



**CITY OF
MANDURAH**

City of Mandurah
Register of Delegated Authority

REVIEW

Reviewed by	Date approved	References
Council	23 Jun 2020	G.21/6/20
CEO	29 Jun 2020	CEO Approval 29/06/2020

TABLE OF CONTENTS

INTRODUCTION	5
Introduction	5
Delegations and authorisations under other Legislation	6
DELEGATIONS	7
Building Controls	7
DA-BUI 01 - Building and Demolition Permits	7
DA-BUI 02 - Occupancy Permits and Building Approval Certificates	9
DA-BUI 03 - Building Orders	11
DA-BUI 04 - Smoke Alarms - Alternative Solutions	13
DA-BUI 05 - Private Swimming Pool Safety Barriers	15
Community Services	17
DA-CMS 03 - Cat Act 2011	17
DA-CMS 04 - Dog Act 1976	19
Corporate Management	22
DA-CPM 02 - Invite Expressions of Interests and Tenders	22
DA-CPM 04 - Rejecting and Accepting Expressions of Interests and Tenders	25
Council Properties	26
DA CNP 02 - Disposing of Property	26
Emergency Services	29
DA-EMS 01 - Bush Fires Act 1954 - Variations to Burning Times	29
DA-EMS 02 - Bush Fires Act 1954 - General	30
DA-EMS 03 - Bush Fires Act - Enforcement	31
External Delegations	32
External Delegation - Noise Management	32
External Delegation - Noise Management Plans - Construction Sites	33
External Delegation - Certificates of Approval - Strata Titles Act 1985	34
Financial Management	36
DA-FCM 02 - Payments from Municipal or Trust Funds	36
DA-FCM 03 - Investment of Funds	38
DA-FCM 04 - Non-Rateable Status for Land	40
DA-FCM 06 - Defer, Grant Concessions for, or Waive Fees or Write off Debts	42
DA-FCM 07 - Payment Arrangements for Unpaid Rates and Service Charges and Other Debtors	45
Governance	47
DA-GVN 02 - Electoral Enrolment Eligibility Applications	47
DA-GVN 03 - Destruction of Electoral Material	49
DA-GVN 05 - Election of Committee Presiding Member	51
DA-GVN 06 - Revoking Suspension of Decisions under Objection	52
Laws and Enforcement	53

DA-LWE 01 - Prosecutions/Recovery of Unpaid Rates, Service Charges, Fees and Charges	53
DA-LWE 02 - Directions in Relation to Development Matters	55
DA-LWE 06 - Disposal of Impounded Goods/Vehicles	57
DA-LWE 07 - Authorised Officers	59
DA-LWE 08 - Infringement Notices	61
DA-LWE 09 - Graffiti Vandalism	63
Local Laws	65
DA-LOC 01 - Trading Permits	65
DA-LOC 02 - Alfresco Dining Permits	67
Planning and Development	69
DA-PAD 01 - Development Applications for Single Houses	69
DA-PAD 02 - Development Application (excluding Single Houses)	71
DA-PAD 03 - Structure Plans and Activity Centre Plans	73
DA-PAD 04 - Local Development Plans	75
Public Health	77
DA-PBH 03 - Food Act 2008	77
DA-PBH 04 - Food Act 2008 - Appointments	78
DA-PBH 10 - Public Health Act 2016 - Functions of an Enforcement Agency	79
DA-PBH 11 - Public Health Act 2016 - Reports by Enforcement Agency	80
DA-PBH-12 - Health (Asbestos) Regulations - Enforcement	81
Traffic and Transport	82
DA-TFT 01 - Parking Administration	82
DA-TFT 02 - Closing of Certain Thoroughfares to Vehicles	84

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 and authorisations under other Legislation

Where legislation provides for the direct delegation to authorise a person or a member of a class of persons by other agencies or decision makers. For example: the *Environmental Protection Act* allows for the CEO of the Department of Environment Regulation to grant delegated authority direct to a local government.

The authorisation is dealt with in the relevant legislation and, where required, the Instrument of Delegation or Notice of the Appointment is advertised in the Government Gazette.

Those Delegations or authorisations that may occur under legislation other than the *Local Government Act 1995*, its regulations and the local government's local laws include:

Planning and Development Act 2005 and associated regulations
Dog Act 1976 and regulations;
Cat Act 2011 and regulations
Bush Fires Act 1954, regulations and local law created under that Act;
Litter Act 1979 and regulations
Local Government (Miscellaneous Provisions) 1960 as amended;
Caravan Parks and Camping Grounds Act 1995;
Control of Vehicles (Off-Road Areas) Act 1978 and regulations;
Environmental Protection Act 1986
Environmental Protection (Noise) Regulations 1997
Building Act 2011

N.B. – This is not an exhaustive list.

DELEGATIONS

Building Controls

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) Delegation by local government
Express power or duty delegated	<i>Building Act 2011:</i> s. 17 Uncertified applications 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 s. 24 Notice of decision not to grant permit s. 27 Conditions imposed s. 88 Finishes of walls close to boundaries <i>Building Regulations 2012:</i> r. 23 Application to extend time r. 24 Extension of time r. 26 Approval of new responsible person
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.
Express power to subdelegate	<i>Building Act 2011:</i> s. 127(6A) Delegation by CEO
Subdelegates	Building Surveyor Coordinator Building and Compliance Senior Building Surveyor Senior Development Compliance Officer
Subdelegate conditions	Sub delegates are only permitted to undertake this delegation if they hold the appropriate Building Surveyor Qualification and Registration from Department of Mines, Industry Regulation and Safety.

Statutory framework	<i>Building Act 2011</i> (Date of effect: 2 April 2012) <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 of Western Australia Act 1990</i>
Date adopted	27 September 2011
Adoption references	G.35/9/11
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
30 Jun 2016	Amended delegation	Addition of sub-delegate (Senior DCO) based on qualifications of newly appointed person to this role.	CEO approved 30/6/16.
13 Jun 2017	Amended delegation	Changes to Conditions during 2016-2017 Annual Review.	G.24/6/17
22 May 2018	Amended delegation	Section 21 as per 2017-2018 Annual Review.	G.18/5/18
23 Jun 2020	Amended delegation	Amendment as per 2019-2020 Annual Review.	G.21/6/20
1 Jul 2020	Amended delegation	Amendment as per CEO Annual Review.	CEO Approval 29/06/20.

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) Delegation by local government
Express power or duty delegated	<i>Building Act 2011:</i> s. 55 Further Information s. 58 Grant of permit / approval certificate s. 59 Time for granting permit / approval certificate s. 60 Notice of decision not to grant permit / approval certificate s. 62 Conditions imposed s. 65 Extension of period of duration <i>Building Regulations 2012:</i> r. 40 Extension of period of duration of time limited permit/ approval certificate
Function	To effectively deal with applications for Occupancy Certificate and Building Approval Certificate as required under Part 3, Division 4 of the <i>Building Act 2011</i> and Regulation 40 of the <i>Building Regulations 2012</i>
Delegates	Chief Executive Officer
Conditions	Sub-delegates are only permitted to undertake this functions if they hold the appropriate Building Surveyor Qualification and Registration with the WA Building Commission.
Express power to subdelegate	<i>Building Act 2011:</i> s. 127(6A) Delegation by CEO
Subdelegates	Coordinator Building and Compliance Senior Building Surveyor Senior Development Compliance Officer
Subdelegate conditions	Nil.
Statutory framework	<i>Building Act 2011</i> (Date of effect: 2 April 2012) <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 of Western Australia Act 1990</i>
Policy	Nil
Date adopted	27 September 2011
Adoption references	G.35/9/11
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
30 Jun 2016	Amended delegation	Addition of sub-delegate (Senior DCO) based on qualifications of newly appointed person to this role.	CEO approved 30/6/16.
13 Jun 2017	Amended delegation	Changes to Conditions during 2016-2017 Annual Review.	G.24/6/17
23 Jun 2020	Amended delegation	Amendment as per 2019-2020 Annual Review.	G.21/6/20
1 Jul 2020	Amended delegation	Amendment as per CEO 2019-2020 Annual Review.	CEO Approval 29/06/20.

Delegation	DA-BUI 03 Building Orders
Category	Building Controls
Delegator	Council
Express power to delegate	<i>Building Act 2011:</i> s. 127(1) 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 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	1. Effectively deal with building orders pursuant to Part 8, Division 5 of the <i>Building Act 2011</i> in relation to: <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	1. Building Orders may be referred to the Council where it is considered appropriate.
Express power to subdelegate	<i>Building Act 2011:</i> s. 127(6A) Delegation by CEO
Subdelegates	Building Surveyor Coordinator Building and Compliance Senior Building Surveyor Senior Development Compliance Officer
Subdelegate conditions	Subdelegation to the positions of Senior Building Surveyor, Building Surveyor and Senior Development Compliance Officer are limited to only performing the functions provided under sections 88, 111 and 114 of the <i>Building Act 2011</i> .
Statutory framework	<i>Building Act 2011</i> (Date of effect: 2 April 2012) <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 of Western Australia Act 1990</i>
Policy	Nil
Date adopted	27 September 2011

Adoption references	G.35/9/11
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
28 Jun 2016	Amended delegation	Amendment as per 2015-2016 Annual Review.	G.36/6/16
13 Jun 2017	Amended delegation	Changes to sub-delegate and conditions during 2016-2017 Annual Review.	G.24/6/17
6 Mar 2018	Amended delegation	Position of Corporate Lawyer removed as sub-delegate. Conditions updated.	CEO Approval 06/03/18.
23 Jun 2020	Amended delegation	Amendment as per 2019-2020 Annual Review.	G.21/6/20
1 Jul 2020	Amended delegation	Amendment as per CEO 2019-2020 Annual Review.	CEO Approval 29/06/20.

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) 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	1. To approve alternative building solutions which meet the performance requirements of the Building Code relating to fire detection and early warning. 2. To approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval.
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	<i>Building Act 2011:</i> s. 127(6A) Delegation by CEO
Subdelegates	Coordinator Building and Compliance Senior Building Surveyor Senior Development Compliance Officer
Subdelegate conditions	Nil.
Statutory framework	<i>Building Act 2011</i> (Date of effect: 2 April 2012) <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 of Western Australia Act 1990</i>
Policy	N/A
Date adopted	22 May 2018
Adoption references	G.18/5/18
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
22 May 2018	New delegation	Delegation created as per 2017-2018 Annual Review.	G.18/5/18
23 Jun 2020	Amended delegation	Amendment as per 2019-2020 Annual Review.	G.21/6/20
1 Jul 2020	Amended delegation	Amendment as per CEO 2019-2020 Annual Review.	CEO Approval 29/06/20.

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) Delegation by local government
Express power or duty delegated	<i>Building Regulations 2012:</i> r. 51(2), (3), (5) 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 there were compliance with AS 1926.1.</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.</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.
Express power to subdelegate	<i>Building Act 2011:</i> s. 127(6A) Delegation by CEO
Subdelegates	Coordinator Building and Compliance Senior Building Surveyor Senior Development Compliance Officer
Subdelegate conditions	Any performance solution determined in respect of this delegation is to be signed by 2 of the subdelegates to ensure consensus of the decision provided.
Statutory framework	<i>Building Act 2011</i> (Date of effect: 2 April 2012) <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 of Western Australia Act 1990</i>
Date adopted	22 May 2018
Adoption references	G.18/5/18
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
22 May 2018	New delegation	Delegation created as per 2017-2018 Annual Review.	G. 18/5/18
25 Jun 2019	Amended delegation	Minor condition change.	G.18/6/19
23 Jun 2020	Amended delegation	Amendment as per 2019-2020 Annual Review.	G.21/6/20
1 Jul 2020	Amended delegation	Amendment as per CEO 2019-2020 Annual Review.	CEO Approval 29/06/20.

Community Services

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> s. 13 Notice to be given of certain decisions s. 26 Cat Control Notice s. 37 Approval to breed cats s. 38 Cancellation of approval to breed cats s. 40 Notice to be given of certain decisions s. 64 Extension of time s. 65 Withdrawal of notice</p> <p><i>Cat Regulations 2012:</i> Schedule 3, cl. 1(4) Reduce or Waive Fees</p> <p><i>Cat (Uniform Local Provisions) Regulations 2013:</i> r. 8 Application to keep additional number of cats r. 9 Grant or Refuse application to keep additional number of cats</p>
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. Providing notice of decisions relating to the refusal to grant or renew the registration of a cat, or cancel the registration of a cat. 2. Granting approval to breed cats. 3. Cancelling the approval to breed cats. 4. Providing notice of decisions relating to the refusal to approve, renew the approval or cancel the approval of a person to breed cats. 5. Extending the period a modified penalty is to be paid. 6. Withdrawing an infringement notice. 7. Reducing or waiving the registration fees in respect or any individual cat or any class of cat within the district.
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. Functions under sections 63, 64 or 65 of the Act cannot be delegated to an authorised person 2. Delegation does not permit any of the delegates to perform the following functions: <ul style="list-style-type: none"> • Making of Local Laws (section 79); or • Governor approval to make local laws outside district (section 80).
Express power to subdelegate	<i>Cat Act 2011:</i> s. 45 Delegation by CEO of local government

Subdelegates	Coordinator Ranger Services Executive Manager, Development and Compliance
Subdelegate conditions	N/A
Statutory framework	<i>Cat Act 2011</i> <i>Cat Regulations 2012</i>
Date adopted	24 September 2013
Adoption references	G.30/9/13
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
28 Jun 2016	Amended delegation	Amendments to include ability to waive or reduce fees, consistent with provision under Dog Act Delegation.	G.36/6/16
6 Mar 2018	Amended delegation	Position of Corporate Lawyer removed as sub-delegate. Conditions updated.	CEO Approval 06/03/18.
23 Jun 2020	Amended delegation	Amendment as per 2019-2020 Annual Review.	G.21/6/20
1 Jul 2020	Amended delegation	Amendments as per CEO 2019-2020 Annual Review.	CEO Approval 29/06/20.
30 Jul 2020	Amended delegation	Remove sub-delegate that does not require powers.	CEO Approval 30/07/20.

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 and Cancellation s. 17A Notice if no application for registration made s. 19 Refund fee on cancellation s. 26 Keeping of dogs – Limitation as to numbers s. 27 Licensing of approved kennel establishments s. 29(11) Power of disposal and sale s. 33E Individual dog may be declares a dangerous dog s. 33F Consider objections s. 33G(4) Seizure and destruction s. 33H Local government may revoke declaration to destroys. s. 33M Expenses 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> <ul style="list-style-type: none"> a. 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. b. Establishing and maintaining a dog management facility c. 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. d. Giving notice that a dog cannot be registered e. 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. f. Refunding proportionate registration fees of a dog that has had its registration cancelled. g. Making application to a Justice of the Peace for an order to seize a dog that has had its registration refused or cancelled. h. Determining an application to keep more than the prescribed 2 dogs over 3 months of age. i. Grant, refuse to grant or cancel a licence to operate an approved kennel establishment. j. Dispose of or sell dogs which are liable to be destroyed. k. Consider objections. l. Recover expenses. m. Declaring a dog dangerous as a result of its aggressive behaviour. n. Receiving a request from an owner to review a seizure and destruction notice of a dangerous dog. o. 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
Express power to subdelegate	<p><i>Dog Act 1976</i>: s. 10AA Delegation of local government powers and duties</p>
Subdelegates	<p>Coordinator Ranger Services Executive Manager, Development and Compliance</p>
Subdelegate conditions	Nil.

Statutory framework	<i>Dog Act 1976:</i> s. 10AA – The Council must give express authority to sub delegate any power under the Act s. 31 – This delegation does not permit the delegate to designate dog prohibited areas, dog exercise area, dog on leash area s. 49 – This delegation does not permit the delegate to perform the function of making local laws
Date adopted	28 October 2014
Adoption references	G.31/10/14
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
25 Jun 2019	Amended delegation	Broadened to allow sub-delegates to refuse an application or cancel a licence if required.	G.18/6/19
23 Jun 2020	Amended delegation	Amendment as per 2019-2020 Annual Review.	G.21/6/20
1 Jul 2020	Amended delegation	Amendment as per CEO 2019-2020 Annual Review.	CEO Approval 29/06/20.

Corporate Management

Delegation	DA-CPM 02 Invite Expressions of Interests and Tenders
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
Express power or duty delegated	<i>Local Government Act 1995:</i> • s.3.57 Tenders for providing goods and services Part 4 of the <i>Local Government (Functions and General) Regulations 1996:</i> • Regulation 11 When tenders have to be publicly invited • Regulation 13 Determining to invite tenders where not required to do so • Regulation 14 Publicly inviting tenders, requirements for • Regulation 20 Variation of requirements before entry into contract • Regulation 21 Limiting who can tender, procedure for
Function	To: 1. Publicly invite tenders or seek Expressions of Interest for purchase of goods and services. 2. Determine to invite a tender where not required to do so. 3. Determine in writing, the selection criteria for deciding which tender should be accepted. 4. Determine minor variations before entering into a contract.
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate powers and duties to employees
Subdelegates	Director Built and Natural Environment Director Business Services Director Place and Community Director Strategy and Economic Development Manager Governance, Procurement and Land

<p>Subdelegate conditions</p>	<p>Only the following sub delegates are permitted to call Tenders and seek Expressions of Interests for the purchase of goods and services, and must only do so where the procurement is included in Council's annual budget and/or, in cases where the procurement commits to future years, the expenditure is included in the Long-Term Financial Plan approved by Council (reg 11 and 21):</p> <ul style="list-style-type: none"> • Director Business Services • Manager Governance, Procurement and Land <p>Only the following sub delegates are permitted to determine whether to invite tenders where not required to do so (reg 13):</p> <ul style="list-style-type: none"> • Director Business Service • Manager Governance, Procurement and Land <p>Only the following sub delegates are permitted to determine, in writing, the selection criteria for deciding which tender should be accepted (reg 14(2a)):</p> <ul style="list-style-type: none"> • Director Place and Community • Director Strategy and Economic Development • Director Built and Natural Environment • Director Business Services <p>Only the following sub delegates are permitted to determine minor variations before entering into a contract (reg 20(1)):</p> <ul style="list-style-type: none"> • Director Business Services • Manager Governance, Procurement and Land <p>This delegation must be exercised in accordance with all relevant and current Council and CEO Policies.</p>
<p>Statutory framework</p>	<p><i>Local Government Act 1995</i> s. 3.57 <i>Local Government (Functions and General) Regulations 1996</i> Division 2</p>
<p>Policy</p>	<p>POL-CPM 02 Procurement POL-CPM 01 Regional Price Preference</p>
<p>Date adopted</p>	<p>29 January 2008</p>
<p>Adoption references</p>	<p>G.33/1/08</p>

Amendments			
Approved	Type	Amendment	References
28 Jun 2016	Amended delegation	Changes to sub-delegates during 2015-2016 Annual Review.	G.36/6/16
13 Jun 2017	Amended delegation	Changes to Function, Sub-delegates and Conditions during 2016-2017 Annual Review.	G.24/6/17
6 Mar 2018	Amended delegation	Position of Corporate Lawyer replaced with Executive Manager Finance and Governance.	CEO Approval 06/03/18.
25 Feb 2020	Amended delegation	Changes to improve process of accepting tenders.	G.17/2/20
24 Mar 2020	Amended delegation	In response to Pandemic - Report: Cancellation of April 2020 Ordinary Council Meeting and Amendments to Delegations	G.20/3/20
23 Jun 2020	Amended delegation	Amendments as per 2019-2020 Annual Review.	G.21/6/20
1 Jul 2020	Amended delegation	Amendment as per 2019-2020 CEO Annual Review.	CEO Approval 29/06/20
3 Aug 2020	Amended delegation	Change to position titles as per organisational structure change.	CEO Approval 30/07/20.
15 Dec 2020	Amended delegation	Add sub delegate: Director Place and Community	CEO Approval: 15/12/2020.

Delegation	DA-CPM 04 Rejecting and Accepting Expressions of Interests and Tenders
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
Express power or duty delegated	<i>Part 4 of the Local Government (Functions and General) Regulations 1996:</i> <ul style="list-style-type: none"> • Regulation 18 Rejecting and accepting tenders • Regulation 23 Rejecting and accepting expressions of interest to be an acceptable tenderer
Function	To consider Expressions of Interest which have not been rejected and determine those capable of satisfactorily supplying the goods and services. To accept or decline to accept any tender.
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. The 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, up to 30 June 2021. 2. The CEO is delegated to accept or decline to accept any tenders where the consideration is, or is expected to be, \$600,000 (GST exclusive) or less, from 1 July 2021 onwards. 3. The powers and duties under this delegation must not be sub delegated. 4. This delegation must be exercised in accordance with any relevant and current Council or CEO Policies.
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	23 June 2020
Adoption references	G.21/6/20

Amendments			
Approved	Type	Amendment	References
23 Jun 2020	New delegation	Adopted as per 2019-2020 Annual Review.	G.21/6/20
22 Sep 2020	Amended delegation	Extension of period of CEO delegation	G.13/9/20

Council Properties

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
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 3.58 Disposing of property under this section. s. 3.18(1) Disposing of property, not covered by s. 3.58, in order to perform the necessary functions under the <i>Local Government Act 1995</i> .
Function	To dispose of property by public auction or by private treaty, in accordance with section 3.58 or otherwise.
Delegates	Chief Executive Officer

<p>Conditions</p>	<p>The delegation may only be exercised in relation to:</p> <p>a) a disposition, other than a lease or licence, valued under \$250,000; or b) a disposition that is a lease or licence, valued under \$150,000 per year (including rental payments only); or c) A disposition which is provided for in the Annual Budget; or d) A disposition which is authorised by Council resolution.</p> <p>This delegation must be exercised in accordance with s. 3.58 of the <i>Local Government Act 1995</i> and r. 30 and r. 31 of the <i>Local Government (Functions and General) Regulations 1996</i>.</p> <p>This delegation must be exercised in accordance with all relevant Council or CEO policies, and procedures.</p> <p>The exercise of this delegation in relation to land is permitted only in the following circumstances:</p> <p><u>Lease & Licence –Not for Profits Entities</u></p> <ul style="list-style-type: none"> • The lease or licence is held by a Not for Profit organisation outlined in regulation 30(2) (b) of the Local Government (Functions and General) Regulations 1996; • The term and options to extend the term does not exceed a total of 5 years; • 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. <p><u>Lease & Licence - Commercial Entities</u></p> <ul style="list-style-type: none"> • The lease or licence term is less than 2 years; • 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. <p><u>Assignment of Leases</u></p> <ul style="list-style-type: none"> • The assignee continues to meet all terms and conditions of the current lease; • No extension nor variation of the lease is available; • Relevant checks are conducted confirming the new business has no bankruptcy listed against the directors, or any court action pending; • The lease is currently not in breach. <p><u>Sublease (where the City is the sublessor)</u></p> <ul style="list-style-type: none"> • The head lessee remains fully responsible for terms and conditions of head lease, • The purpose of the sublease is consistent with purpose or similar purpose of the head lease; and • Term of sublease does not exceed head lease.
<p>Express power to subdelegate</p>	<p><i>Local Government Act 1995:</i> s. 5.44 Delegation by CEO</p>

Subdelegates	City Planner Coordinator Land Management Services Director Built and Natural Environment Executive Manager Built Environment Executive Manager, Development and Compliance Manager Financial Services Manager Operation Services
Subdelegate conditions	Sub delegates must only exercise the powers under this delegation for matters that fall within the scope of their position with the City of Mandurah.
Statutory framework	<i>Local Government Act 1995:</i> s.3.58 Disposing of Property 3.18 General Functions <i>Local Government (Functions and General) Regulations 1966:</i> r. 30 Disposing of property exempt from s. 3.58
Date adopted	25 June 2019
Adoption references	G.18/6/19

Amendments			
Approved	Type	Amendment	References
25 Jun 2019	New delegation	New delegation to allow for delegates to assist with subleases in an expeditious manner.	G.18/6/19
23 Jun 2020	Amended delegation	Amendment as per 2019-2020 Annual Review.	G.21/6/20
1 Jul 2020	Amended delegation	Amendment as per CEO 2019-2020 Annual Review.	CEO Approval 29/6/20.
30 Jul 2020	Amended delegation	Remove sub-delegate as does not require powers.	CEO Approval 30/07/20.
3 Aug 2020	Amended delegation	Amendment to position titles as per new organisational structure.	CEO Approval 30/07/20.
11 Dec 2020	Amended delegation	Sub-delegate added: Manager Operation Services	CEO Approval 11/12/2020.

Emergency Services

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	Delegates must request that the Executive Manager Development and Compliance and Coordinator Ranger Services reports 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	18 November 2008
Adoption references	G.28/11/08
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
22 May 2018	Amended delegation	Section 48 added as per 2017-2018 Annual Review.	G.18/5/18
25 Jun 2019	Amended delegation	Title changed to 'Variations to Burning Times' as delegation relates to both restricted and prohibited burning time. Position title change	G.18/6/19
23 Jun 2020	Amended delegation	Amendment as per 2019-2020 Annual Review.	G.21/6/20

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 Bush Fires Act 1954, 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. 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. 4. Placing further restrictions on the burning of garden refuse.
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 section 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	G.33/1/08
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
23 Jun 2020	Amended delegation	Amendment as per 2019-2020 Annual Review.	G.21/6/20

Delegation	DA-EMS 03 Bush Fires Act - Enforcement
Category	Emergency Services
Delegator	Chief Executive Officer
Express power to delegate	<i>Bush Fires Act 1954:</i> s 59(3) Prosecution of offences (delegated to the CEO under DA-EMS 02)
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s 59(1) Prosecution of offences s 59A(2) Infringement notices
Function	1. To institute proceedings under the Act. 2. To issue infringement notices under the Act.
Delegates	Coordinator Ranger Services Ranger Senior Ranger
Conditions	Coordinator Ranger Services is authorised for the purposes of s 59 only, not s 59A(2). Senior Ranger and Ranger may only exercise the powers under s 59 with written approval from the Coordinator Ranger Services or the CEO to do so.
Express power to subdelegate	N/A
Statutory framework	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i>
Date adopted	24 September 2020
Adoption references	CEO Approval - 24/09/2020

External Delegations

Delegation	External Delegation Noise Management
Category	External Delegations
Delegator	External Agency
Express power or duty delegated	<p>The CEO of the Department of Environment Regulation, on the 12 December 2013, determined to delegate the powers and duties under the <i>Environmental Protection (Noise) Regulations 1997</i> relating to:</p> <ul style="list-style-type: none"> • waste collection and other works • bellringing or amplified calls to worship • community activities • motor sport venues • shooting venues • calibration results • sporting, cultural and entertainment events; <p>to the CEO of the local government.</p>
Delegates	Chief Executive Officer
Conditions	Nil.
Statutory framework	Section 20 of the <i>Environmental Protection Act 1986</i> Regulations 14A, 14B, 15(3)(c)(vi), 16, 23(b), Part 2 Division 3, Part 2 Division 4, Part 2 Division 7 of the <i>Environmental Protection (Noise) Regulations 1997</i>
Date adopted	12 December 2013
Adoption references	Delegation No 112

Delegation	External Delegation Noise Management Plans - Construction Sites
Category	External Delegations
Delegator	External Agency
Express power to delegate	Chief Executive Officer of the Department of Water and Environmental Regulation
Express power or duty delegated	<i>Environmental Protection (Noise) Regulations 1997</i> r. 13 Construction sites
Function	The CEO of the Department of Environment Regulation, on the 1 May 2014, determined to delegate the powers and duties under the <i>Environmental Protection (Noise) Regulations 1997</i> relating to: <ul style="list-style-type: none"> • noise management plans under r. 13 of the <i>Environmental Protection (Noise) Regulations 1997</i>
Delegates	Chief Executive Officer Coordinator Health Services Executive Manager, Development and Compliance
Conditions	Nil
Express power to subdelegate	N/A
Statutory framework	Section 20 of the <i>Environmental Protection Act 1986</i> Regulation 12 of the <i>Environmental Protection (Noise) Regulations 1997</i> Govt Gazette - Delegation No 119 - 16 May 2014
Policy	Nil
Date adopted	16 May 2014
Adoption references	Delegation No 119

Delegation	External Delegation Certificates of Approval - Strata Titles Act 1985
Category	External Delegations
Delegator	External Agency
Express power to delegate	<i>Planning and Development Act 2005:</i> s 16
Express power or duty delegated	<p><i>Strata Titles Act 1985:</i></p> <p>s. 15 Certificates</p> <p>Schedule 1:</p> <p>1. Applications made under section 15 of the <i>Strata Titles Act 1985</i> Power to determine applications for the issuing of a certificate of approval under section 15 of the <i>Strata Titles Act 1985</i> except those applications that –</p> <ul style="list-style-type: none"> a) Propose the creation of a vacant lot; b) Propose vacant air stratas in multi-tiered strata scheme developments; c) Propose the creation or postponement of a leasehold scheme; d) In the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to: <ul style="list-style-type: none"> i. a type of development; and/or ii. land within an area, <p>which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.</p>
Function	On 19 March 2020, under section 16 of the <i>Planning and Development Act 2005</i> , the WAPC resolved to delegate to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the <i>Strata Titles Act 1985</i> as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 2 of Schedule 1.
Delegates	City Planner Coordinator Building and Compliance Coordinator Statutory Planning
Conditions	A local government that exercises the power referred to in clause 1 is to provide WAPC with data on all applications determined under this Instrument of Delegation at the conclusion of each financial year in the format prescribed by the WAPC.
Statutory framework	<i>Strata Titles Act 1985</i>
Record keeping	A local government that exercises the power referred to in clause 1 is to provide WAPC with data on all applications determined under this Instrument of Delegation at the conclusion of each financial year in the format prescribed by the WAPC.
Date adopted	19 March 2020
Adoption references	Gazette Del 2020/01 Powers of Local Governments

Financial Management

Delegation	DA-FCM 02 Payments from Municipal 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
Function	To make payments from the Council's Municipal or Trust Funds in accordance with Regulation 12 of the <i>Local Government (Financial Management) Regulations 1996</i> .
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	s.5.44 CEO may delegate powers and duties to employees
Subdelegates	Coordinator Financial Services Director Business Services Manager Financial Services Senior Accountant
Subdelegate conditions	Senior Accountant: – Authority Position Numbers: 1329 & 1383 – Technology One Position Number: 5405 Sub-delegation to Senior Accountant is limited to electronic bank transactions only.
Statutory framework	Regulation 12 of the <i>Local Government (Financial Management) Regulations 1996</i> <i>Sections 5.42, 5.44 and 6.10(d) of the Local Government Act 1995</i>
Policy	Nil
Date adopted	21 August 2001
Adoption references	G.46/8/01
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
28 Jun 2016	Amended delegation	Changes to sub-delegates as per 2015-2016 Annual Review.	G.36/6/16
25 Jun 2019	Amended delegation	Position title changes.	G.18/6/19, CEO Approval 18/07/19
19 Feb 2020	Amended delegation	Amendments to reflect changes to Financial Services.	CEO Approval 19/02/20
23 Jun 2020	Amended delegation	Re-adopted in accordance with the Annual Review of Delegated Authorities 2019-2020.	G.21/6/20
3 Aug 2020	Amended delegation	Amendment to position titles as per new organisational structure.	CEO Approval 30/07/20.

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 Section 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	Nil.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate powers and duties to employees
Subdelegates	Coordinator Financial Services Director Business Services Manager Financial Services
Subdelegate conditions	A decision to invest must be jointly approved of by two (2) subdelegates above.
Statutory framework	<i>Local Government Act 1995:</i> s. 6.14
Policy	POL-FCM 02 - Finance Investment
Date adopted	19 September 2006
Adoption references	G.40/9/06
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
28 May 2018	Amended delegation	Additional sub-delegate included as per 2017-2018 Annual Review.	CEO Approval 28/05/18, G.18/5/18
25 Jun 2019	Amended delegation	G.18/6/19 25 June 19 - Conditions/Exceptions re-worded to better define intent / Position title changes	G.18/6/19 - 25 June 19
19 Feb 2020	Amended delegation	Amendments to reflect changes to Financial Services.	CEO Approval 19/02/20.
23 Jun 2020	Amended delegation	Amendment as per 2019-2020 Annual Review.	G.21/6/20
1 Jul 2020	Amended delegation	Amendment as per CEO 2019-2020 Annual Review.	CEO Approval 29/06/20.
3 Aug 2020	Amended delegation	Amendment to sub-delegate position titles in line with new organisational structure.	CEO Approval 30/07/20.

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	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. To extend the time for a person to make an objection to a rate record.
Delegates	Chief Executive Officer
Conditions	Where the delegation is exercised in respect of a new application for land used in accordance with section 6.26(2)(g), non- rateable status may only be granted where the annual value of general rates does not exceed \$15,000. 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.
Express power to subdelegate	<i>Local Government Act 1995:</i> s. 5.44 CEO may delegate powers and duties to employees
Subdelegates	Director Business Services Manager Financial Services
Subdelegate conditions	Nil.
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 2015
Adoption references	G.15/1/13
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
6 Mar 2018	Amended delegation	Removal of position of Corporate Lawyer from sub-delegates. Additional of position added: Manager Finance now Executive Manager Finance and Governance.	CEO Approval 6/3/18.
25 Jun 2019	Amended delegation	Broadened in line with WALGA guidance and to better clarify the intent of the delegation.	G.18/6/19
3 Aug 2020	Amended delegation	Amendment to position titles as per new organisational structure.	CEO Approval 30/07/20.

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 Power to defer, grant concessions, waive or write off debts
Function	Defer, waive or grant concessions in relation to fees, or write off debts in relation to the following matters: <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 and Building Service and Application Fees • General Debts
Delegates	Chief Executive Officer
Conditions	This delegation is subject to section 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. 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. 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.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate powers and duties to employees
Subdelegates	City Planner Coordinator Building and Compliance Coordinator Health Services Coordinator Ranger Services Director Business Services Director Place and Community Director Strategy and Economic Development Executive Manager Community Executive Manager Strategy Executive Manager, Development and Compliance Manager Financial Services Manager Sport and Recreation Senior Ranger
Subdelegate	This delegation may only be exercised in accordance with the conditions set out below:

conditions

The following subdelegates may exercise this delegation in relation to abandoned vehicle fees, only in circumstances of proven financial hardship and extenuating circumstances:

- Executive Manager Development & Compliance
- Coordinator Ranger Services

The following subdelegates may exercise this delegation in relation to fees for food premises, market food stalls, expedited public building and event assessments under 8 weeks and certificates under the Liquor Control Act 1988 or the Gaming and Wagering Commission Act 1987, only in circumstances where the applicant is a non-profit or charitable organisation:

- Executive Manager Development & Compliance
- Coordinator Health Services

The following subdelegates may exercise this delegation in relation to applications for temporary accommodation in a caravan, only in circumstances where the applicant is suffering from hardship:

- Executive Manager Development & Compliance
- Coordinator Health Services

The following subdelegates may exercise this delegation in relation to event applications under regulation 18 of the Environmental Protection (Noise) Regulations 1997:

- Executive Manager Development & Compliance
- Coordinator Health Services

The following subdelegates may exercise this delegation in relation to Impounded Animal fees, only in circumstances of proven financial hardship, where the welfare of the animal is at risk, where there has been an accident or serious incident or where there has been involvement by the police, emergency services, bailiff or property owner:

- Executive Manager Development & Compliance
- Coordinator Ranger Services
- Senior Ranger

The following subdelegates may exercise this delegation in relation to impounded or seized trolley and signs fees, only in circumstances of proven financial hardship:

- Executive Manager Development & Compliance
- Coordinator Ranger Services
- Senior Ranger

The following subdelegates may exercise this delegation in relation to community halls, pavilions, public open space, sports flood lighting and other hire fees only in circumstances where there is a community benefit, there is in-kind support contributions, there are extraordinary circumstances, or where a club or group has provided financial contributions to the cost of constructing the relevant property (subject to the terms and conditions of any Operating Agreement):

- Director Strategy and Economic Development
- Director Place and Community
- Executive Manager Strategy
- Manager Sports and Recreation
- Executive Manager Community

The following subdelegate may exercise this delegation in relation to any matter, up to a value of \$5,000, or, where the decision is based on an administrative error having been made by the City of Mandurah, up to any value as determined to be appropriate:

	• Manager Financial Services
Statutory framework	<i>Local Government Act 1995:</i> s. 6.12 <i>Local Government (Financial Management) Regulations 1996:</i> 19AA cannot waive or grant concession in relation to amounts owed under the <i>Local Government (Administration) Regulations 1996</i> , r. 34AE.
Policy	POL-FCM 08 Collection of Overdue Debts
Date adopted	25 June 2020
Adoption references	G.18/6/19.

Amendments			
Approved	Type	Amendment	References
25 Jun 2019	New delegation	New delegation to incorporate the function of 6 other delegations (to be revoked).	G.18/6/19
18 Jul 2019	Amended delegation	Addition to sub-delegates: Manager Financial Services.	Nil
25 Mar 2020	Amended delegation	Amended to reflect new policy Collection of Overdue Debts.	G.14/2/20
1 Jul 2020	Amended delegation	Amendment in accordance with CEO Annual Review 2019-2020.	CEO Approval 29/06/20.
3 Aug 2020	Amended delegation	Amendment to position titles in line with new organisational structure.	CEO Approval 30/07/20.
13 Aug 2020	Amended delegation	Sub-delegate position title change. Removal of condition relating to Director Business Services.	CEO Approval 13/08/20.
11 Dec 2020	Amended delegation	New sub delegates added: Director Strategy and Economic Development and Director Place and Community	CEO Approval 11/12/2020.

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> s5.42 Delegation of some powers and duties to CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s6.49. Agreement as to payment of rates and service charges
Function	Accept an alternative payment of a rate or service charge or other debtor due and payable by a person, in accordance with an agreement made with the person.
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 1. The conditions are in accordance with the relevant and current Council Policies and work procedures. 2. The Rates Supervisor can accept an alternative payment arrangement only for and where the unpaid rate or service charges are expected to be paid within the current financial year. 3. Where the payment arrangement relates to debtors other than for rates and service charges, the repayment of the total debt cannot be for a period of greater than two years.
Express power to subdelegate	<i>Local Government Act 1995</i> s5.44. CEO may delegate powers and duties to other employees
Subdelegates	Director Business Services Manager Financial Services Rates Supervisor
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	30 June 2020

Amendments			
Approved	Type	Amendment	References
25 Feb 2020	New delegation	Adopted with new Policy, POL FCM 08 Collection of Overdue Debts	G.14/2/20
24 Mar 2020	Amended delegation	Expanded to include other debtors and set maximum period for payment arrangements.	G.20/3/20
23 Jun 2020	Amended delegation	Re-adopted as per 2019-2020 Annual Review.	G.21/6/20
3 Aug 2020	Amended delegation	Amendment to position titles as per organisational structure changes.	CEO Approval 30/07/20.

Governance

Delegation	DA-GVN 02 Electoral Enrolment Eligibility Applications
Category	Governance
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.44 Delegation of powers and duties to employees
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 4.32 (4), (5), (5A) and (6) Eligibility to enrol under s. 4.30, how to claim s. 4.35 Decision that eligibility to enrol under s. 4.30 has ended <i>Local government (Elections) Regulations 1997:</i> r. 13(2) Approving claim for address to be omitted
Function	To accept and/or reject electoral enrolment eligibility applications in accordance with sections 4.32(4), (5), (5A) and (6) of the <i>Local Government Act 1995</i> . To decide that a person is no longer eligible to be enrolled to vote and taking the necessary action as detailed in section 4.35 of the <i>Local Government Act 1995</i> . To decide whether to omit an elector's address on safety grounds.
Delegates	Director Business Services Manager Governance, Procurement and Land
Conditions	Nil.
Statutory framework	<i>Local Government Act 1995:</i> s. 4.32 General procedures s. 4.32(6) Record to be kept of decision and written notice given
Policy	Nil
Date adopted	28 November 2008
Adoption references	G.28/11/08
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
7 Apr 2017	Amended delegation	Replace position of Manager Finance to Manager Governance as function now sits with Governance.	CEO Approval 07/04/17.
6 Mar 2018	Amended delegation	Sub-delegate position of Corporate Lawyer removed. New sub-delegate added: Executive Manager Finance and Governance.	CEO Approval 06/03/18.
18 Jul 2019	Amended delegation	Amendment as per organisational structure.	CEO Approval 18/07/19.
1 Jul 2020	Amended delegation	Amendment in accordance with CEO Annual Review of Delegated Authorities 2019-2020.	CEO Approval 29/06/20, R0002838637
3 Aug 2020	Amended delegation	Amendment to position titles in line with new organisational structure.	CEO Approval 30/07/20.

Delegation	DA-GVN 03 Destruction of Electoral Material
Category	Governance
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.44 Delegation of powers and duties to employees
Express power or duty delegated	<i>Local Government (Elections) Regulations 1997:</i> r. 82 (4) Keeping election papers
Function	To carry out the destruction of electoral material relating to local government elections in accordance with regulation 82(4) of the Local Government (Elections) Regulations 1997 by way of: <ul style="list-style-type: none"> • Supervising the destruction of parcels in the presence of at least two (2) employees; or • Supervising the secure conveying of parcels to a secure paper destruction company, or placed in a locked bin provided by such a company.
Delegates	Director Business Services Manager Governance, Procurement and Land
Conditions	Nil
Statutory framework	<i>Local Government Act 1995:</i> Division 8 – Eligibility for enrolment <i>Local Government (Elections) Regulations 1997:</i> Part 3 - Enrolment
Policy	Nil
Date adopted	21 September 2004
Adoption references	G.36/9/04
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
6 Mar 2018	Amended delegation	Position of Corporate Lawyer removed as sub-delegate. Position of Executive Manager Finance and Governance added.	CEO Approval 06/03/18.
25 Jun 2019	Amended delegation	Function re-worded to better define the intent of the delegation. Position title changes. Non-relevant legislation removed.	G.18/6/19
3 Aug 2020	Amended delegation	Amendment to position titles as per new organisational structure.	CEO Approval 30/07/20.

Delegation	DA-GVN 05 Election of Committee Presiding Member
Category	Governance
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.44 Delegation of powers and duties to employees
Express power or duty delegated	<i>Local Government Act 1995:</i> Schedule 2.3 Division 1 – Duties of the CEO relevant to conducting elections
Function	Responsibility for the conduct of Elections for Presiding Member to Council's Committee in accordance with section 5.12 and Schedule 2.3 of the <i>Local Government Act 1995</i> .
Delegates	Director Business Services Director Strategy and Economic Development
Conditions	This delegation should only be exercised in instances where the Chief Executive Officer is unable or unavailable to do so.
Statutory framework	Sections 5.12 & 5.44 of the <i>Local Government Act 1995</i>
Policy	Nil
Date adopted	13 May 2005
Adoption references	CEO Approval 13/05/05.
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
6 Mar 2018	Amended delegation	Removal of position of Corporate Lawyer as sub-delegate. Addition of Executive Manager Finance and Governance.	CEO Approval 06/03/18.
25 Jun 2019	Amended delegation	Amendment to Position assigned as Delegate.	Nil
1 Jul 2020	Amended delegation	Amendment as per CEO 2019-2020 Annual Review.	CEO Approval 29/06/20.
3 Aug 2020	Amended delegation	Amendment to position titles as per new organisational structure.	CEO Approval 30/07/20.
3 Aug 2020	Amended delegation	Amendment to position title.	CEO Approval 03/08/20.

Delegation	DA-GVN 06 Revoking Suspension of Decisions under Objection
Category	Governance
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> 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	The CEO can only exercise this power if they consider that: (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.
Statutory framework	<i>Local Government Act 1995, Part 9 Objections</i>
Date adopted	15 December 2020
Adoption references	G.14/12/20.

Laws and Enforcement

Delegation	DA-LWE 01 Prosecutions/Recovery of Unpaid Rates, Service Charges, Fees and Charges
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(6A)</p>
Express power or duty delegated	<p><i>Local Government Act 1995:</i> s. 6.56 and 6.64 Rates and Service Charges Unpaid</p> <p><i>City of Mandurah Local Laws</i></p> <p><i>Building Act 2011:</i> s. 133</p>
Function	<p>Serve a notice, or undertake legal proceedings or prosecutions for any breach, offence or claim for which it is the duty of the local government to enforce in relation to:</p> <ul style="list-style-type: none"> • unpaid rates or service charges, or other fees and charges under the <i>Local Government Act 1995</i> and associated Regulations; • the <i>Building Act 2011</i>, and • Councils Local Laws, <p>Lodge or remove a caveat in relation to land for which rates and service charges are unpaid.</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 a subdelegated officer, the situation warrants it, the initiation of the prosecution will be referred to Council for approval. 2. For legal proceedings relating to recovery of rates or services charges unpaid, the conditions are in accordance with the Council Policy.
Express power to subdelegate	<p><i>Local government Act 1995:</i> s. 5.44 CEO may delegate powers and duties to employees</p>
Subdelegates	Director Business Services
Subdelegate conditions	Nil.
Statutory framework	<i>Local Government Act 1995</i>

Policy	POL-FCM 08 Collection of Overdue Debts
Date adopted	17 March 2009
Adoption references	G.26/03/09
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
6 Mar 2018	Amended delegation	Removal of sub-delegate position of Corporate Lawyer. Addition of sub-delegate position: Executive Manager Finance and Governance.	CEO Approval 06/03/18
25 Feb 2020	Amended delegation	Amended to include provision for new policy - Collection of overdue debts.	G.14/2/20
23 Jun 2020	Amended delegation	Amendment in accordance with the Annual Review of Delegated Authorities 2019-2020.	G.21/6/20
3 Aug 2020	Amended delegation	Amendment to position titles as per organisational structure changes.	CEO Approval 30/07/20

Delegation	DA-LWE 02 Directions in Relation to 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
Function	To issue a direction to a person contravening the relevant local Planning Scheme, pursuant to section 214 of the <i>Planning and Development Act 2005</i> .
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	<i>Local government Act 1995:</i> s. 5.44 CEO may delegate powers and duties to employees
Subdelegates	City Planner Coordinator Building and Compliance Executive Manager, Development and Compliance
Statutory framework	<i>Planning and Development Act 2005</i>
Date adopted	5 January 2010
Adoption references	Council approval 05/01/10
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
28 Jun 2016	Amended delegation	Additional sub-delegate included as per 2015-2016 Annual Review.	G.36/6/16
6 Mar 2018	Amended delegation	Removal of sub-delegate position of Corporate Lawyer.	CEO Approval 06/03/18.
22 May 2018	Amended delegation	Reference to legislation updated.	G.18/5/18
23 Jun 2020	Amended delegation	Re-adopted in accordance with the Annual Review of Delegated Authorities 2019-2020.	G.21/6/20
1 Jul 2020	Amended delegation	Amendment as per CEO 2019-2020 Annual Review.	CEO Approval 29/06/20.
3 Aug 2020	Amended delegation	Amendment to position titles as per new organisational structure.	CEO Approval 30/07/20

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 held until costs paid s. 3.47 Confiscated or uncollected goods, disposal of s. 3.47A Sick or injured animal, disposal of s. 3.40A (4) Abandoned vehicle wreck may be taken
Function	<p>1. IMPOUNDED GOODS - Sell or otherwise dispose of impounded goods that have not been collected within the period specified in section 3.47(2b) of the date a notice is given under sections 3.42(1)(b) or 3.44.</p> <p>2. Dispose of sick or injured animal</p> <p>3. IMPOUNDED VEHICLES - Declare an impounded vehicle an abandoned vehicle wreck in accordance with the provision of section 3.40A. Sell or otherwise dispose of any vehicle that has not been collected within two (2) months of a notice having been given under section 3.40(3) or 7 days of a declaration being made that a vehicle is an abandoned wreck.</p> <p>4. Refuse to allow impounded goods to be collected until the costs of removing, impounding and keeping them have been paid to the local government.</p>
Delegates	Chief Executive Officer
Conditions	Money received under 3.47(5) must be credited to the City of Mandurah Municipal Fund.
Express power to subdelegate	<i>Local government Act 1995:</i> s. 5.44 CEO may delegate powers and duties to employees
Subdelegates	Coordinator Ranger Services
Subdelegate conditions	<p>IMPOUNDED GOODS - Includes dealings with confiscated goods.</p> <p>IMPOUNDED VEHICLES – Determination and acceptance of submissions for purchases of impounded vehicles should not exceed \$2000.</p>
Statutory framework	<i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996:</i> r. 29A
Date adopted	20 June 2002
Adoption references	Council Approval 20/06/02.
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
25 Jun 2019	Amended delegation	Function added to broaden scope of delegation in line with guidance from WALGA.	G.18/6/19
23 Jun 2020	Amended delegation	Amendment as per 2019-2020 Annual Review.	G.21/6/20

Delegation	DA-LWE 07 Authorised Officers
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>Dog Act 1976:</i> s. 10AA Delegation of local government powers and duties</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>Dog Act 1976:</i> s. 11(1) Staff and services – appoint fit and proper authorised persons</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>Dog Act 1976</i> , <i>Building Act 2011</i> and <i>Building Regulations 2012</i> .
Delegates	Chief Executive Officer
Conditions	The power to appoint authorised persons, under all legislation referred to in this delegation, cannot be sub delegated.
Statutory framework	<i>Building Regulations 2012:</i> r. 70. Only certain people may be appointed as authorised officer or approved officer – see regulation.
Date adopted	15 July 2008
Adoption references	G.30/07/08

Amendments			
Approved	Type	Amendment	References
13 Jun 2017	Amended delegation	Changes made to Function as per 2016-2017 Annual Review.	G.24/6/17
22 May 2018	Amended delegation	Section 9.23 removed from delegation as per 2017-2018 Annual Review.	G.18/5/18
25 Jun 2019	Amended delegation	Broadened to better identify legislation under which the CEO can appoint authorised persons/officers.	G.18/6/19
24 Sep 2019	Amended delegation	Council adopted changes to delegation to include ability for CEO to appoint authorised officers under the Building Act following amendments to Building Act/Regs in April 2019. Officers are now able to issue infringement notices, therefore, CEO will now appoint authorised officers with LWE 08. Also amended to allow delegates to withdraw infringement notices under the Building Act.	Council Approval 24/09/19.
7 Nov 2020	Amended delegation	Reference to appointment of authorised persons under s 9.10 of the Local Government Act 1995 has been removed due to legislative changes to this section that came into force 7 November 2020.	Legislation Update

Delegation	DA-LWE 08 Infringement Notices
Category	Laws and Enforcement
Delegator	Chief Executive Officer
Express power to delegate	<i>Local government Act 1995:</i> s. 5.44 CEO may delegate powers and duties to employees
Express power or duty delegated	<i>Local government Act 1995:</i> s. 9.19 Extension of time s. 9.20 Withdrawal of notice
Function	To manage infringement notices issued under the Local Government Act 1995, City of Mandurah Local Laws and associated regulations by way of: 1) Extending the period of 28 days within which the payment of the modified penalty may be paid; and 3) withdrawal of infringement notice within one year of the notice being given.
Delegates	Coordinator Building and Compliance Coordinator Ranger Services Executive Manager, Development and Compliance
Conditions	Nil.
Statutory framework	<i>Local Government Act 1995</i>
Date adopted	25 November 2016
Adoption references	Council Approval 25/11/16
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
6 Mar 2018	Amended delegation	Removal of Corporate Lawyer position as sub-delegate.	CEO Approval 06/03/18.
25 Jun 2019	Amended delegation	Delegation broadened to state that withdrawal of infringements can only occur within one year of the infringement being issued as per legislation. Position title change.	G.18/6/19
27 Sep 2019	Amended delegation	CEO approved amendments to this delegation to include the ability for delegates to withdraw infringement notices under the Building Act 2011.	CEO Approval 27/09/19
1 Jul 2020	Amended delegation	Amended as per CEO 2019-2020 Annual Review.	CEO Approval 29/06/20.

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. 15 Application – person may be authorised 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 <i>Graffiti Vandalism Act 2016</i> including but not limited to: 1. Issuing notices requiring removal of graffiti. 2. Recover costs for removal of graffiti. 3. Removal of graffiti on land not local government property. 4. Issuing notices of an intended entry onto private land as requested by Council. 5. Appointing Authorised Officers
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Subdelegates	Executive Manager Built Environment
Subdelegate conditions	Sub-delegates are not permitted to undertake the function of appointing authorised officers under section 5 above.
Statutory framework	<i>Graffiti Vandalism Act 2016</i>
Policy	POL-CNP 02 Graffiti Vandalism
Date adopted	14 February 2014
Adoption references	G.12/2/17
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
30 Mar 2020	Amended delegation	Amendment as per organisational change.	CEO Approval 30/03/20.
23 Jun 2020	Amended delegation	Amendment as per 2019-2020 Annual Review.	G.21/6/20
3 Aug 2020	Amended delegation	Amendment to position titles as per new organisational structure.	CEO Approval 30/07/2020

Local Laws

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; in accordance with the relevant Council Local Law and associated policy or guidelines to support the assessment of Trading Permits.
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995:</i> s. 5.44 CEO may delegate powers and duties to employees
Subdelegates	City Planner Coordinator Statutory Planning Executive Manager, Development and Compliance
Subdelegate conditions	Nil.
Statutory framework	<i>Local Government Property and Public Places Local Law 2016</i>
Policy	POL-ECD 02 Trading in Public Places
Date adopted	12 December 2001
Adoption references	G.23/12/01
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
13 Jun 2017	Amended delegation	Changes made to Function as per 2016-2017 Annual Review.	G.24/6/17
25 Jun 2019	Amended delegation	2018-2019 Annual Review and CEO sub-delegation amendment.	CEO Approval 18/07/19, G.18/6/19.
23 Jun 2020	Amended delegation	Amendment as per 2019-2020 Annual Review.	G.21/6/20
1 Jul 2020	Amended delegation	Amendment as per CEO 2019-2020 Annual Review.	CEO Approval 29/06/20.
3 Aug 2020	Amended delegation	Amendment to position titles as per new organisational structure.	CEO Approval 30/07/20

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:</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 licences in accordance with the relevant provisions of the City's Local Laws.
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	<i>Local government Act 1995:</i> s. 5.44 CEO may delegate powers and duties to employees
Subdelegates	City Planner Coordinator Health Services Executive Manager, Development and Compliance
Subdelegate conditions	Nil.
Statutory framework	<i>Local Government Act 1995</i> <i>Local Government Property and Public Places Local Law</i>
Date adopted	21 July 2009
Adoption references	G.38/07/09
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
13 Jun 2017	Amended delegation	Changes made to Function as per 2016-2017 Annual Review.	G.24/6/17
23 Jun 2020	Amended delegation	Amendment as per 2019-2020 Annual Review.	G.21/6/20
1 Jul 2020	Amended delegation	Amendment as per CEO 2019-2020 Annual Review.	CEO Approval 29/06/20.
3 Aug 2020	Amended delegation	Amendment to position titles in line with new organisational structure.	CEO Approval 30/07/20

Planning and Development

Delegation	DA-PAD 01 Development Applications for Single Houses
Category	Planning and Development
Delegator	Council
Express power to delegate	<i>Operative Local Planning Scheme</i> Clause 82 of the 'Deemed Provisions' (Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>)
Express power or duty delegated	All powers and duties of the local government under Part 7, 8 and 9 of the Deemed Provisions and State Planning Policy 7.3 (Residential Design Codes Volume 1) ('R-Codes') in respect to Single Houses (*) <i>Note: includes the erection or extension to a single house, ancillary dwelling, outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool – as outlined in clause 61 (c) and (d) of the Deemed Provisions</i>
Function	To undertake the functions including consultation and determination of development applications as required for applications for development approval for single houses, which includes the assessment of proposals against the 'design principles' of the Residential Design Codes as described in clause 2.5 of the Codes.
Delegates	Chief Executive Officer
Conditions	1. In making an exercise of judgement under Clause 2.5 of the R-Codes, the assessment is to be reviewed by the R-Code Review Group, consisting of no less than 2 of the following officers the: <ul style="list-style-type: none"> • Executive Manager Development and Compliance; • City Planner, • Coordinator Statutory Planning or a Senior Planner, and • Coordinator Building and Compliance or a Senior Building Surveyor. 2. Where consultation has been undertaken under Part 4 of the R-Codes, 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.
Express power to subdelegate	<i>Operative Local Planning Scheme</i> Clause 83 of the 'Deemed Provisions' (Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations</i>)
Subdelegates	City Planner Coordinator Building and Compliance Coordinator Statutory Planning Executive Manager, Development and Compliance Senior Planner
Subdelegate conditions	Delegation to the Coordinator Building and Compliance is limited to applications for single houses and ancillary dwellings, outbuildings, external features, boundary walls or fences, patios, pergolas, verandahs, garages, carports, swimming pools, site works and retaining walls.

Statutory framework	<i>Operative Local Planning Scheme</i>
Date adopted	12 December 2001
Adoption references	G.23/12/01
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
25 Jul 2016	Amended delegation	Addition of Coordinator Planning as sub-delegate.	CEO Approval 25/07/16
13 Jun 2017	Amended delegation	Changes made to function and legislative powers as per 2016-2017 Annual Review.	G.24/6/17
18 Jul 2019	Amended delegation	Amendments to sub-delegate position titles.	CEO Approval 18/07/19.
27 Sep 2019	Amended delegation	Addition of sub-delegate (Senior Town Planner) until 24 December 2019.	CEO Approval 27/09/19.
30 Mar 2020	Amended delegation	Addition of Senior Planner as sub-delegate.	CEO Approval 30/03/20.
23 Jun 2020	Amended delegation	Amendments as per 2019-2020 Annual Review.	G.21/6/20
1 Jul 2020	Amended delegation	Amendment as per CEO 2019-2020 Annual Review.	CEO Approval 29/06/20.
3 Aug 2020	Amended delegation	Amendment to position titles as per new organisational structure.	CEO Approval 30/07/20.

Delegation	DA-PAD 02 Development Application (excluding Single Houses)
Category	Planning and Development
Delegator	Council
Express power to delegate	<i>Operative Local Planning Scheme</i> Clause 82 of the 'Deemed Provisions' (Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>)
Express power or duty delegated	All powers and duties of the local government under the <i>Operative Local Planning Scheme</i> , 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 the relevant local planning scheme, structure plan, activity centre plan, local development plan or local planning policy, and no submission(s) have been received on relevant matters except for proposals for Grouped or Multiple Dwelling. 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. all applications that require discretionary provisions of a local planning scheme, structure plan, activity centre 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 • City Planner • Coordinator Statutory Planning
Express power to subdelegate	<i>Operative Local Planning Scheme</i> Clause 83 of the 'Deemed Provisions' (Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>)
Subdelegates	City Planner Coordinator Statutory Planning Executive Manager, Development and Compliance Senior Planner
Subdelegate conditions	Nil.
Statutory framework	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <i>Operative Local Planning Scheme</i>

Date adopted	12 December 2001
Adoption references	G.23/12/01
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
25 Jul 2016	Amended delegation	Addition of Coordinator Planning as sub-delegate.	CEO Approval 25/07/16
16 Feb 2017	Amended delegation	Change of Position Title - Coordinator Planning to Coordinator Approvals.	CEO Approval 16/02/17.
13 Jun 2017	Amended delegation	Changes made to function and legislative powers as per 2016-2017 Annual Review.	G.24/6/17
18 Jul 2019	Amended delegation	Added sub-delegate - Executive Manager Development and Compliance.	CEO Approval 18/07/19.
27 Sep 2019	Amended delegation	Addition of sub-delegate: Senior Town Planner until 24 December 2019.	CEO Approval 27/09/19.
23 Jun 2020	Amended delegation	Amendment as per 2019-2020 Annual Review.	G.21/6/20
1 Jul 2020	Amended delegation	Amendment as per CEO 2019-2020 Annual Review.	CEO Approval 29/06/20
3 Aug 2020	Amended delegation	Amendment to position titles as per new organisational structure.	CEO Approval 30/07/20

Delegation	DA-PAD 03 Structure Plans and Activity Centre Plans
Category	Planning and Development
Delegator	Council
Express power to delegate	<i>Operative Local Planning Scheme</i> Clause 82 of the 'Deemed Provisions' (Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>)
Express power or duty delegated	All the powers and duties of the local government under Part 4 (Structure Plans) and Part 5 (Activity Centre Plans)
Function	<ol style="list-style-type: none"> 1. To prepare a Structure Plan or Activity Centre Plan; 2. Where an application is made for a Structure Plan and Activity Centre Plan, determine that the information provided is satisfactory for the purposes of advertising in accordance with clause 17 and 33 of the Deemed Provisions; 3. Determine that an amendment to a Structure Plan and Activity Centre Plan is of a minor nature and does require advertising in accordance with clause 29 and 45 of the Deemed Provisions; 4. Provide the Local Government Report to the Western Australian Planning Commission for amendments to an approved Structure Plan and Activity Centre Plan for: <ol style="list-style-type: none"> (a) administrative or clarification purposes; or (b) where additional details are required by the approved Structure Plan or Activity Centre Plan; or (c) where the amendments do not alter the overall intent and design of the approved Structure Plan or Activity Centre Plan; or (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>in accordance with clause 20 and 36 of the Deemed Provisions.</p>
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	<i>Operative Local Planning Scheme</i> Clause 83 of the 'Deemed Provisions' (Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>)
Subdelegates	City Planner Executive Manager, Development and Compliance
Statutory framework	<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	G.23/12/01
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
13 Jun 2017	Amended delegation	Changes made to function as per 2016-2017 Annual Review.	G.24/6/17
18 Jul 2019	Amended delegation	Addition of sub-delegate - Executive Manager Development Compliance.	CEO Approval 18/07/19.
23 Jun 2020	Amended delegation	Amendment as per 2019-2020 Annual Review.	G.21/6/20
1 Jul 2020	Amended delegation	Amendment as per CEO 2019-2020 Annual Review.	CEO Approval 29/06/20.
3 Aug 2020	Amended delegation	Amendment to position titles as per new organisational structure.	CEO Approval 30/07/20

Delegation	DA-PAD 04 Local Development Plans
Category	Planning and Development
Delegator	Council
Express power to delegate	<i>Operative Local Planning Scheme</i> Clause 82 of the 'Deemed Provisions' (Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>)
Express power or duty delegated	All powers and duties of the local government under Part 6 of the Deemed Provisions (Local Development Plans).
Function	<ol style="list-style-type: none"> 1. To prepare a 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 clause 49 of the Deemed Provisions; 3. Where an application is made, determine that a Local Development Plan does not require advertising in accordance with clause 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 clause 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 clause 57 (3) of the Deemed Provisions; <p>Determine that an amendment is of a minor nature and does not require advertising in accordance with clauses 59(4) of the Deemed Provisions.</p>
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	<i>Operative Local Planning Scheme</i> Clause 83 of the 'Deemed Provisions' (Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>)
Subdelegates	City Planner Coordinator Statutory Planning Executive Manager, Development and Compliance
Subdelegate 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	G.51/6/17

Last reviewed	30 June 2020
----------------------	--------------

Amendments			
Approved	Type	Amendment	References
27 Jun 2017	New delegation	Delegation adopted by Council in conjunction with 2016-2017 Annual Review.	Council Approval 27/06/17.
28 May 2018	Amended delegation	Additional sub-delegate included as per 2017-2018 Annual Review and CEO Approval.	CEO Approval 28/05/18, G.18/5/18
18 Jul 2019	Amended delegation	Sub-delegate added.	CEO Approval 18/7/19.
23 Jun 2020	Amended delegation	Amendment as per 2019-2020 Annual Review.	G.21/6/20
1 Jul 2020	Amended delegation	Amendment as per CEO 2019-2020 Annual Review.	CEO Approval 29/06/20.
3 Aug 2020	Amended delegation	Amendment to position titles as per new organisational structure.	CEO Approval 30/07/20.

Public Health

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	1. Issue prohibition orders. 2. Clear and remove a prohibition order. 3. Provide written notification not to issue a certificate of clearance. 4. Grant, apply conditions, refuse, vary or cancel registration of a food business.
Delegates	Coordinator Health Services Executive Manager, Development and Compliance
Conditions	Nil.
Statutory framework	<i>Food Act 2008</i>
Date adopted	15 December 2009
Adoption references	G.45/12/09
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
25 Jun 2019	Amended delegation	Amendment as per organisational structure change.	G.18/6/19
23 Jun 2020	Amended delegation	Re-adopted in accordance with the 2019-2020 Annual Review.	G.21/6/20
13 Aug 2020	Amended delegation	Sub-delegate change as per new position title.	CEO Approval 13/08/20

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(2), (6) and (7) Infringement notices
Function	1. Appoint authorised officers. 2. Appoint designated officers to issue infringement notices. 3. Appoint designated officers to extend payment period for infringement notices or withdraw infringement notices.
Delegates	Chief Executive Officer
Conditions	Nil.
Statutory framework	<i>Food Act 2008</i>
Date adopted	15 December 2009
Adoption references	G.45/12/09
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
23 Jun 2020	Amended delegation	Re-adopted as per 2019/2020 Annual Review.	G.21/6/20

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 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; 2. Commencing legal proceedings
Delegates	Chief Executive Officer
Conditions	Nil.
Statutory framework	<i>Public Health Act 2016</i> s. 21 Limits delegations to either CEO or an authorised officer Division 4 – Authorised Officers
Date adopted	20 December 2016
Adoption references	G.26/12/16
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
25 Jun 2019	Amended delegation	Delegation initially only related to the designation of authorised officers under the Public Health Act 2016. Broadened to allow for additional functions to be undertaken by the CEO or designated authorised officers.	G.18/6/19
23 Jun 2020	Amended delegation	Amendment as per 2019-2020 Annual Review.	G.21/6/20

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 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 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. Preparing and providing 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. 21 Limits delegations to either CEO or an authorised officer
Date adopted	23 June 2020
Adoption references	G.21/6/20
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
23 Jun 2020	New delegation	Adopted in accordance with the 2019-2020 Annual Review.	G.21/6/20
13 Aug 2020	Amended delegation	Sub-delegate change as per new position title.	CEO Approval 13/08/20.

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)
Express power or duty delegated	<i>Health (Asbestos) Regulations 1992:</i> r 15D(5)
Function	Appoint authorised officers and approved officers.
Delegates	Chief Executive Officer
Conditions	The power to appoint authorised officers and approved officers cannot be sub-delegated.
Statutory framework	<i>Health (Asbestos) Regulations 1992</i>
Date adopted	15 December 2020
Adoption references	G.14/12/20

Traffic and Transport

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 • Disabled parking • Authorised only parking <p>2. To authorise temporary variations to parking to facilitate events or other required use of a carparking area.</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. • Any parking restrictions imposed will be communicated to Elected Members via the weekly update. • Delegates must maintain an appropriate register to record all parking restrictions implemented as well as the standard delegated authority reporting.
Express power to subdelegate	<i>Local Government Act 1995:</i> s. 5.44 CEO may delegate powers and duties to employees
Subdelegates	Coordinator Ranger Services Executive Manager, Development and Compliance Manager Technical Services
Subdelegate conditions	Sub-delegation to the Coordinator Ranger Services is limited to the powers under cl. 4.3.
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	G.39/2/04

Last reviewed	30 June 2020
----------------------	--------------

Amendments			
Approved	Type	Amendment	References
25 Jun 2019	Amended delegation	Broadened to allow officers to vary use of parking bays to facilitate usage which falls outside of events (ie storage of construction materials etc).	G.18/6/19
23 Jun 2020	Amended delegation	Amendment as per 2019-2020 Annual Review.	G.21/6/20
1 Jul 2020	Amended delegation	Amendment as per 2019-2020 CEO Annual Review.	CEO Approval 29/06/20.

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 local government may delegate some powers and duties to 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; 2. To close any thoroughfare that the City manages for the passage of vehicles, wholly or partially, for a period exceeding four (4) weeks. 3. To revoke an order to close a thoroughfare; 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; 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.
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.</p>
Express power to subdelegate	<i>Local Government Act 1995:</i> s. 5.44 CEO may delegate powers and duties to employees
Subdelegates	Director Built and Natural Environment
Subdelegate conditions	Nil.
Statutory framework	<i>Local Government Act 1995</i> s. 3.50 – 3.51 set out the procedure and legislative requirements which must be followed when closing thoroughfares.
Date adopted	25 May 2010

Adoption references	G.28/5/10
Last reviewed	30 June 2020

Amendments			
Approved	Type	Amendment	References
25 Jun 2019	Amended delegation	Broadened to capture the ability to revoke an order previously granted, close a thoroughfare without public notice and notify owners before fixing or altering the level or alignment of a thoroughfare.	G.18/6/19
23 Jun 2020	Amended delegation	Amendment as per 2019-2020 Annual Review.	G.21/6/20
3 Aug 2020	Amended delegation	Amendment to position titles as per new organisational structure.	CEO Approval 30/07/20