

Register of Delegations from Council to CEO

June 2026

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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 for Local Government 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:	23 June 2026

Legislation:	<i>Local Government Act 1995</i> , ss. 3.25 & 3.26
Power or Duty of the Local Government which is being delegated:	<p>3.25. Notices requiring certain things to be done by owner or occupier of land</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>3.26. Additional powers when notices given</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 (“notice recipient”) 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>DETAILS</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

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	<p>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.</p>
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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:	23 June 2026

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>Details:</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"> 1. call <ol style="list-style-type: none"> a) tenders [F&G r.11 (1)]; b) expressions of interest [F&G r. 21 (1)]. <p style="margin-left: 40px;"><u>Condition</u> – Subject to Council being advised when the expressions of interest option is utilised.</p> 2. 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&G r.11 (2) (f)]. 3. invite tenders although not required to do so [F&G r.13]. 4. determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14 (2a)]. 5. determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14 (4) (a)]. 6. 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&G r.14(5)]. 7. evaluate tenders, by written evaluation, and decide which is the most advantageous to accept [F&G r.18 (4)]. 8. 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 style="margin-left: 40px;"><u>Conditions:</u></p> <ol style="list-style-type: none"> a) 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; 	

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- b) The goods or services to be procured are included in the adopted Budget;
 - 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
 - d) Any tenders awarded under this delegation are to be reported to the councillors via email.
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&G r.20 (1) and (3)].
- Condition:**
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
10. seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18 (4a)].
11. decline any tender [F&G r.18 (5)].
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&G r.20(2)].
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&G r.21A].
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&G r.18(6) & (7)].

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

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LGA3 - Lease and Licence Agreements

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	23 June 2026

Legislation:	<i>Local Government Act 1995, s.3.58</i>
Power or Duty of the Local Government which is being delegated:	<p>3.58. Disposing of property (1) In this section — “dispose” includes to sell, lease, or otherwise dispose of, whether absolutely or not; “property” includes the whole or any part of the interest of a local government in property, but does not include money.</p>

DETAILS

Under section 5.42 of the *Local Government Act 1995*, 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 *Local Government Act 1995*.

Council's Conditions on this Delegation:

- a) In the case of disposal of property by lease or licence:
 - i) The term of the lease or licence being no greater than ten (10) years including any options to renew; and
 - ii) The annual rental fee payable being no greater than \$100,000 (plus GST) per annum during the initial year of the lease or licence term.

- b) In the case of an agreement to vary, renew, extend, assign, sub-let, sub-licence, surrender or otherwise deal with a lease or licence:
 - i) Any variation or extension must result in the lease or licence, as varied or extended, continuing to comply with clause a);
 - ii) Any renewal option exercised must be in accordance with the terms of the original lease or licence;
 - iii) Any assignment, sub-letting or sub-licencing must not materially alter the permitted use, intensity of use, or nature of occupation approved under the original lease or licence;
 - iv) Any variation must not materially increase the City's financial, operational or reputational risk exposure;
 - v) Any dealing which, in the opinion of the CEO, materially changes the substance or effect of the original lease or licence must be referred to Council.

- c) Where the CEO considers that a proposed disposition may reasonably be expected to generate significant community concern or may materially impact the amenity of the locality, the CEO may provide a Memorandum to Elected Members outlining the proposal. Within 7 days of the Memorandum being issued, the Mayor or any three Elected Members may request that the matter be

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referred to Council for determination, in which case this delegation shall not apply to the matter. If no such request is received within 7 days, the CEO may proceed to determine the matter under delegated authority.

Related Documents	
Council Policy:	Service 9: Community Group Leases
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:	23 June 2026

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>3.58. Disposing of property</p> <p>(1) In this section — “dispose” includes to sell, lease, or otherwise dispose of, whether absolutely or not; “property” includes the whole or any part of the interest of a local government in property, but does not include money.</p> <p>30. Dispositions of property to which section 3.58 of Act does not apply</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 \$75,000.</p>
<p>DETAILS</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:	N/A
Administration Policy/Procedure:	N/A
Notes:	N/A

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

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	23 June 2026

Legislation:	<i>Local Government Act 1995, s.6.12</i>
Power or Duty of the Local Government which is being delegated:	6.12. Power to defer, grant discounts, waive or write off debts (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>DETAILS</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"> a) the relevant debt does not exceed \$5,000; b) all reasonable avenues of debt recovery action have been exhausted; and 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. 	

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

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LGA8 - Investment of Surplus Funds

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	23 June 2026

Legislation:	<i>Local Government Act 1995, s 6.14 Local Government (Financial Management) Regulations 1996, Regulation 19 and 19C</i>
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>DETAILS</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:	N/A
Notes:	N/A

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LGA9 - Appointment of "Authorised Persons"

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	23 June 2026

Legislation:	<i>Local Government Act 1995, s.9.10</i>
Power or Duty of the Local Government which is being delegated:	<p>(1) Authorise a local government employee for the purposes of Part 3; Division 3; Subdivision 4 of the <i>Local Government Act 1995</i></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>DETAILS</p> <p>(1) Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated authority to authorise an employee for the purposes of sections 3.39, 3.40 and 3.40A of the Act in relation to –</p> <p>(a) Authority to authorise an employee to remove and impound any goods that are involved in a contravention that can lead to impounding [Act, s.3.39(1)].</p> <p>(b) Authority to authorise an employee to remove and impound a vehicle that has been determined as an abandoned vehicle wreck [s.3.40A(1)].</p> <p>(2) In accordance with section 5.42(1) of the <i>Local Government Act 1995</i>, and section 2 of the <i>Local Government (Miscellaneous Provisions) Act 1960</i> –</p> <p>(a) Appoint fit and proper persons to be poundkeepers and rangers [MP Act, s. 449]</p> <p>(b) Authorise a ranger, a local government employee or another person to impound cattle found wandering, straying, or lying upon a street or vacant Crown land [MP Act s. 458(2A)]</p>	

Related Documents	
Council Policy:	N/A
Administration Policy/Procedure:	N/A
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>

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	<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>
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REGISTER OF DELEGATIONS FROM COUNCIL

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:	23 June 2026

Legislation:	<i>Local Government Act 1995, s.6.12</i>
Power or Duty of the Local Government which is being delegated:	6.12. Power to defer, grant discounts, waive or write off debts (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>DETAILS</p> <p>The Chief Executive Officer is delegated the authority to write off small amounts of rates interest charges up to a maximum of \$50 per property.</p>	

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

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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:	23 June 2026

Legislation:	<i>Local Government Act 1995, s.6.12</i>
Power or Duty of the Local Government which is being delegated:	6.12. Power to defer, grant discounts, waive or write off debts (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>DETAILS</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:	N/A

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LGA12 - Common Seal

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	21 June 2010
Date Last Reviewed:	23 June 2026

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>DETAILS</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><i>Local Government Act 1995</i></p> <p>9.49A. Execution of documents</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>

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LGA13 - Granting Concessions

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	16 August 2010
Date Last Reviewed:	23 June 2026

Legislation:	Section 6.12(1)(b) 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>DETAILS</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>RESOLVED OCM 112/2010 That the Chief Executive Officer provide Council with a quarterly report of the use of this delegation.</p>	

Related Documents	
Council Policy:	N/A
Administration Policy/Procedure:	N/A
Notes:	<p>6.12. Power to defer, grant discounts, waive or write off debts</p> <p>(1) Subject to subsection (2) and any other written law, a local government may —</p> <ul style="list-style-type: none"> (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; (b) waive or grant concessions in relation to any amount of money; or (c) write off any amount of money, which is owed to the local government. <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>

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	<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:	23 June 2026

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>s. 3.50. 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>s. 3.50A. 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>

Pursuant to Sections 5.42 and 5.43 of the *Local Government Act 1995*, the Chief Executive Officer is delegated power to:

1. Close a thoroughfare for a period not exceeding 4 weeks, wholly or partially, subject to section 3.50 (1) of the *Local Government Act 1995*.
2. Close a thoroughfare for a period greater than 4 weeks, wholly or partially, subject to sections 3.50 (1)(a) and 3.50 (4) of the *Local Government Act 1995*.
3. Close a thoroughfare, wholly or partially, subject to section 3.50A of the *Local Government Act 1995*.
4. Revoke an order to close a thoroughfare, subject to section 3.50 (6) of the *Local Government Act 1995*.

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The permanent closure of thoroughfares is to be referred to Council for determination.

Public notice requirements of section 3.50(4) and section 3.51 are to be implemented **prior to** any road closure exceeding 4 weeks.

Related Documents

Council Policy:	N/A
Administration Policy/Procedure:	N/A
Notes:	N/A

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BUILDING ACT 2011

BLD1 – Demolition Permits

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	16 April 2012
Date Last Reviewed:	23 June 2026

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>DETAILS</p> <ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 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) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and (3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> 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)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26]. 	

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

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BLD2 – Grant a Building Permit

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	16 April 2012
Date Last Reviewed:	23 June 2026

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>DETAILS</p> <ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and (3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> 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)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. . Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26] 	

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

REGISTER OF DELEGATIONS FROM COUNCIL

BLD3 – Building Orders

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	16 April 2012
Date Last Reviewed:	23 June 2026

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>DETAILS</p> <ol style="list-style-type: none"> 1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> a) Building work, b) Demolition work. c) An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> a) take any action specified in the order; or b) commence, or complete any work specified in the order; or c) 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)]. 5. 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)]. 6. 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>. <p>Conditions 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:	N/A
Administration Policy/Procedure:	N/A
Notes:	N/A

REGISTER OF DELEGATIONS FROM COUNCIL

BLD4 – Occupancy Permit and Building Approval Certificates

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	16 April 2012
Date Last Reviewed:	23 June 2026

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
<p>DETAILS</p> <ol style="list-style-type: none"> 1. Grant or modify an Occupancy Permit and impose conditions on the granting or modification of an Occupancy Permit. 2. Grant or modify a Building Approval Certificate and impose conditions on the granting or modification of a Building Approval Certificate. 	

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

REGISTER OF DELEGATIONS FROM COUNCIL

BLD5 – Extending Permits and Approval Certificates

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	16 April 2012
Date Last Reviewed:	23 June 2026

Legislation:	<i>Building Act 2011</i> – section 127 (1) and (6A)
Power or Duty of the Local Government which is being delegated:	Sections 65 (4) Building Regulation 40 See details below
<p>DETAILS</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:	N/A
Administration Policy/Procedure:	N/A
Notes:	N/A

REGISTER OF DELEGATIONS FROM COUNCIL

BLD6 – Alternative Swimming Pool Barriers

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	16 April 2012
Date Last Reviewed:	23 June 2026

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>DETAILS</p> <ol style="list-style-type: none"> 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)] 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)] 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)]. <p>Conditions 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:	N/A
Administration Policy/Procedure:	N/A
Notes:	N/A

REGISTER OF DELEGATIONS FROM COUNCIL

BLD7 – Smoke Alarms - Alternative Solutions

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	16 April 2012
Date Last Reviewed:	23 June 2026

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>DETAILS</p> <ol style="list-style-type: none"> 1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning (r55). 2. Approve or refuse the use of a battery powered smoke alarm in a dwelling, or part of a dwelling. (r61). 	

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

REGISTER OF DELEGATIONS FROM COUNCIL

BLD8 – Designate Employees as Authorised Persons

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	16 April 2012
Date Last Reviewed:	23 June 2026

Legislation:	<i>Building Act 2011</i> – section 127 (1) and (3) <i>Building Regulations 2012</i> – regulation 4A(2)
Power or Duty of the Local Government which is being delegated:	Sections 96 (3) and (6) See details below
<p>DETAILS</p> <ol style="list-style-type: none"> 1. Authority under section 127(1) of the <i>Building Act 2011</i> to designate an employee as an authorised person in accordance with section 96(3) of the Act, for the purposes of this Act in relation to buildings and incidental structures located, or proposed to be located, in the City. 2. Authority to revoke a designation of an authorised person at any time. 3. Authority under regulation 4A(2) of the <i>Building Regulations 2012</i> to designate a person as an authorised person to inspect or test existing buildings located in the district of the local government for the purpose of monitoring whether specified Part 8 provisions of the Act are being complied with. 4. Revoke a designation made under (3) above at any time. <p>Condition 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 regulation 70 of the <i>Building Regulations 2012</i>.</p>	

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

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:	23 June 2026

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>DETAILS</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:	N/A
Administration Policy/Procedure:	N/A
Notes:	<p><i>Local Government Act 1995</i></p> <p>6.10. Financial management regulations</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:	23 June 2026

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 & 83.</i>
Power or Duty of the Local Government which is being delegated:	Clause 83 (1) - (3) See details below
<p>DETAILS</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"> 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>. 2. Determination of applications involving telecommunications infrastructure proposals (which are not low impact facilities under the <i>Telecommunications Act 1997</i>), which are required to be advertised and valid objections received. 3. Amendments to applications previously determined by Council, where the amendments result in additional valid planning matters for consideration. 4. Where five or more submissions are received during the formal consultation period which raise valid planning concerns. <p><u>Subject to the Following Conditions</u></p> <ol style="list-style-type: none"> 1. All decisions made under Delegated Authority are to be circulated to Elected Members. 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. 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"> (a) can be resolved through the placement of conditions on the approval; or (b) does not relate to valid planning and development considerations associated with the proposal; or (c) involves a home-based activity, and the concerns raised are not considered to adversely affect the amenity of the relevant locality; or (d) addresses the relevant Design Principles, as stipulated within the Residential Design Codes. 	

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:	N/A
Notes:	<p><i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 – Deemed Provisions.</p> <p>82. Delegations by local government</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>

REGISTER OF DELEGATIONS FROM COUNCIL

PLN2 – Subdivision Conditions

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	21 June 2010
Date Last Reviewed:	23 June 2026

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>DETAILS</p> <ol style="list-style-type: none"> 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. 2. Make recommendations to WAPC to refuse applications which are not consistent with the planning framework. 3. Clear subdivisional plans and diagrams. <p><u>Subject to the Following Conditions</u></p> <p>Approve applications for the clearance of conditions of subdivision, where all conditions have been met.</p>	
Related Documents	
Council Policy:	All relevant Local Planning Policies prepared under Part 2 of the Deemed Provisions.
Administration Policy/Procedure:	N/A
Notes:	<p><i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 – Deemed Provisions.</p> <p>82. Delegations by local government</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>

REGISTER OF DELEGATIONS FROM COUNCIL

PLN3 – Comments and Recommendations to External Authorities

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	21 June 2010
Date Last Reviewed:	23 June 2026

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>DETAILS</p> <ol style="list-style-type: none"> 1. Providing technical comments and recommendations to an external authority where that authority is responsible for making determinations on a planning matter. 2. The comments and recommendations must be consistent with the City's strategies, which have been adopted by Council <p><u>Subject to the Following Conditions</u></p> <ol style="list-style-type: none"> 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. 2. Comments and recommendations must be reported in the Information Bulletin and published on the City's website. 3. For guidance, this delegation applies to <ol style="list-style-type: none"> a) SDAU, DAP development applications b) MRS Amendments c) Planning Reform referrals 	
Related Documents	
Council Policy:	All relevant Local Planning Policies prepared under Part 2 of the Deemed Provisions.
Administration Policy/Procedure:	N/A
Notes:	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 – Deemed Provisions. 82. Delegations by local government

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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REGISTER OF DELEGATIONS FROM COUNCIL

PLN4 – Unauthorised Development

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	21 June 2010
Date Last Reviewed:	23 June 2026

Legislation:	<i>Local Government Act 1995, s. 5.42(1)(b)</i>
Power or Duty of the Local Government which is being delegated:	Sections 214 (2), (3) See details below
<p>DETAILS</p> <ol style="list-style-type: none"> Authority to issue written direction to stop unauthorised development [s.214 (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)]. <p><u>Subject to the Following Conditions</u></p> <ol style="list-style-type: none"> Compliance with the express provisions of the Planning and Development Act 2005. The person to whom the direction is given being advised of objection and/or appeal rights. 	
Related Documents	
Council Policy:	All relevant Local Planning Policies prepared under Part 2 of the Deemed Provisions.
Administration Policy/Procedure:	N/A
Notes:	

PLN5 Structure Planning and Local Development Plans

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	21 June 2010
Date Last Reviewed:	23 June 2026

Legislation:	Clause 82 of the <i>Planning & Development (Local Planning Schemes) Regulations 2015</i> .
Power or Duty of the Local Government which is being delegated:	Decisions relating to structure plans and local development plans under Parts 4 (Structure Plans) and 6 (Local Development Plans) of Schedule 2 of <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .

DETAILS

The exercise of this delegated authority is conditional on the following:

Structure Plans

- a) All new structure plans shall be referred to Council for consideration after being advertised for public comment;
- b) Advertising of an amendment to a structure plan may be waived under Part 4 of the deemed provisions where, in the opinion of the delegate, it is of a minor nature in which the change or departure does not:
 - materially alter the purpose and intent of the structure plan;
 - change the intended lot/ dwelling yield by more than 20 per cent or adversely impact upon the amenity of adjoining landowners and occupiers;
 - restrict the use and development of adjoining land; or
 - significantly impact on infrastructure provision or impact upon the environment.

NOTE: Under Clause 29(3) of the deemed provisions, the WAPC is also required to be of an opinion that an amendment to a structure plan is of a minor nature prior to advertising being waived.

- c) The delegate may approve an amendment to a structure plan under Part 4 of the deemed provisions after being advertised for public comment provided that:
 - If objections are raised on valid planning grounds that cannot be addressed through modification to the structure plan, the amendment application will be referred to Council for determination;
 - Council Members are notified in writing (Memorandum) of the delegate's intention to do so and provided with a summary of submissions and Administration's recommendations in respect of those submissions; and
 - Council Members are provided with at least five working days in which to request that the proposal be referred to Council for consideration and recommendation.

REGISTER OF DELEGATIONS FROM COUNCIL

- d) The delegate may approve an amendment to a structure plan under Part 4 of the deemed provisions where advertising has been waived.
- e) An application to amend a structure plan shall be referred to Council for consideration and recommendation or determination (whichever appropriate), where requested by the applicant in writing.

Local Development Plans

- a) The delegate may approve a Local Development Plan or amendment to a Local Development Plan under Part 6 of the deemed provisions after being advertised for public comment provided that:
 - Council Members have been notified in writing (Memorandum) of the delegate’s intention to do so and provided with a summary of the submissions and Administration’s recommendations in respect of those submissions; and
 - Council Members are provided with at least five working days in which to request that the proposal be referred to Council for determination.

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

PLN6 Management of Developer Contribution Plans (DCPs)

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	23 June 2026

Legislation:	Clause 82 of the <i>Planning & Development (Local Planning Schemes) Regulations 2015</i> (the deemed provisions).
Power or Duty of the Local Government which is being delegated:	The following relevant powers under Local Planning Scheme No. 3: <ul style="list-style-type: none"> o Clause 6.5 – Development Contribution Areas (DCA) and Schedule 12 – Development Contribution Areas o Schedule 11 – Development Areas – Provisions Relating to Specified Areas Part 1: Wattle Grove Cell 9

DETAILS

The exercise of this delegated authority is conditional on the following:

- a) Estimates and quotations for contribution costs calculated in accordance with LPS3 based on the contribution rates approved by Council for the relevant contribution scheme or DCP area.
- b) Compensation or credits for Cell Works by a landowner shall not exceed the estimated cost of the works defined in the applicable DCP or contribution scheme area approved by the Local Government and in accordance with the relevant clauses of LPS3.
- c) Compensation or credits for Cell Works shall be in accordance with the assessed or approved valuation for the DCP area approved by the Local Government and in accordance with the relevant clauses of LPS3.
- d) The delegate may approve the annual review of costs after being advertised for public comments provided no objection/s are received. If objections are received then the delegate may determine the annual review, providing that:
 - Council Members have been notified in writing (Memorandum) of the delegate’s intention to do so and provided with a summary of the submissions and Administration’s recommendations in respect of those submissions; and
 - Council Members are provided with at least five working days in which to request that the proposal be referred to Council for determination.

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

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:	23 June 2026

Legislation:	<i>Bush Fires Act 1954, s. 17</i>
Power or Duty of the Local Government which is being delegated:	(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 — (i) shortening, extending, suspending or reimposing a period of prohibited burning times; or (ii) imposing a further period of prohibited burning times.
<p>DETAILS</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:	Bush Fires Act 1954 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).

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:	23 June 2026

Legislation:	<i>Bush Fires Act 1954, s. 59</i>
Power or Duty of the Local Government which is being delegated:	<p>59. Prosecution of offences</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>DETAILS</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><i>Bush Fires Act 1954</i></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>

REGISTER OF DELEGATIONS FROM COUNCIL

BFA3 - Appointment of Bush Fire Control Officers

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	16 August 2010
Date Last Reviewed:	23 June 2026

Legislation:	<i>Bush Fires Act 1954, s.38</i>
Power or Duty of the Local Government which is being delegated:	38. Local government may appoint bush fire control officer (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>DETAILS</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:	N/A
Administration Policy/Procedure:	N/A
Notes:	<p>48. Delegation by local governments</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>

REGISTER OF DELEGATIONS FROM COUNCIL

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

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	10 December 2024
Date Last Reviewed:	23 June 2026

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>DETAILS</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> <p>Request the Commissioner of the Department of Fire and Emergency Services, or a bush fire liaison officer or another person to take control of all operations in relation to a bush fire burning in the district of the local government [Act s. 13(4)(a)]</p>	

Related Documents	
Council Policy:	N/A
Administration Policy/Procedure:	Fire Hazard Assessment Plan 2023-2028 Bushfire Risk Management Plan 2019-2024
Notes:	<p>48. Delegation by local governments</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 Development
Date Adopted:	20 September 2010
Date Last Reviewed:	23 June 2026

Legislation:	<i>Food Act 2008</i> , section 65
Power or Duty of the Local Government which is being delegated:	<p>65. Prohibition order</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>DETAILS</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 Director Development in accordance with section 118(2) of the <i>Food Act 2008</i>.</p>	

Related Documents	
Council Policy:	N/A
Administration Policy/Procedure:	N/A
Notes:	<p>118. Functions of enforcement agencies and delegation</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:	23 June 2026

Legislation:	<i>Food Act 2008</i> , section 122
Power or Duty of the Local Government which is being delegated:	<p>122. Appointment of authorised officers (1) An enforcement agency may appoint a person to be an authorised officer for the purposes of this Act if — (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 (b) the person holds office as an environmental health officer under the <i>Health Act 1911</i>.</p>
<p>DETAILS</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:	N/A
Administration Policy/Procedure:	N/A
Notes:	<p>118. Functions of enforcement agencies and delegation (2) A function conferred or imposed on an enforcement agency may be delegated — (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:	23 June 2026

Legislation:	<i>Public Health Act 2016</i> , section 17, section 24.
Power or Duty of the Local Government which is being delegated:	<p>17. Appointment of environmental health officers</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>24. Designation of authorised officers</p> <p>(1) An enforcement agency may designate a person or class of persons as authorised officers —</p> <p>(a) for the purposes of this Act or another specified Act; or</p> <p>(b) for the purposes of the specified provisions of this Act or another specified Act; or</p> <p>(c) for the purposes of the provisions of this Act or another specified Act other than the specified provisions of that Act.</p>

DETAILS

(1) Council delegates the power to appoint Environmental Health Officers for the purposes of the *Public Health Act 2016* to the Chief Executive Officer under Section 17 of the *Public Health Act 2016*.

REGISTER OF DELEGATIONS FROM COUNCIL

(2) Council (as enforcement agency) delegates the power to designate a person or a class of persons as authorised officers for the purposes of the *Public Health Act 2016*.

(3) The qualification provisions of section 25 of the Act have effect in terms of a person to be designated as an authorised officer.

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:	23 June 2026

Legislation:	<i>Public Health Act 2016 and Health (Asbestos) Regulations 1992 - Regulation 15D.</i>
Power or Duty of the Local Government which is being delegated:	<p>15D. Infringement notices</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>DETAILS</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>	

ADMINISTRATION OF LOCAL LAWS

LL2 - Local Laws

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	23 June 2026

Legislation:	City (Shire) of Kalamunda Local Laws
Power or Duty of the Local Government which is being delegated:	Administration of local laws made under the <i>Local Government Act 1995</i>
<p>DETAILS</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:	N/A

REGISTER OF DELEGATIONS FROM COUNCIL

ENG1 - Determination of Prohibited Parking Areas

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	21 March 2011
Date Last Reviewed:	23 June 2026

Legislation:	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 parking restrictions within the district.
<p>DETAILS</p> <p>Authority to prohibit or regulate by signs or otherwise, the stopping or parking of any vehicle or any class of vehicles in any part of the district [cl. 1.10 of the local law]</p>	

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

CAT ACT

CAT1 - Cat Act 2011 Delegation of Powers

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	28 October 2013
Date Last Reviewed:	23 June 2026

Legislation:	Section 44 (1) of the <i>Cat Act 2011</i>
Section	Relevant Power or Duty Delegated
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 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.

DETAILS

Under Section 44 (1) of the *Cat Act 2011*, the Chief Executive Officer is delegated to

REGISTER OF DELEGATIONS FROM COUNCIL

exercise the powers or discharge the duties of the Council under –
the Sections of the *Cat Act 2011* specified above; and
The City of Kalamunda Keeping and Control of Cats Local Law 2023.

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

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:	23 June 2026

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>DETAILS</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 –</p> <p>(1) the <i>Dog Act 1976</i>; and</p> <p>(2) the City of Kalamunda Dogs Local Law 2022.</p>	

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

MISCELLANEOUS

MISC1 - Use of the City of Kalamunda Logo

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	23 June 2026

Legislation:	
Power or Duty of the Local Government which is being delegated:	
<p>DETAILS</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"> a) approve the use of the City of Kalamunda logo; b) attach conditions to the approval of an application to use the logo; and 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 	

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

REGISTER OF DELEGATIONS FROM COUNCIL

MISC2 - Donations, Grants and Contributions

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	23 June 2026

Legislation:	
Power or Duty of the Local Government which is being delegated:	<p><i>Local Government (Financial Management) Regulations 1996</i> r. 12(1)(a) Payments from municipal fund or trust fund, restrictions on making</p> <p>(1) A payment may only be made from the municipal fund or the trust fund — (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO</p>
<p>DETAILS</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"> a) compliance with Council’s policies; b) adequate provision having been made in the Annual Budget; and c) compliance with the <i>Local Government Act 1995</i>. 	

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

REGISTER OF DELEGATIONS FROM COUNCIL

MISC5 - Fireworks Displays

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	23 June 2026

Legislation:	<i>Local Government Act 1995</i>
Power or Duty of the Local Government which is being delegated:	Section 9.49A(4) (4) A local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.
<p>DETAILS</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, on behalf of the local government as the landowner of land upon which it is proposed to hold a fireworks display.</p>	

Related Documents	
Council Policy:	N/A
Administration Policy/Procedure:	N/A
Notes:	Application for a Firework Display Permit – Department of Consumer and Employment Protection Local government authority to provide comment, advising of objection or non-objection

REGISTER OF DELEGATIONS FROM COUNCIL

MISC6 – Compensation for damage occurred when performing executive functions

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	23 June 2026

Legislation:	
Power or Duty of the Local Government which is being delegated:	<i>Local Government Act 1995:</i> s.3.22(1) Compensation s.3.23 Arbitration
<p>DETAILS</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> <ol style="list-style-type: none"> 1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23. 	

Related Documents	
Council Policy:	N/A
Administration Policy/Procedure:	N/A
Notes:	Delegation is limited to settlements which do not exceed a material value of \$5,000

REGISTER OF DELEGATIONS FROM COUNCIL

MISC7 – Acquisition of Land

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	23 June 2026
Date Last Reviewed:	

Legislation:	<i>Local Government Act 1995</i> , s.5.42, 5.43(d)
Power or Duty of the Local Government which is being delegated:	Acquisition of land in the district
<p>DETAILS</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 relation to the acquisition of land, subject to section 5.43(d) of the <i>Local Government Act 1995</i> and the following conditions:</p> <ul style="list-style-type: none"> a) the land is being acquired for a public work; b) adequate provision has been made in the annual budget for the land acquisition; c) the purchase price does not exceed \$1,000,000; d) the purchase price is no more than 10% above a valuation of the land that is no more than six months old at the time of signing the contract of sale; and e) this delegation does not apply to the acquisition of land for, or forming part of, a commercial enterprise to which section 3.59 of the <i>Local Government Act 1995</i> applies. <p>The Chief Executive Officer may, at their discretion, refer any matter within this delegation to the Council for determination.</p>	

Related Documents	
Council Policy:	N/A
Administration Policy/Procedure:	N/A
Notes:	<p>3.55. Acquisition of land</p> <p>A local government can only take land under Part 9 of the <i>Land Administration Act 1997</i> if it is in, or is to be regarded as being included in, its own district.</p>

REGISTER OF DELEGATIONS FROM COUNCIL

MISC10 – Contract Award 2026

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	23 June 2026
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	s. 9.49B – Contract formalities Insofar as the formalities of making, varying or discharging a contract are concerned, a person acting under the authority of a local government may make, vary or discharge a contract in the name of or on behalf of the local government in the same manner as if that contract was made, varied or discharged by a natural person.

DETAILS

1. Authority to award the construction contract for Roads, Drains and Footpaths, Request for Tender (RFT 2604), and to adjust individual project budgets related to these works within the adopted 2026/27 Capital Works Budget, SUBJECT to Council being briefed on the outcomes of the construction tender prior to award.
2. Authority to award the construction contract for Builders Works, Request for Tender (RFT 2605), and to adjust individual project budgets related to these works within the adopted 2026/27 Capital Works Budget SUBJECT to Council being briefed on the outcomes of the construction tender prior to award.

Related Documents	
Council Policy	N/A
Administration Policy/Procedure	N/A
Notes	The functions described extend to all administrative actions, duties and negotiations with the parties to the contract and any other contract related aspect required to give effect to the finalisation of a contract or a variation to a contract.

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
LGA6	Access to Local Government Information	Revoked 23 June 2026
MISC3	SES Appointment of Local Coordinator and Deputy Coordinator	Revoked 23 June 2026
MISC4	Write Off of Emergency Services Levy Interest Amounts	Revoked 23 June 2026

EXPIRED DELEGATIONS

MISC7	Traffic Consideration – Shopping Centre Kalamunda Rd, High Wycombe
MISC8	Stake Park Construction – Fleming Reserve
LGA14	Land Asset Rationalisation – Disposal of Property
MISC9	Contract Award