

# Register of Delegations from Council to CEO

**June 2025**

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## INTRODUCTION

### Purpose of Delegated Authority

The purpose of delegated authority is to improve customer service by improving the time taken to make decisions within the constraints allowed by relevant legislation and to ensure decisions are made lawfully by the delegate. This is consistent with the City's commitment to a strong customer service focus.

This Delegated Authority Register (the Register) details the related document(s) where the power to delegate is derived from, including the relevant legislation and policies of the Council. This enables easier cross-referencing for those using this Register and will be reviewed once every financial year in accordance with the *Local Government Act 1995* (the Act). The co-ordination of the review will be performed by Governance.

### Legislation

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 except those listed in section 5.43. All delegations made by the Council must be by an absolute majority decision as per section 5.42 of the Act.

### Matters which cannot be Delegated

The following are decisions that cannot be delegated by Council to the Chief Executive Officer as per section 5.43 of the Act.

- Any power or duty that requires a decision of an absolute majority of the council;
- Accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- Appointing an auditor;
- Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- Any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A and 5.100 of the Act;
- Borrowing money on behalf of the local government;
- Hearing or determining an objection of a kind referred to in section 9.5;
- The power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- Any power or duty that requires the approval of the Minister or Governor; or
- Such other duties or powers that may be prescribed by the Act.

## LOCAL GOVERNMENT ACT 1995

## LGA1 - Notice Requiring a Thing to be Done

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	24 June 2025

Legislation:	<i>Local Government Act 1995</i> , ss. 3.25 & 3.26
Power or Duty of the Local Government which is being delegated:	<p><b>3.25. Notices requiring certain things to be done by owner or occupier of land</b></p> <p>(1) A local government may give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice that —</p> <p>(a) is prescribed in Schedule 3.1, Division 1; or</p> <p>(b) is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2.</p> <p><b>3.26. Additional powers when notices given</b></p> <p>(1) This section applies when a notice is given under section 3.25(1).</p> <p>(2) If the person who is given the notice (“<b>notice recipient</b>”) fails to comply with it, the local government may do anything that it considers necessary to achieve, so far as is practicable, the purpose for which the notice was given.</p> <p>(3) The local government may recover the cost of anything it does under subsection (2) as a debt due from the person who failed to comply with the notice.</p>
<p><b>DETAILS</b></p> <p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under sections 3.25 and 3.26 of the <i>Local Government Act 1995</i>.</p>	

Related Documents	
Council Policy:	n/a
Administration Policy/Procedure:	n/a
Notes:	<i>Local Government Act 1995</i> 3.24 Authorising persons under this subdivision

## REGISTER OF DELEGATIONS FROM COUNCIL

	The powers given to a local government by this Subdivision can only be exercised on behalf of the local government by a person expressly authorised by it to exercise those powers.
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## LGA2 - Tenders and Expressions of Interest

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	26 June 2018
Date Last Reviewed:	24 June 2025

Legislation:	Sections 3.57, 5.42 and 5.43 of the <i>Local Government Act 1995</i> [The Act] and Part IV of the <i>Local Government (Functions and General) Regulations 1996</i> [F&G r.]
Power or Duty of the Local Government which is being delegated:	Refer to details below for the specific powers and duties delegated to the CEO for the calling of tenders, expressions of interest and administration of the tender process.
<p><b>Details:</b></p> <p>Pursuant to Sections 5.42 and 5.43 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated authority to:</p> <ol style="list-style-type: none"> <li>call             <ol style="list-style-type: none"> <li>tenders [F&amp;G r.11 (1)];</li> <li>expressions of interest [F&amp;G r. 21 (1)].</li> </ol> <p><b><u>Condition</u> – Subject to Council being advised when the expressions of interest option is utilised.</b></p> </li> <li>determine a sole supplier arrangement, if, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, [F&amp;G r.11 (2) (f)].</li> <li>invite tenders although not required to do so [F&amp;G r.13].</li> <li>determine in writing, before tenders are called, the criteria for acceptance of tenders [F&amp;G r.14 (2a)].</li> <li>determine the information that is to be disclosed to those interested in submitting a tender [F&amp;G r.14 (4) (a)].</li> <li>vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&amp;G r.14(5)].</li> <li>evaluate tenders, by written evaluation, and decide which is the most advantageous to accept [F&amp;G r.18 (4)].</li> <li>to accept any tender for the provision of goods or services that does not exceed a total contract price of \$1,000,000 plus GST subject to the following conditions;             <p><b><u>Conditions:</u></b></p> <ol style="list-style-type: none"> <li>A tender is not to be accepted without Council approval where the tendered amount will result in exceeding the approved budget allocated for the goods or service or the capital works Budget for the relevant project;</li> </ol> </li> </ol>	



<p>b) The goods or services to be procured are included in the adopted Budget;</p> <p>c) Tender Assessment Reports are to be provided as Confidential Documents to Council for comment for three clear business days prior to the Chief Executive Officer exercising the delegation; and</p> <p>d) Any tenders awarded under this delegation are to be reported to the councillors via email.</p>
<p>9. determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, within the \$value detailed as a condition on this Delegation, and to then enter into minor variations with the successful tenderer before entering into a contract [F&amp;G r.20 (1) and (3)].</p> <p><b><u>Condition:</u></b>  <i>A minor variation is not to be amount that is greater than 10% of the estimated value of the contract for the goods or service</i></p>
<p>10. seek clarification from tenderers in relation to information contained in their tender submission [F&amp;G r.18 (4a)].</p>
<p>11. decline any tender [F&amp;G r.18 (5)].</p>
<p>12. choose the next most advantageous tender to accept if the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, [F&amp;G r.20(2)].</p>
<p>13. vary a contract after it has been entered into, provided the variation does not change the scope of the contract OR is a renewal or extension that was included in the original tender submission in accordance with r.11(2)(j). [F&amp;G r.21A].</p>
<p>14. accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&amp;G r.18(6) &amp; (7)].</p>

Related Documents	
Council Policy:	
Administration Policy/Procedure:	CEO Direction 5.1 - Purchasing
Notes:	

## REGISTER OF DELEGATIONS FROM COUNCIL

### LGA3 - Lease and Licence Agreements

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	24 June 2025

Legislation:	<i>Local Government Act 1995</i> , s.3.58
Power or Duty of the Local Government which is being delegated:	<b>3.58. Disposing of property</b> (1) In this section — <b>“dispose”</b> includes to sell, lease, or otherwise dispose of, whether absolutely or not; <b>“property”</b> includes the whole or any part of the interest of a local government in property, but does not include money.
<b>DETAILS</b>  Under section 5.42 of the <i>Local Government Act 1995</i> , the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council to lease; sub-lease; or reassign a lease of property under section 3.58 of the <i>Local Government Act 1995</i> .	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	N/A
Notes:	Applies to lease and licence agreements.

## LGA4 - Disposal of Surplus Property and Materials

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	24 June 2025

Legislation:	<i>Local Government Act 1995, s.3.58; Local Government (Functions and General) Regulations 1996, r.30</i>
Power or Duty of the Local Government which is being delegated:	<p><b>3.58. Disposing of property</b></p> <p>(1) In this section — “<b>dispose</b>” includes to sell, lease, or otherwise dispose of, whether absolutely or not; “<b>property</b>” includes the whole or any part of the interest of a local government in property, but does not include money.</p> <p><b>30. Dispositions of property to which section 3.58 of Act does not apply</b></p> <p>(3) A disposition of property other than land is an exempt disposition if —</p> <p>(a) its market value is less than \$20 000; or</p> <p>(b) it is disposed of as part of the consideration for other property that the local government is acquiring for a consideration the total value of which is not more, or worth more, than <b>\$75,000</b>.</p>
<p><b>DETAILS</b></p> <p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 3.58 of the <i>Local Government Act 1995</i> where –</p> <p>the disposition of property is an exempt disposition in accordance with Regulation 30(3) of the <i>Local Government (Functions and General) Regulations 1996</i>.</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	

## LGA6 - Access to Local Government Information

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	24 June 2025

Legislation:	<i>Local Government Act 1995, ss. 5.94 – 5.96; Local Government (Administration) Regulations 1996, r.29 &amp; 29A</i>
Power or Duty of the Local Government which is being delegated:	<p><b>5.94. Public can inspect certain local government information</b> A person can attend the office of a local government during office hours and, unless it would be contrary to section 5.95, inspect, free of charge, in the form or medium in which it is held by the local government...</p> <p><b>5.95. Limits on right to inspect local government information</b> (7) Subsection (6) does not apply in respect of information in relation to a local government if — (a) the information is prescribed as information that is confidential but that may be available for inspection if the local government so resolves; and (b) the local government has resolved that the information is to be available for inspection</p>
<p><b>DETAILS</b></p> <p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under sections 5.94 to 5.96 of the <i>Local Government Act 1995</i>.</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	CEOD – ICT4.1 Information Management
Notes:	

## REGISTER OF DELEGATIONS FROM COUNCIL

### LGA7 - Write Off of Debts up to \$5,000

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	24 June 2025

Legislation:	<i>Local Government Act 1995</i> , s.6.12
Power or Duty of the Local Government which is being delegated:	<b>6.12. Power to defer, grant discounts, waive or write off debts</b> (1) Subject to subsection (2) and any other written law, a local government may — (c) write off any amount of money, which is owed to the local government.
<p><b>DETAILS</b></p> <p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 6.12(1)(c) of the <i>Local Government Act 1995</i>, where –</p> <ul style="list-style-type: none"> <li>a) the relevant debt does not exceed <b>\$5,000</b>;</li> <li>b) all reasonable avenues of debt recovery action have been exhausted; and</li> <li>c) a summary of all debts written off under delegated authority, along with reasons, is provided to Council as part of the monthly financial report.</li> </ul>	

Related Documents	
Council Policy:	n/a
Administration Policy/Procedure:	n/a
Notes:	

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### LGA8 - Investment of Surplus Funds

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	24 June 2025

Legislation:	<i>Local Government Act 1995</i> , s 6.14 <i>Local Government (Financial Management) Regulations 1996</i> , Regulation 19 and 19C
Power or Duty of the Local Government which is being delegated:	The Investment of the City of Kalamunda's surplus funds held in the municipal or the trust funds of a local government that is not, for the time being, required by the local government for any other purpose is to be invested in accordance with Section 6.14 of the <i>Local Government Act 1995</i> and regulations 19 and 19C of the <i>Local Government (Financial Management) Regulations 1996</i> .
<p><b>DETAILS</b></p> <p>Pursuant to Section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated authority to invest surplus funds of the City of Kalamunda's funds held in the municipal or the trust funds of a local government that is not, for the time being, required by the local government for any other purpose.</p> <p>The investment of these funds is to be in accordance with Section 6.14 of the <i>Local Government Act 1995</i> and regulations 19 and 19C of the <i>Local Government (Financial Management) Regulations 1996</i>.</p>	

Related Documents	
Council Policy:	Governance 05 - Investments
Administration Policy/Procedure:	
Notes:	

## LGA9 - Appointment of "Authorised Persons"

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	24 June 2025

Legislation:	<i>Local Government Act 1995</i> , s.9.10
Power or Duty of the Local Government which is being delegated:	<p>(1) The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions</p> <p>(2) The local government is to issue to each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person.</p>
<p><b>DETAILS</b></p> <p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 9.10 of the <i>Local Government Act 1995</i>.</p> <p>Applies to the appointment of authorised persons or classes of persons under the <i>Local Government Act 1995</i>, the <i>Local Government (Miscellaneous Provisions) Act 1960</i>, and those local laws which have been made under these Acts.</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	<p><i>Local Government (Miscellaneous Provisions) Act 1960</i></p> <p>The Department of Local Government Operational Guideline (Delegations, Authorisations and Acting Through July 2024) states that -</p> <p>Section 2 of the <i>Local Government (Miscellaneous Provisions) Act 1960</i> effectively incorporates the provisions of that Act into the <i>Local Government Act 1995</i>, and therefore the delegation provisions of the <i>Local Government Act 1995</i> apply to the <i>Local Government (Miscellaneous Provisions) Act 1960</i>."</p>

**LGA10 - Write Off of Rates Interest up to \$50**

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	21 December 2009
Date Last Reviewed:	<b>24 June 2025</b>

Legislation:	<i>Local Government Act 1995, s.6.12</i>
Power or Duty of the Local Government which is being delegated:	<b>6.12. Power to defer, grant discounts, waive or write off debts</b> (1) Subject to subsection (2) and any other written law, a local government may — (c) write off any amount of money, which is owed to the local government
<b>DETAILS</b>  The Chief Executive Officer is delegated the authority to write off small amounts of rates interest charges up to a maximum of <b>\$50</b> per property.	

Related Documents	
Council Policy:	n/a
Administration Policy/Procedure:	n/a
Notes:	



## REGISTER OF DELEGATIONS FROM COUNCIL

### LGA11 - Write Off of Rates Debts up to \$100

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	15 March 2010
Date Last Reviewed:	<b>24 June 2025</b>

Legislation:	<i>Local Government Act 1995, s.6.12</i>
Power or Duty of the Local Government which is being delegated:	<p><b>6.12. Power to defer, grant discounts, waive or write off debts</b></p> <p>(1) Subject to subsection (2) and any other written law, a local government may —</p> <p>(c) write off any amount of money, which is owed to the local government.</p>
<p><b>DETAILS</b></p> <p>The Chief Executive Officer is delegated the authority to write off minor rates debt owed up to a maximum of \$100 (one hundred dollars) per property.</p>	

Related Documents	
Council Policy:	n/a
Administration Policy/Procedure:	n/a
Notes:	

## LGA12 - Common Seal

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	21 June 2010
Date Last Reviewed:	24 June 2025

Legislation:	Section 9.49A (2) of the <i>Local Government Act 1995</i>
Power or Duty of the Local Government which is being delegated:	The common seal of a local government is not to be affixed to any document except as authorised by the local government.
<p><b>DETAILS</b></p> <p>The Chief Executive Officer is delegated authority to affix the common seal of the City of Kalamunda to any document which requires the affixing of the common seal to be validly executed.</p>	

Related Documents	
Council Policy:	n/a
Administration Policy/Procedure:	n/a
Notes:	<p><b><i>Local Government Act 1995</i></b></p> <p><b>9.49A. Execution of documents</b></p> <p>(2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.</p>

## LGA13 - Granting Concessions

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	16 August 2010
Date Last Reviewed:	24 June 2025

Legislation:	Section 6.12 of the <i>Local Government Act 1995</i>
Power or Duty of the Local Government which is being delegated:	Power to grant concessions in relation to any amount of money owed to the City of Kalamunda
<p><b>DETAILS</b></p> <p>Pursuant to section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated authority to exercise the powers or discharge the duties of the Council in regard to the granting of concessions in relation to money owed to the City of Kalamunda as fees or charges for use of or admission to any Recreation Centre or Sporting Ground, the Kalamunda Aquatic Centre and other similar facility or property owned, controlled, managed or maintained by the City.</p> <p><b>RESOLVED OCM 112/2010</b> That the Chief Executive Officer provide Council with a quarterly report of the use of this delegation.</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	<p><b>6.12. Power to defer, grant discounts, waive or write off debts</b></p> <p>(1) Subject to subsection (2) and any other written law, a local government may —</p> <ul style="list-style-type: none"> <li>(a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money;</li> <li>(b) waive or grant concessions in relation to any amount of money; or</li> <li>(c) write off any amount of money, which is owed to the local government.</li> </ul> <p>*Absolute majority required.</p> <p>(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.</p> <p>(3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local</p>

## REGISTER OF DELEGATIONS FROM COUNCIL

	<p>government.</p> <p>(4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.</p>
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## LGA16 - Closing of Thoroughfares to Vehicles (ENG 2)

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	22 February 2016
Date Last Reviewed:	24 June 2025

Legislation/Policy:	Sections 3.50 and 3.50A of the <i>Local Government Act 1995</i>
Power or Duty of the Local Government which is being delegated:	<p>S3.50. Closing certain thoroughfares to vehicles</p> <p>(1) A local government may close any thoroughfare that it manages to the passage of vehicles, wholly or partially, for a period not exceeding 4 weeks.</p> <p>(1a) A local government may, by local public notice, order that a thoroughfare that it manages is wholly or partially closed to the passage of vehicles for a period exceeding 4 weeks.</p> <p>(2) The order may limit the closure to vehicles of any class, to particular times, or to such other case or class of case as may be specified in the order and may contain exceptions.</p> <p>(6) An order under this section has effect according to its terms, but may be revoked by the local government, or by the Minister, by order of which local public notice is given.</p> <p>S3.50A. Partial closure of thoroughfare for repairs or maintenance</p> <p>Despite section 3.50, a local government may partially and temporarily close a thoroughfare, without giving local public notice, if the closure —</p> <p>(a) is for the purpose of carrying out repairs or maintenance; and</p> <p>(b) is unlikely to have a significant adverse effect on users of the thoroughfare.</p>
<p>Pursuant to Sections 5.42 and 5.43 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated power to:</p> <ol style="list-style-type: none"> <li>1. Close a thoroughfare, wholly or partially, subject to section 3.50 (1) of the <i>Local Government Act 1995</i>.</li> <li>2. Close a thoroughfare, wholly or partially, subject to sections 3.50 (1)(a) and 3.50 (4) of the <i>Local Government Act 1995</i>.</li> <li>3. Close a thoroughfare, wholly or partially, subject to section 3.50A of the <i>Local Government Act 1995</i>.</li> <li>4. Revoke an order to close a thoroughfare, subject to section 3.50 (6) of the <i>Local Government Act 1995</i>.</li> </ol>	

## REGISTER OF DELEGATIONS FROM COUNCIL

The permanent closure of thoroughfares is to be referred to Council for determination.	
<b>Related Documents</b>	
Council Policy:	N/A
Administration Policy/Procedure:	
Notes:	

**BUILDING ACT 2011****BLD1 – Demolition Permits**

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	16 April 2012
Date Last Reviewed:	<b>24 June 2025</b>

Legislation:	<i>Building Act 2011 – section 127 (1) and (6A)</i>
Power or Duty of the Local Government which is being delegated:	Sections 21 and 22 and Building Regulations 23, 24 and 26  See details below
<p><b>DETAILS</b></p> <ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)].</li> <li>2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) &amp; (2) and s.22].</li> <li>3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and (3)].</li> <li>4. Authority to determine an application to extend time during which a demolition permit has effect [r.23].             <ol style="list-style-type: none"> <li>i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]</li> <li>ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)].</li> </ol> </li> <li>5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].</li> </ol>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	

**BLD2 – Grant a Building Permit**

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	16 April 2012
Date Last Reviewed:	24 June 2025

Legislation:	<i>Building Act 2011</i> – section 127 (1) and (6A)
Power or Duty of the Local Government which is being delegated:	Sections 18, 20, 22, 23 and 27 Building Regulations 23, 24 and 26  See details below
<p><b>DETAILS</b></p> <ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)].</li> <li>2. Authority to grant or refuse to grant a building permit [s.20(1) &amp; (2) and s.22].</li> <li>3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and (3)].</li> <li>4. Authority to determine an application to extend time during which a building permit has effect [r.23].             <ol style="list-style-type: none"> <li>i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]</li> <li>ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)].</li> </ol> </li> <li>5. . Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26]</li> </ol>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	



## BLD3 – Building Orders

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	16 April 2012
Date Last Reviewed:	24 June 2025

Legislation:	<i>Building Act 2011</i> – section 127 (1) and (6A)
Power or Duty of the Local Government which is being delegated:	Sections 110 (1), 111, 117 (1) and (2), 118 (2) and (3) and 133  See details below
<p><b>DETAILS</b></p> <ol style="list-style-type: none"> <li>Authority to make Building Orders in relation to: <ol style="list-style-type: none"> <li>Building work,</li> <li>Demolition work.</li> <li>An existing building or incidental structure [s.110(1)].</li> </ol> </li> <li>Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)].</li> <li>Authority to revoke a building order [s.117].</li> <li>If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> <li>take any action specified in the order; or</li> <li>commence, or complete any work specified in the order; or</li> <li>if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)].</li> </ol> </li> <li>Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)].</li> <li>Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.</li> </ol> <p><b>Conditions</b> In undertaking the functions of this delegation, Building Surveyors (registered) must be employed by the City of Kalamunda in accordance with section 127(3) of the <i>Building Act 2011</i>.</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	

**BLD4 – Occupancy Permit and Building Approval Certificates**

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	16 April 2012
Date Last Reviewed:	<b>24 June 2025</b>

Legislation:	<i>Building Act 2011</i> – section 127 (1) and (6A)
Power or Duty of the Local Government which is being delegated:	Sections 55, 58 and 62  See details below
<b>DETAILS</b> <ol style="list-style-type: none"> <li>1. Grant or modify an Occupancy Permit and impose conditions on the granting or modification of an Occupancy Permit.</li> <li>2. Grant or modify a Building Approval Certificate and impose conditions on the granting or modification of a Building Approval Certificate.</li> </ol>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	

**BLD5 – Extending Permits and Approval Certificates**

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	16 April 2012
Date Last Reviewed:	<b>24 June 2025</b>

Legislation:	<i>Building Act 2011</i> – section127 (1) and (6A)
Power or Duty of the Local Government which is being delegated:	Sections 65 (4) Building Regulation 40  See details below
<p><b>DETAILS</b></p> <p>Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	

**BLD6 – Alternative Swimming Pool Barriers**

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	16 April 2012
Date Last Reviewed:	<b>24 June 2025</b>

Legislation:	<i>Building Act 2011</i> – section 127 (1) and (6A)
Power or Duty of the Local Government which is being delegated:	Building Regulation 50 and 51  See details below
<p><b>DETAILS</b></p> <ol style="list-style-type: none"> <li>1. Authority 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 as effectively as if there were compliance with AS 1926.1 [r.51(2)]</li> <li>2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner/occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)]</li> <li>3. Authority to approve alternative solutions to a Building Code pool barrier requirement if satisfied that the alternative solution complies with the relevant performance requirement [r.51(5)].</li> </ol> <p><b>Conditions</b> The proposed method of enclosure must not provide a lesser standard of protection than would otherwise have been provided through adherence to the provisions of Australian Standard 1926.1</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	

**BLD7 – Smoke Alarms - Alternative Solutions**

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	16 April 2012
Date Last Reviewed:	<b>24 June 2025</b>

Legislation:	<i>Building Act 2011</i> – section 127 (1) and (3)
Power or Duty of the Local Government which is being delegated:	Building Regulation 55 and 61  See details below
<p><b>DETAILS</b></p> <ol style="list-style-type: none"> <li>1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning (r55).</li> <li>2. Approve or refuse the use of a battery powered smoke alarm in a dwelling, or part of a dwelling. (r61).</li> </ol>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	

**BLD8 – Designate Employees as Authorised Persons**

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	16 April 2012
Date Last Reviewed:	<b>24 June 2025</b>

Legislation:	<i>Building Act 2011</i> – section 127 (1) and (3)
Power or Duty of the Local Government which is being delegated:	Sections 96 (3) and (6)  See details below
<p><b>DETAILS</b></p> <ol style="list-style-type: none"> <li>1. Authority to designate an employee as an authorised person for the purposes of this Act in relation to buildings and incidental structures located, or proposed to be located, in the City.</li> <li>2. Authority to revoke a designation of an authorised person at any time.</li> </ol> <p><b>Condition</b> An authorised person for the purposes of sections 96(3) and 99(3) is not an approved officer or authorised officer for the purposes of Building Regulation 70.</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	

**LOCAL GOVERNMENT (Financial Management) Regulations 1996****FMR1 - Payments from Municipal and Trust Funds**

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	<b>24 June 2025</b>

Legislation:	<i>Local Government (Financial Management) Regulations 1996</i> , r. 12(1)
Power or Duty of the Local Government which is being delegated:	<p>(1) A payment may only be made from the municipal fund or the trust fund —</p> <p>(a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or</p> <p>(b) otherwise, if the payment is authorised in advance by a resolution of the council.</p>
<p><b>DETAILS</b></p> <p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under Regulation 12 of the <i>Local Government (Financial Management) Regulations 1996</i>, in regard to the making of payments from the municipal and trust funds.</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	<p><b><i>Local Government Act 1995</i></b></p> <p><b>6.10. Financial management regulations</b></p> <p>Regulations may provide for —</p> <p>(d) the general management of, and the authorisation of payments out of —</p> <p>(i) the municipal fund; and</p> <p>(ii) the trust fund, of a local government</p>

## PLANNING AND DEVELOPMENT ACT 2005 & LOCAL PLANNING SCHEME NO.3

### PLN1 Planning Matters

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	21 June 2010
Date Last Reviewed:	24 June 2025

Legislation:	City (Shire) of Kalamunda Local Planning Scheme No 3; <i>Planning and Development Act 2005; Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 (Deemed Provisions) cl 82 &amp; 83.</i>
Power or Duty of the Local Government which is being delegated:	Clause 83 (1) – (3)  See details below
<p><b>DETAILS</b></p> <p>All powers and duties are delegated under the City of Kalamunda Local Planning Scheme No.3 (the Scheme), and the Deemed Provisions (Schedule 2) of the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i>, including the assessment and determination of applications with the following exceptions:</p> <ol style="list-style-type: none"> <li>1. Clauses 3-6 (inclusive), 8-10 (inclusive), 20, 29, 36, 45, 52, 59, 78 of Schedule 2 (Deemed Provisions) of the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i>.</li> <li>2. Determination of applications involving telecommunications infrastructure proposals (which are not low impact facilities under the Telecommunications Act 1997), which are required to be advertised and valid objections received.</li> <li>3. Amendments to applications previously determined by Council, where the amendments result in additional valid planning matters for consideration.</li> <li>4. Where five or more submissions are received during the formal consultation period which raise valid planning concerns.</li> </ol> <p><b><u>Subject to the Following Conditions</u></b></p> <ol style="list-style-type: none"> <li>1. All decisions made under Delegated Authority are to be circulated to Elected Members.</li> <li>2. Where an application is determined by Council, any subsequent amendments to that approval that do not involve additional valid planning matters, may be assessed and determined under the delegated authority.</li> <li>3. Where less than five objection/s from a landowner/occupier have been received to the application as a result of the public consultation requirements, approval or conditional approval must only be issued where, in the opinion of the Delegated Officer, the issue:             <ol style="list-style-type: none"> <li>(a) can be resolved through the placement of conditions on the approval; or</li> <li>(b) does not relate to valid planning and development considerations associated with the proposal; or</li> <li>(c) involves a home-based activity, and the concerns raised are not considered to adversely affect the amenity of the relevant locality; or</li> <li>(d) addresses the relevant Design Principles, as stipulated within the Residential Design Codes.</li> </ol> </li> </ol>	



## REGISTER OF DELEGATIONS FROM COUNCIL

Related Documents	
Council Policy:	All relevant Local Planning Policies prepared under Part 2 of the Deemed Provisions.
Administration Policy/Procedure:	
Notes:	<p><i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 – Deemed Provisions.</p> <p><b>82. Delegations by local government</b></p> <p>(1) The local government may, by resolution, delegate to a committee or to the local government CEO the exercise of any of the local government's powers or the discharge of any of the local government's duties under this Scheme other than this power of delegation.</p>

## PLN2 – Subdivision Conditions

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	21 June 2010
Date Last Reviewed:	24 June 2025

Legislation:	City (Shire) of Kalamunda Local Planning Scheme No 3; <i>Planning and Development Act 2005; Planning and Development (Local Planning Schemes) Regulations 2015</i>
Power or Duty of the Local Government which is being delegated:	See details below
<p><b>DETAILS</b></p> <ol style="list-style-type: none"> <li>1. Make recommendations to the Western Australian Planning Commission (WAPC) in support of applications for land subdivision, amalgamation or survey strata subdivision under the Act, which are consistent with the planning framework.</li> <li>2. Make recommendations to WAPC to refuse applications which are not consistent with the planning framework.</li> <li>3. Clear subdivisional plans and diagrams.</li> </ol> <p><b><u>Subject to the Following Conditions</u></b></p> <p>Approve applications for the clearance of conditions of subdivision, where all conditions have been met.</p>	
<b>Related Documents</b>	
Council Policy:	All relevant Local Planning Policies prepared under Part 2 of the Deemed Provisions.
Administration Policy/Procedure:	
Notes:	<p><b><i>Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 – Deemed Provisions.</i></b></p> <p><b>82. Delegations by local government</b></p> <p>(1) The local government may, by resolution, delegate to a committee or to the local government CEO the exercise of any of the local government's powers or the discharge of any of the local government's duties under this Scheme other than this power of delegation.</p>

## PLN3 – Comments and Recommendations to External Authorities

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	21 June 2010
Date Last Reviewed:	24 June 2025

Legislation:	City (Shire) of Kalamunda Local Planning Scheme No 3; <i>Planning and Development Act 2005; Planning and Development (Local Planning Schemes) Regulations 2015</i>
Power or Duty of the Local Government which is being delegated:	Regulation 82 See details below
<p><b>DETAILS</b></p> <ol style="list-style-type: none"> <li>1. Providing technical comments and recommendations to an external authority where that authority is responsible for making determinations on a planning matter.</li> <li>2. The comments and recommendations must be consistent with the City's strategies, which have been adopted by Council</li> </ol> <p><u>Subject to the Following Conditions</u></p> <ol style="list-style-type: none"> <li>1. Comments and recommendations that are not clearly consistent with the City's strategies and planning framework must be presented to Council, although a preliminary response may be provided prior to Council consideration in order to meet statutory referral timeframes.</li> <li>2. Comments and recommendations must be reported in the Information Bulletin and published on the City's website.</li> <li>3. For guidance, this delegation applies to               <ol style="list-style-type: none"> <li>a) SDAU, DAP development applications</li> <li>b) MRS Amendments</li> <li>c) Planning Reform referrals</li> </ol> </li> </ol>	
<b>Related Documents</b>	
Council Policy:	All relevant Local Planning Policies prepared under Part 2 of the Deemed Provisions.
Administration Policy/Procedure:	
Notes:	<p><i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 – Deemed Provisions.</p> <p><b>82. Delegations by local government</b></p>

## REGISTER OF DELEGATIONS FROM COUNCIL

	(1) The local government may, by resolution, delegate to a committee or to the local government CEO the exercise of any of the local government's powers or the discharge of any of the local government's duties under this Scheme other than this power of delegation.
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## PLN4 – Unauthorised Development

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	21 June 2010
Date Last Reviewed:	24 June 2025

Legislation:	<i>Planning and Development Act 2005;</i>
Power or Duty of the Local Government which is being delegated:	Sections 214 (2), (3) and (4)  See details below
<p><b>DETAILS</b></p> <ol style="list-style-type: none"> <li>1. Authority to issue written direction to stop unauthorised development [s.214 (2)].</li> <li>2. Delegated authority to issue written direction to require the unauthorised development to be brought into compliance by removing, pulling down, taking up or altering the unauthorised development and by restoring the land to how it was prior to the development [s.214(3)].</li> <li>3. Delegated authority to execute work to have unauthorised development brought into compliance [s.214 (5)].</li> </ol> <p><b><u>Subject to the Following Conditions</u></b></p> <ol style="list-style-type: none"> <li>1. Compliance with the express provisions of the Planning and Development Act 2005.</li> <li>2. The person to whom the direction is given being advised of objection and/or appeal rights.</li> </ol>	
<b>Related Documents</b>	
Council Policy:	All relevant Local Planning Policies prepared under Part 2 of the Deemed Provisions.
Administration Policy/Procedure:	
Notes:	<p><b><i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 – Deemed Provisions.</b></p> <p><b>82. Delegations by local government</b></p> <p>(1) The local government may, by resolution, delegate to a committee or to the local government CEO the exercise of any of the local government's powers or the discharge of any of the local government's duties under this Scheme other than this power of delegation.</p>

**BUSH FIRES ACT 1954****BFA1 - Prohibited Burning Times - Amendment**

Delegation from:	Council
Delegated to:	Mayor and Chief Bush Fire Control Officer (jointly)
Date Adopted:	
Date Last Reviewed:	<b>24 June 2025</b>

Legislation:	<i>Bush Fires Act 1954, s. 17</i>
Power or Duty of the Local Government which is being delegated:	<p>(7) (a) Subject to paragraph (b), in any year in which a local government considers that seasonal conditions warrant a variation of the prohibited burning times in its district the local government may, after consultation with an authorised officer appointed under the <i>Conservation and Land Management Act 1984</i>, if forest land is situated in the district, vary the prohibited burning times in respect of that year in the district or a part of the district by —</p> <p>(i) shortening, extending, suspending or reimposing a period of prohibited burning times;</p> <p>or</p> <p>(ii) imposing a further period of prohibited burning times.</p>
<p><b>DETAILS</b></p> <p>Under section 17(10) of the <i>Bush Fires Act 1954</i>, the Mayor and Chief Bush Fire Control Officer are delegated to exercise the powers or discharge the duties of the Council under section 17(7) of the <i>Bush Fires Act 1954</i>.</p>	

Related Documents	
Council Policy:	n/a
Administration Policy/Procedure:	n/a
Notes:	<p><b>Bush Fires Act 1954</b></p> <p>17(10) A local government may by resolution delegate to its mayor, or president, and its Chief Bush Fire Control Officer, jointly its powers and duties under subsections (7) and (8).</p>

## REGISTER OF DELEGATIONS FROM COUNCIL

### BFA2 - Proceedings Under the Bush Fires Act

Delegation from:	Council
Delegated to:	Chief Bush Fire Control Officer
Date Adopted:	
Date Last Reviewed:	24 June 2025

Legislation:	<i>Bush Fires Act 1954</i> , s. 59
Power or Duty of the Local Government which is being delegated:	<p><b>59. Prosecution of offences</b></p> <p>(2)(a) A person authorised by the Minister, a member of the Authority, an officer of the Authority, an authorised officer appointed under the <i>Conservation and Land Management Act 1984</i>, a member of the Police Force, or a local government, may institute and carry on proceedings against a person for an offence alleged to be committed against this Act.</p>
<p><b>DETAILS</b></p> <p>Under section 59(3) of the <i>Bush Fires Act 1954</i>, the Chief Bush Fire Control Officer is delegated to exercise the powers or discharge the duties of the Council under section 59 of the <i>Bush Fires Act 1954</i>.</p>	

Related Documents	
Council Policy:	n/a
Administration Policy/Procedure:	n/a
Notes:	<p><b><i>Bush Fires Act 1954</i></b></p> <p>59(3) A local government may, by written instrument of delegation, delegate authority generally, or in any class of case, or in any particular case, to its bush fire control officer, or other officer, to consider allegations of offences alleged to have been committed against this Act in the district of the local government and, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences in the district, and may pay out of its funds any costs and expenses incurred in or about the proceedings.</p>

**BFA3 - Appointment of Bush Fire Control Officers**

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	16 August 2010
Date Last Reviewed:	<b>24 June 2025</b>

Legislation:	<i>Bush Fires Act 1954, s.38</i>
Power or Duty of the Local Government which is being delegated:	<p><b>38. Local government may appoint bush fire control officer</b></p> <p>(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.</p>
<p><b>DETAILS</b></p> <p>Pursuant to section 48 of the <i>Bush Fires Act 1954</i>, the Chief Executive Officer is delegated authority to appoint Bush Fire Control Officers, Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officers for the City of Kalamunda.</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	<p><b>48. Delegation by local governments</b></p> <p>(1) A local government may, in writing, delegate to its chief executive officer the performance of any of its functions under this Act.</p> <p>(2) Performance by the chief executive officer of a local government of a function delegated under subsection (1) —</p> <p style="padding-left: 40px;">(a) is taken to be in accordance with the terms of a delegation under this section, unless the contrary is shown; and</p> <p style="padding-left: 40px;">(b) is to be treated as performance by the local government.</p> <p>(3) A delegation under this section does not include the power to subdelegate.</p> <p>(4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.</p>



**BFA4 – Management of Bushfires (Transfer of Control) and Functions Under the Act**

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	<b>10 December 2024</b>
Date Last Reviewed:	<b>24 June 2025</b>

Legislation:	<i>Bush Fires Act 1954, s.48</i>
Power or Duty of the Local Government which is being delegated:	48 Delegation by Local Governments (1) A local government, may in writing, delegate to its Chief Executive Officer the performance of any of its functions under the <i>Bush Fires Act 1954</i>
<p><b>DETAILS</b></p> <p>Pursuant to section 48(1) of the Bush Fires Act 1954, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council of the <i>Bush Fires Act 1954</i>.</p>	

Related Documents	
Council Policy:	N/A
Administration Policy/Procedure:	Fire Hazard Assessment Plan 2023-2028 Bushfire Risk Management Plan 2019-2024
Notes:	<p><b>48. Delegation by local governments</b></p> <p>(2) Performance by the chief executive officer of a local government of a function delegated under subsection (1) —</p> <p style="padding-left: 40px;">(a) is taken to be in accordance with the terms of a delegation under this section, unless the contrary is shown; and</p> <p style="padding-left: 40px;">(b) is to be treated as performance by the local government.</p> <p>(3) A delegation under this section does not include the power to subdelegate.</p> <p>(4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.</p>

**FOOD ACT 2008****FOOD1 - Prohibition Orders – Section 65 of the Food Act 2008**

Delegation from:	Council
Delegated to:	Chief Executive Officer Director Community Services
Date Adopted:	20 September 2010
Date Last Reviewed:	<b>24 June 2025</b>

Legislation:	<i>Food Act 2008</i> , section 65
Power or Duty of the Local Government which is being delegated:	<p><b>65. Prohibition order</b></p> <p>(1) If the CEO or another enforcement agency believes on reasonable grounds —</p> <p>(a) that any of the circumstances specified in section 62(a), (b), (c) or (d) exist; and</p> <p>(b) that —</p> <p style="padding-left: 40px;">(i) the proprietor of a food business has not complied with an improvement notice within the time required by section 63 for compliance; or</p> <p style="padding-left: 40px;">(ii) the issue of the order is necessary to prevent or mitigate a serious danger to public health,</p> <p>the CEO or other enforcement agency may serve a prohibition order on the proprietor of the food business in accordance with this Part.</p>
<p><b>DETAILS</b></p> <p>Council delegates the power to issue prohibition orders for the purposes of section 65 of the <i>Food Act 2008</i> to the Chief Executive Officer and the <b>Director Community Services</b> in accordance with section 118(2) of the <i>Food Act 2008</i>.</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	<p><b>118. Functions of enforcement agencies and delegation</b></p> <p>(2) A function conferred or imposed on an enforcement agency may be delegated —</p> <p>(b) if the enforcement agency is a local government or a person or body, or a person or body within a class of persons or bodies, prescribed by the regulations — subject to subsections (3) and (4), in accordance with the regulations.</p>

## FOOD 2 - Appointment of Authorised Persons Under the Food Act 2008

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	15 March 2010
Date Last Reviewed:	24 June 2025

Legislation:	<i>Food Act 2008</i> , section 122
Power or Duty of the Local Government which is being delegated:	<p><b>122. Appointment of authorised officers</b></p> <p>(1) An enforcement agency may appoint a person to be an authorised officer for the purposes of this Act if —</p> <p>(a) the enforcement agency, having regard to any guidelines issued by the CEO under subsection (2), considers the person has appropriate qualifications and experience to perform the functions of an authorised officer; or</p> <p>(b) the person holds office as an environmental health officer under the <i>Health Act 1911</i>.</p>
<p><b>DETAILS</b></p> <p>Council delegates the power to appoint Authorised Persons for the purposes of the <i>Food Act 2008</i> to the Chief Executive Officer under Section 118 (2) of the <i>Food Act 2008</i>.</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	<p><b>118. Functions of enforcement agencies and delegation</b></p> <p>(2) A function conferred or imposed on an enforcement agency may be delegated —</p> <p>(b) if the enforcement agency is a local government or a person or body, or a person or body within a class of persons or bodies, prescribed by the regulations — subject to subsections (3) and (4), in accordance with the regulations.</p>

## PUBLIC HEALTH ACT 2016

## HLT1 - Appointment of Environmental Health Officers of the Public Health Act 2016

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	27 March 2017
Date Last Reviewed:	24 June 2025

Legislation:	<i>Public Health Act 2016</i> , Section 17.
Power or Duty of the Local Government which is being delegated:	<p><b>17. Appointment of environmental health officers</b></p> <p>(1) A local government may appoint one or more persons as environmental health officers.</p> <p>(2) An appointee may be —</p> <p>(a) a person employed by the local government under the <i>Local Government Act 1995</i> section 5.36; or</p> <p>(b) a person engaged by the local government under a contract for services.</p> <p>(3) A local government must not appoint a person as an environmental health officer unless the person has the qualifications and experience approved by the Chief Health Officer under section 18.</p> <p>(4) Two or more local governments may enter into arrangements for one or more persons to be appointed as environmental health officers for each of those local governments.</p> <p>(5) This section does not limit the <i>Local Government Act 1995</i> section 5.36.</p>
<p><b>DETAILS</b></p> <p>Council delegates the power to appoint Environmental Health Officers for the purposes of the <i>Public Health Act 2016</i> to the Chief Executive Officer under Section 17 of the <i>Public Health Act 2016</i>.</p>	

**PUBLIC HEALTH ACT 2016****Health (Asbestos) Regulations 1992**

HLT2 – Appointment of persons or classes of persons to be authorised officers or approved officers for the purposes of the *Criminal Procedure Act 2004* Part 2

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	28 November 2017
Date Last Reviewed:	24 June 2025

Legislation:	<i>Public Health Act 2016</i> and <i>Health (Asbestos) Regulations 1992 - Regulation 15D</i> .
Power or Duty of the Local Government which is being delegated:	<p><b>15D. Infringement notices</b></p> <p>(1)The offences specified in Schedule 1 are offences for which an infringement notice may be issued under the <i>Criminal Procedure Act 2004</i> Part 2.</p> <p>(2)The modified penalty specified opposite an offence in Schedule 1 is the modified penalty for that offence for the purposes of the <i>Criminal Procedure Act 2004</i> section 5(3).</p> <p>(3)The Chief Health Officer may, in writing, appoint persons or classes of persons to be authorised officers or approved officers for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2.</p> <p>(4)The Chief Health Officer must issue to each authorised officer a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices.</p> <p>(5)A local government may, in writing, appoint persons or classes of persons to be authorised officers or approved officers for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2</p> <p>(6)Each local government that appoints a person as an authorised officer under sub-regulation (5) must issue to the officer a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices.</p> <p>(7)A local government may delegate a power or duty conferred or imposed on it by this regulation to the chief executive officer of the local government.</p> <p>(8)For the purposes of the <i>Criminal Procedure Act 2004</i> Part 2</p> <p>(a) the prescribed form of an infringement notice is set out in Schedule 2; and</p> <p>(b) the prescribed form of a notice to withdraw an infringement notice is set out in Schedule 3.</p>
<p><b>DETAILS</b></p> <p>Council delegates the power to appoint persons or classes of persons to be authorised officers or approved officers for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2.</p>	

## LOCAL LAWS

## LL2 - Local Laws

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	24 June 2025

Legislation:	City (Shire) of Kalamunda Local Laws
Power or Duty of the Local Government which is being delegated:	
<p><b>DETAILS</b></p> <p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under those local laws of the City of Kalamunda which have been made under the <i>Local Government Act 1995</i>.</p>	

Related Documents	
Council Policy:	Service 8 – Street Tree and Streetscape Management Service 11 – Trading on Thoroughfares or Public Places – Permit Conditions
Administration Policy/Procedure:	n/a
Notes:	

**ENG1 - Determination of Prohibited Parking Areas**

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	21 March 2011
Date Last Reviewed:	<b>24 June 2025</b>

Legislation:	Clause 1.10 of the City of Kalamunda Parking and Parking Facilities Local Law 2019
Power or Duty of the Local Government which is being delegated:	Delegation of Authority by Council to the Chief Executive Officer to determine 'No Parking' areas within the City of Kalamunda.
<p><b>DETAILS</b></p> <p>Pursuant to Clause 1.10 of the City of Kalamunda Parking and Parking Facilities Local Law 2019, the Chief Executive Officer is delegated authority to exercise the powers or discharge the duties of the Council in regard to the determination of Prohibited Parking Areas within the City of Kalamunda.</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	

## CAT ACT

## CAT1 - Cat Act 2001 Delegation of Powers

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	28 October 2013
Date Last Reviewed:	24 June 2025

Legislation:	Section 44 (1) of the <i>Cat Act 2011</i>
Section	<b>Relevant Power or Duty Delegated</b>
Section 3	A local government may approve in writing an operator of a cat management facility
Section 9	A local government may grant, renew or refuse an application for cat registration
Section 9(5)	A local government may require an applicant to give documents or information relating to registration, within a specified time of not more than 21 days and may require information to be verified by statutory declaration
Section 10	A local government may cancel the registration of a cat
Section 11	A local government is to issue a registration number, certificate and tag, including a replacement certificate or tag
Section 12	A local government must keep a cat register
Section 13	A local government must notify the owner of cat the outcome of a decision
Section 26	A local government may issue a cat control notice
Section 37	A local government may grant, renew or refuse an approval to breed application
Section 37(3)	A local government may require an applicant to give document or information relating to a breeder application, within a specified time of not more than 21 days and may require information to be verified by statutory declaration
Section 38	A local government may cancel an approval to breed
Section 39	A local government must issue a certificate to an approved breeder
Section 40	A local government must notify the person affected by the decision in writing of the outcome
Section 42	A local government is to administer local laws
Section 48	A local government may appoint, in writing, authorised persons
Section 49	A local government may recover the costs of having to destroy a cat
Section 37, Reg. 22	A local government may refuse an application to breed if the applicant has had an infringement in the past 12-months.



## REGISTER OF DELEGATIONS FROM COUNCIL

### DETAILS

Under Section 44 (1) of the *Cat Act 2011*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under the Sections of the *Cat Act 2011* specified above.

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	

## DOG ACT

### DOG1 - Dog Act 1976 – Delegation of Powers

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	25 November 2013
Date Last Reviewed:	24 June 2025

Legislation:	<i>Dog Act 1976</i>
Power or Duty of the Local Government which is being delegated:	Delegation of Authority by Council to the Chief Executive Officer for all powers and duties under the <i>Dog Act 1976</i>
<p><b>DETAILS</b></p> <p>Pursuant to Section 10AA (1) of the <i>Dog Act 1976</i>, the Chief Executive Officer is delegated to exercise the powers or discharge all of the powers and duties under the <i>Dog Act 1976</i>.</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	

## MISCELLANEOUS

## MISC1 - Use of the City of Kalamunda Logo

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	24 June 2025

Legislation:	
Power or Duty of the Local Government which is being delegated:	
<p><b>DETAILS</b></p> <p>The Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council to –</p> <ul style="list-style-type: none"> <li>a) approve the use of the City of Kalamunda logo;</li> <li>b) attach conditions to the approval of an application to use the logo; and</li> <li>c) approve alterations to the logo components, and their relationship to each other, in accordance with Council policy approve alterations to the logo components, and their relationship to each other, in accordance with Council policy</li> </ul>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	n/a
Notes:	

## MISC2 - Donations, Grants and Contributions

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	24 June 2025

Legislation:	
Power or Duty of the Local Government which is being delegated:	
<p><b>DETAILS</b></p> <p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council to approve donations of up to \$1,000.</p> <p>The granting of any donation is subject to –</p> <ul style="list-style-type: none"> <li>a) compliance with Council's policies;</li> <li>b) adequate provision having been made in the Annual Budget; and</li> <li>c) compliance with the <i>Local Government Act 1995</i>.</li> </ul>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	n/a
Notes:	<b>The CEO may not authorise a donation for which there is no budget provision</b> (authorisation of unbudgeted expenditure requires an absolute majority decision of Council, and, can therefore not be delegated).

## MISC3 - SES – Appointment of Local Co-Ordinator and Deputy Coordinator

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	24 June 2025

Legislation:	<i>Local Government Act 1995</i>
Power or Duty of the Local Government which is being delegated:	
<p><b>DETAILS</b></p> <p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council to –</p> <ul style="list-style-type: none"> <li>a) recommend a candidate for the position of SES Local Co-ordinator;</li> <li>b) agree or disagree with the Director's recommendation to revoke the appointment of the Local Co-ordinator; and</li> <li>c) approve or not approve the appointment of a Deputy Co-ordinator.</li> </ul>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	<p><b>Constitution of Kalamunda Volunteer State Emergency Service Unit (Inc.)</b> Clause 10.3 "The Local Co-ordinator shall be appointed by the Director on the recommendation of the appropriate Local Government. The appointment may be revoked by the Director only after consultation with. And, agreement by the appropriate Local Government."</p> <p>Clause 10.4 "The Deputy Co-ordinator shall be elected by members in general meeting and the appointment shall be approved by the Local Government."</p>

# MISC4 - Write Off of Emergency Services Levy Interest Amounts

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	24 June 2025

Legislation:	
Power or Duty of the Local Government which is being delegated:	
<p><b>DETAILS</b></p> <p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to write off Emergency Services Levy interest amounts of less than \$2.00 (two dollars) per property.</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	<p><b>FESA Manual of Operating Procedures 2007/08</b></p> <p>5.8.7 Local Governments may automatically write off small amounts of ESL Interest, where the total amount per property is less than \$2 per year</p>

## MISC5 - Fireworks Displays

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	24 June 2025

Legislation:	
Power or Duty of the Local Government which is being delegated:	
<p><b>DETAILS</b></p> <p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council in regard to an Application for a Fireworks Display Permit, in accordance with Council policy.</p>	

Related Documents	
Council Policy:	FIRE2 – Fireworks Displays (Revoked June 2013)
Administration Policy/Procedure:	n/a
Notes:	<p><b>Application for a Firework Display Permit – Department of Consumer and Employment Protection</b></p> <p>Local government authority to provide comment, advising of objection or non-objection</p>

## MISC6 – Public Liability Insurance

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	24 June 2025

Legislation:	
Power or Duty of the Local Government which is being delegated:	
<p><b>DETAILS</b></p> <p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council to –</p> <p>determine claims against the City for injury, loss or property damage that do not exceed the City's insurance policy excess levels, subject to receipt of a release form.</p>	

Related Documents	
Council Policy:	n/a
Administration Policy/Procedure:	n/a
Notes:	



**MISC9 - Contract Award**

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	24 June 2025
Date Last Reviewed:	

Legislation:	<i>Local Government Act 1995</i> s.5.42(1)
Power or Duty of the Local Government which is being delegated:	Authority to award contracts as specified in the details below.
<p><b>DETAILS</b></p> <ol style="list-style-type: none"> <li>1. Authority to award the construction contract for Roads, Drains and Footpaths Expression of Interest (EOI 2025-01) and Request for Tender (RFT 2507).</li> <li>2. Authority to award the construction contract for Builders Works Expression Of Interest (EOI 2025-02) and Request for Tender (RFT 2508).</li> </ol> <p><b><u>Subject to the Following Conditions</u></b></p> <ol style="list-style-type: none"> <li>1. Council is to be briefed on the outcomes of the construction tender prior to award.</li> <li>2. Contracts are not to exceed the amount included in the adopted 2025/26 Capital Works Budget.</li> </ol>	

Related Documents	
Council Policy:	n/a
Administration Policy/Procedure:	n/a
Notes:	

## REVOKED DELEGATIONS

LL1	Common Seal	Revoked 21 June 2010
LGA5	Organisational Structure	Revoked 21 June 2010
PDA1	Planning Matters	Revoked 21 June 2010
Powers Under Part II of Local Planning Scheme 3		Revoked 21 June 2010
LMPA1	Building Approvals	Revoked 16 April 2012
LGA15	Land Asset Rationalisation – Disposal or Property – Additional Properties	Revoked 27 June 2016
LGA16	Tender = Development of 39 Maida Vale Road	Revoked 25 May 2015
CPR1	Caravan Parks and Camping	Revoked 25 May 2015
STA1	Strata Titles	Revoked 27 June 2023

## EXPIRED DELEGATIONS

MISC7	Traffic Consideration – Shopping Centre Kalamunda Rd, High Wycombe
MISC8	Stake Park Construction – Fleming Reserve
LGA14	Land Asset Rationalisation – Disposal of Property

## REGISTER OF DELEGATIONS FROM COUNCIL