (4) weeks: s. 3.50. 3. To revoke an order to close a thoroughfare: s. 3.50(6). 4. To partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have a significant adverse effect on users of the thoroughfare: s. 3.50A. 5. To notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land: s. 3.51.
Delegates	Chief Executive Officer
Conditions	<p>In respect of Function 1) above: Where practicable to do so, any proposal to close a thoroughfare should be advertised in advance of the closure. Where a thoroughfare is closed without advance public notice, local public notice of the closure is to occur as soon as practicable.</p> <p>In respect of Function 2) above: Prior to a decision being made to close a thoroughfare, local public notice of the intentions and reasons for the closure should be undertaken. In addition, consideration of any submissions received should take place. Written notice must also be provided in accordance with s. 3.50(4) of the <i>Local Government Act 1995</i>.</p>
Statutory framework	<i>Local Government Act 1995</i> s. 3.50 – s. 3.51 set out the procedure and legislative requirements which must be followed when closing thoroughfares.
Date adopted	25 May 2010
Adoption references	Council Minute G.28/5/10
Last reviewed	26 June 2025