City of Busselton
Geographe Bay

City of Busselton
Register of Delegated Authority

REVIEW

Reviewed by	Date approved	References
Governance & Risk Coordinator	13 Nov 2023	Register of delegated authority updated following annual review of head delegations.
Governance and Risk Coordinator	19 Dec 2023	Updated various sub delegations with position changes per CoB organisational restructure. Amendments to S7 - 01A - F and S2 - 01. New sub delegations S1 - 22C, S7 - 01G.
Governance and Risk Coordinator	21 Feb 2024	Updated Delegation DA 3-03 following Council Resolution C2402/33
Governance and RIsk Coordinator	12 Mar 2024	Captured delegations to Airport Advisory Committee, Finance Committee and Policy and Legislation Committee adopted by Council through Committee terms of reference in 2023.
Governance and Risk Coordinator	26 Mar 2024	Revoke sub delegations S 7 - 01G; S 11 - 01; S 8 - 01. Minor amendments to sub delegations S 1 - 21; S 1 - 22B; S 1 - 30.
Governance and Risk Coordinator	24 Jun 2024	Amendment to sub delegation S 1 - 14B and S 1 - 22A.
Governance and Risk Coordinator	2 Jul 2024	S 7 - 01A revoked, S 7 - 01B through S 7 - 01F updated with an explanatory note to clarify that prescribed development approval functions for prescribed single house development are no longer functions able to be delegated by the local government (pursuant to Planning and Development Act 2005 reform).
Governance and Risk Coordinator	5 Jul 2024	New sub delegations S 4 - 01 to S 4 - 07 (pursuant to the Cat Act 2011) issued.
Governance and Risk Coordinator	16 Oct 2024	Updated following annual statutory review of delegations from the Local Government to the CEO - C2410/268
Governance and Risk Coordinator	15 Oct 2025	Updated following Council's Annual Statutory Review of Delegated Authority at 8 October 2025 Ordinary Council Meeting - Council Decision C2510/294
Governance Coordinator	1 Sep 2026	Updated following review of Building Sub-Delegations approved by Chief Executive Officer 1 September 2026. Doc Set ID: 6185200
Governance Coordinator	26 Oct 2026	Updated following Council's Annual Statutory Review at the 21 October 2026 Ordinary Council Meeting (Council Decision C2610/280)

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INTRODUCTION

General

Delegations and authorisations are the means by which decision making bodies provide or refer powers to undertake certain statutory functions.

A delegation is a conferral of the ability to exercise a power or duty to a person or body from a person or a body that is vested with the responsibility to exercise that power or duty.

Delegations to the Chief Executive Officer

The Local Government Act 1995 (the Act) allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act, with the exception of limitations as listed under section 5.43 of the Act.

The following cannot be delegated to the Chief Executive Officer:

- Any power or duty that requires a decision of an absolute majority or 75% majority of the local government;
- Accepting a tender which exceeds an amount determined by the local government;
- Appointing an auditor;
- Acquiring or disposing of any property valued at an amount determined by the local government;
- Any of the local governments powers under Sections 5.98, 5.99 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 9.49 to authorise a person to sign documents on behalf of the local government;
- Any power of duty that requires the approval of the Minister or Governor; or
- Such other duties or powers that may be prescribed by the Act.

Delegations by the Chief Executive Officer to Employees

The Act allows for the Chief Executive officer to delegate any of his powers to another employee and this must be done in writing. The Act also allows for the Chief Executive Officer to place conditions on any delegations.

Standard Conditions of Delegations

All delegations provided to the Chief Executive Officer are subject to the following Standard Conditions:

- In exercising a delegation, the Chief Executive Officer is to comply with any and all laws and regulations in force in Western Australia and the requirements of any and all laws and policies of the City of Busselton;
- In exercising a delegation the Chief Executive Officer is to act in accordance with any budget authority where applicable;
- Delegated authority cannot be exercised where a financial interest or interest affecting impartiality is evident;
- Pursuant to section 5.46 of the Local Government Act 1995 and Regulation 19 of the Local Government (Administration) Regulations 1996, the Office of the Chief Executive Officer is to keep records of exercising the delegation on any and all occasions that the delegation is exercised.

Delegations provided from the Chief Executive Officer to Employees may be subject to supplementary conditions. These will be detailed within individual delegations.

Record keeping requirements for delegations in Local Government

Section 5.46 of the Act and Regulation 19 of the Local Government (Administration) Regulations 1996 requires a person who is delegated a power or duty to keep records in relation to the exercise of the power or discharge of the duty. The written record is to contain:

- How the person exercised the delegation;
- When the person exercised the delegation; and
- The persons or classes of persons, other than Council or Committee Members or employees of the local government directly affected by the exercise of the power of the discharge of the duty.

DELEGATIONS

Delegation	**DA 1 - 01 Issuing Notices**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	Local Government Act 1995 s.3.25, s.3.26
Function	s.3.25(1) The power to give notices requiring certain things to be done by owner or occupier of land s.3.26(2) The power to do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given s.3.26(3) The power to recover the cost of any action undertaken under subsection s3.26(2)
Delegates	CEO
Conditions	Nil
Record keeping	ECM - GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 December 2022
Adoption references	C2212/315

Amendments			
Date	**Type**	**Amendment**	**References**
2 Jun 2008	New delegation	Initial Council Resolution: C0806/188	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
16 Oct 2024	Amended delegation	No change to power or duty delegated. Minor amendments to description of function for clarity.	C2410/268

Delegation	**DA 1 - 02 Entry in an Emergency**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	Local Government Act 1995 s.3.34
Function	s.3.34(1) The power to lawfully enter s.3.34(3) The power to use reasonable force s.3.34(4) To exercise the power of entry
Delegates	CEO
Conditions	Nil
Record keeping	ECM - GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 December 2022
Adoption references	C2212/315

Amendments			
Date	**Type**	**Amendment**	**References**
4 Jun 2018	New delegation	Initial Council Resolution: C1806/188	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---

Delegation	**DA 1 - 03 Abandoned Vehicle Wreck**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	Local Government Act 1995 s.3.40A
Function	s.3.40A(4) The power to declare that the vehicle is an abandoned vehicle wreck
Delegates	CEO
Conditions	Disposal of a declared abandoned vehicle wreck is to be undertaken in accordance with Delegation DA1 – 04 Confiscated or Uncollected Goods
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 December 2022
Adoption references	C2212/315

Amendments			
Date	**Type**	**Amendment**	**References**
4 Jun 2018	New delegation	Initial Council Resolution: C1806/188	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---

Delegation	**DA 1 - 04 Confiscated or Uncollected Goods**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	Local Government Act 1995 s.3.46, s.3.47, s.3.48
Function	s.3.46(1) The power to refuse to allow impounded goods to be collected until costs are paid s.3.46(2) The power to refuse to allow removed goods to be collected until costs are paid s.3.47(1) The power to sell or otherwise dispose of goods under s.3.43 s.3.47(2) The power to sell or otherwise dispose of any vehicle s.3.47(2a) The power to sell or otherwise dispose of impounded goods s.3.48 The power to recover impounding expenses
Delegates	CEO
Conditions	Nil
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 December 2022
Adoption references	C2212/315

Amendments			
Date	**Type**	**Amendment**	**References**
2 Jun 2008	New delegation	Initial Council Resolution: C0806/188	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---

Delegation	**DA 1 – 05 Closure of Thoroughfares**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s.3.50, s.3.50A
Function	s.3.50(1) The power to close any thoroughfare for a period not exceeding 4 weeks s.3.50(1a) The power to close any throughfare for a period exceeding 4 weeks s.3.50(6) The power to revoke an order s.3.50A The power to partially close a thoroughfare for repairs or maintenance
Delegates	CEO
Conditions	Nil
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 December 2022
Adoption references	C2212/315

Amendments			
Date	**Type**	**Amendment**	**References**
22 Oct 2018	Amended delegation	Previous Delegation Reference - 3H(S1) Closing Certain Thoroughfares to Vehicles and Partial Closure of Thoroughfares for Repairs or Maintenance	---
13 Oct 2021	Amended delegation	Initial Council Resolution C0806/188 Previous Delegation Reference - LG3H – Closing of Certain Thoroughfares to Vehicles and Partial Closure of Thoroughfare for Repairs or Maintenance	Recent Council Resolution C2110/057
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---

Delegation	**DA 1 – 07 Inviting, Rejecting and Accepting Tenders**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Regulation 18(6),(7) Local Government Act 1995* s.3.57 *Local Government (Functions and General) Regulations 1996* Regulations 11, 13, 14, 18, 20, 21A
Function	s.3.57 Inviting tenders for providing goods or services Regulation 11(1) Determine when tenders have to be publicly invited Regulation 11(2) Determine that a relevant exemption applies Regulation 13 Determine to invite tenders when not required to do so Regulation 14(2a) Determine in writing, before tenders are called, the criteria for acceptance of tenders Regulation 14(4)(a) Determine the information that is to be disclosed to those interested in submitting a tender Regulation 14(5) Vary tender information after public notice and provide notice of variation to information Regulation 18(4) Evaluate tenders, by written evaluation, and decide which is the most advantageous to the local government to accept Regulation 18(4a) Seek clarification from tenderers in relation to information contained in their tender submission Regulation 18(5) Decline to accept any tender Regulation 18(6) Within 6 months of accepting a tender, agree with a successful tenderer not to enter into a contract Regulation 18(7) Within 6 months of accepting a tender, agree with a successful tenderer to terminate a contract Regulation 18(6),(7) Accept another tender where, within 6 months of accepting a tender, a contract has not been entered into or the contract is terminated. Regulation 20 Vary the requirements before entry into contract Regulation 21A Vary a contract for the supply of goods or services
Delegates	CEO
Conditions	1. The delegate must not accept a tender for the supply of goods of services if the consideration under the resulting contract is, or is expected to be, more, or worth more, than $500,000. 2. The delegate must not accept a tender for the supply of goods of services if there is no provision for the purchase in the adopted budget or Long Term Financial Plan. 3. The delegate must comply with the requirements of the City of Busselton's Purchasing Policy as it relates to tendering.
Statutory framework	Reference Documents - Tender Register
Policy	Council Policy: Purchasing
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	8 October 2025

Adoption references	Council Decision C2510/294 - 8 October 2025

Amendments			
Date	**Type**	**Amendment**	**References**
22 Oct 2018	Amended delegation	Previous Sub Delegation Reference LG3J(S1) Inviting Tenders and Rejecting and Accepting Tenders	---
13 Oct 2021	Amended delegation	Recent Changes: Amendments to Condition Initial Council Resolution C1103/179 Previous Delegation Reference - LG3J – Inviting Tenders and Rejecting and Accepting Tenders	Recent Council Resolution C2110/057
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
28 Apr 2023	Amended delegation	Amended sub delegations: Functions and Conditions	Verification - Tony Nottle, CEO 28 April 2023
16 Oct 2024	Amended delegation	No change to power or duty delegated. Minor amendments to description of function for clarity. Conditions amended for clarity, and to specify delegation to accept tenders for good and services may only be exercised if there is a provision for the purchase in the adopted budget or Long-Term Financial Plan.	C2410/268
8 Oct 2025	Amended delegation	No change to power or duty delegated. Removed reference to s3.18 from function as it is unnecessary.	---

Delegation	**DA 1 – 08 Expression of Interest for Goods and Services**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s.3.57 *Local Government (Functions and General) Regulations 1996* Regulations 21, 23
Function	s.3.57 Invite tenders for providing goods or services Regulation 21 Determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services. Regulation 23(2) Determine that an Expression of Interest be rejected Regulation 23(3) Consider and determine that an expression of interest is or is not from persons thought capable of satisfactorily supplying the goods or services
Delegates	CEO
Conditions	Expressions of interest for goods and services may only be called where there is an adopted budget for the proposed goods or services.
Policy	Council Policy: Purchasing
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 December 2022
Adoption references	C2212/315

Amendments			
Date	**Type**	**Amendment**	**References**
13 Oct 2021	Amended delegation	Initial Council Resolution C1606/139 Previous Delegation Reference - LG3K – Preliminary Selection of Tenderers	Recent Council Resolution C2110/057
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
16 Oct 2024	Amended delegation	No change to power or duty delegated. Minor amendments to description of function for clarity.	C2410/268

Delegation	**DA 1 – 10 Panels of Pre-Qualified Suppliers**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government (Functions and General) Regulations 1996* Part 4, Division 3
Function	Regulation 24AB The power to establish panels of pre-qualified suppliers Regulation 24AC The power to set the requirements before establishing panels of pre-qualified suppliers Regulation 24AD The power to set the requirements when inviting persons to apply to join panel of pre-qualified suppliers Regulation 24AH The power to reject and accept applications to join panel of pre-qualified suppliers Regulation 24AJ The power to enter into contracts with pre-qualified suppliers
Delegates	CEO
Conditions	This delegation is subject to: (a) Compliance with the requirements of the City of Busselton's Purchasing Policy as it relates to panels of pre-qualified suppliers; and (b) The contract value of any particular goods or services to be procured from a particular supplier or in connection with a particular project is not to exceed $500,000.
Policy	Council Policy: Purchasing
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 December 2022
Adoption references	C2212/315

Amendments			
Date	**Type**	**Amendment**	**References**
13 Oct 2021	Amended delegation	Initial Council Resolution C1508/219 Previous Delegation Reference - LG3M – Establishment of Panels of Pre-Qualified Suppliers	Recent Council Resolution C2110/057
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---

Delegation	**DA 1 – 12 Disposing of Property (Leases at the Busselton Margaret River Airport)**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s.3.58
Function	s.3.58 (2) Dispose of property at a public auction or by public tender s.3.58 (3) Dispose of property by private treaty
Delegates	CEO
Conditions	This delegation is subject to: 1. The property being located at the Busselton Margaret River Airport; 2. The means of disposal being a lease; 3. The term of the lease (including options) being up to a maximum of 42 years (21 years plus an option for a further 21 years) in accordance with the Western Australian Planning Commission approval for leasing arrangements where applicable at the Busselton Margaret River Airport; 4. The initial annual market rental value of the lease being less than: a. $30,000 per annum for a ground lease; and b. $50,000 per annum for any other lease; and 5. The disposition not being of a significant commercial and strategic nature.
Policy	Council Policy: Purchasing
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 October 2026
Adoption references	Statutory Annual Review of Delegations - Ordinary Council Meeting 21 October 2026 | Council Decision C2610/280

Amendments			
Date	**Type**	**Amendment**	**References**
13 Oct 2021	Amended delegation	Initial Council Resolution C1811/244 Previous Delegation Reference - LG3O – Disposing of Property (Leases at Busselton Margaret River Airport)	Recent Council Resolution C2110/057
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
16 Oct 2024	Amended delegation	No change to power or duty delegated. Minor amendments to description of function for clarity. Conditions amended as follows: • 4(a): Initial annual market rental value of the lease being less than $25,000 p.a. for ground lease (previously $10,000); and • 6: Condition removed: provide report of leases entered into under delegation to the Council.	C2410/268
8 Oct 2025	Amended delegation	No change to power or duty delegated. Removed reference to s3.18 from function as it is unnecessary.	---
21 Oct 2026	Amended delegation	Amendment to condition to increase value allowable for ground leases to $30,000.	---

Delegation	**DA 1 – 13 Dispose of sick or injured animals**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s.3.47A
Function	s.3.47A The power to humanely destroy an animal and dispose of the carcass
Delegates	CEO
Conditions	This delegation is only to be used where the all reasonable efforts to identify and contact an owner have been exhausted.
Statutory framework	Cat Act 2011 Keeping and Control of Cats Local Law 2014 Dog Act 1976 Dogs Local Law 2014
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 October 2026
Adoption references	Statutory Annual Review of Delegations - Ordinary Council Meeting 21 October 2026 | Council Decision C2610/280

Amendments			
Date	**Type**	**Amendment**	**References**
12 Dec 2018	Amended delegation	Previous Sub Delegation Reference - 3Q(S1) – Authority to destroy an impounded sick or injured animal	---
13 Oct 2021	Amended delegation	Initial Council Resolution C1812/264 Previous Delegation Reference - LG3Q – Authority to destroy an impounded sick or injured animal	Recent Council Resolution C2110/057
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
16 Oct 2024	Amended delegation	No change to power or duty delegated. Policy references updated to remove policies not current or not relevant.	C2410/268
21 Oct 2026	Amended delegation	No change to power or duty delegated. Updated policy reference.	C2610/280

Delegation	**DA 1 – 14 Power to Defer, Grant Discounts, Waive or Write-Off Debts**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s.6.12
Function	s.6.12(1)(b) The power to waive or grant concessions in relation to any amount of money s.6.12(1)(c) The power to write off any amount of money s.6.12(3) The power to determine conditions imposed on the granting of a concession
Delegates	CEO
Conditions	Any waiver or granting of concession shall not exceed $10,000 and shall be considered solely on its merits; and any debt write-off approved shall not exceed $10,000.
Policy	Council Policy: Financial Hardship Council Policy: Community Hire of City Property City of Busselton Financial Hardship Brochure and FAQ's City of Busselton Financial Hardship Application Form
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 October 2026
Adoption references	Statutory Annual Review of Delegations - Ordinary Council Meeting 21 October 2026 | Council Decision C2610/280

Amendments			
Date	**Type**	**Amendment**	**References**
18 Dec 2018	Amended delegation	Corrections and amalgamation of 6B(S1) and 6B	---
18 Dec 2018	Amended delegation	Previous Sub Delegation Reference 6B(S1) Power to Defer, Grant Discounts, Waive or Write-Off Debts	---
30 Jul 2020	Amended delegation	Amended to include all Directors and amended monetary amounts due to the City's response to the COVID-19 Crisis	C2007/075
13 Oct 2021	Amended delegation	Initial Council Resolution C0806/188 Previous Delegation Reference LG6B – Power to Defer, Grant Discounts, Waive or Write-off Debts	Recent Council Resolution C2110/057
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
16 Oct 2024	Amended delegation	No change to power or duty delegated. Policy references updated to include Council Policy: Community Hire of City Property	C2410/268
21 Oct 2026	Amended delegation	Amendment to conditions to simplify wording and amend all values to a consistent $10,000.	C2610/280

Delegation	**DA 1 – 15 Rates and Service Charges**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	Local Government Act 1995 s.6.49, s.6.50, s.6.56, s.6.60, s.6.64, s6.69, s.6.71, s.6.74, s.6.76
Function	s.6.49 Enter into an agreement for the payment of rates and service charges, and accept payment of a rate or service charge due in accordance with that agreement s.6.50 Determine the date rates or service charges are due and payable s.6.56 Recover, in court, rates or service charges due s.6.60(2) Issue a notice to the lessee of land whereby payment of a rate or service charge imposed is due and payable, requiring the lessee to pay to the local government any rent as it falls due in satisfaction of the rate or service charge s.6.60(4) Recover the amount of the rate or service charge as a debt from the lessee if the rent is not paid in accordance with a notice s.6.64(1) Take possession of land and hold land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years s.6.64(3) Lodge and/or withdraw a caveat precluding dealings in respect of land where the payment of rates or service charges imposed in respect of that land are in arrears. s.6.69(2) Agree to the terms and conditions between parties and accept payment of outstanding rates or service charges s.6.71 Transfer land to Crown or local government s.6.74 Have land vested in Crown if rate in arrears 3 years s.6.76(4) Extend the time for a person to make an objection to a rate records s.6.76(5) Consider any objection to rate records and disallow or allow it, wholly or in part
Delegates	CEO
Conditions	Nil
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 October 2026
Adoption references	Statutory Annual Review of Delegations - Ordinary Council Meeting 21 October 2026 | Council Decision C2610/280

Amendments			
Date	**Type**	**Amendment**	**References**
15 Jun 2015	Amended delegation	Previous Sub Delegation Reference 6C(S1) Rates and Service Charges	---
13 Oct 2021	Amended delegation	Initial Council Resolution C0806/188 Previous Delegations Reference - LG6C – Rates and Service Charges	Recent Council Resolution C2110/057
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
16 Oct 2024	Amended delegation	Description of function amended for clarity. In addition: • s6.45(3): The power to impose an additional charge for instalments has been removed, as this function is performed by the Council when adopting the annual budget. • s.6.60(2): Require a lessee to pay the local government rent in satisfaction of an outstanding rate or service charge has been included for completeness. • s.6.64(3): Lodge and withdraw a caveat in respect of land where payment of rate or service charges imposed are in arrears has been included for completeness.	C2410/268
21 Oct 2026	Amended delegation	No change to power or duty delegated. Policy references updated.	C2610/280

Delegation	**DA 1 – 16 Investment of Surplus Funds**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s.6.14
Function	s.6.14(1) The power to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose
Delegates	CEO
Conditions	Council approval is required for any investment in Managed Investments
Policy	Council Policy: Investment
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 December 2022
Adoption references	C2212/315

Amendments			
Date	**Type**	**Amendment**	**References**
13 Oct 2021	Amended delegation	Initial Council Resolution C0806/188 Previous Delegation Reference LG6D – Investment of Surplus Funds	Recent Council Resolution C2110/057
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---

Delegation	**DA 1 – 19 Urgent Legal Representation**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	Council Policy: Legal Representation for Council Members and Employees
Function	To approve an application for urgent legal representation
Delegates	CEO
Conditions	1. The authority to approve applications for urgent legal representation for elected members and employees is limited to a maximum of $10,000; 2. An application approved by the CEO is to be submitted at the next ordinary meeting of Council; 3. The determination must be made pursuant to Council Policy 'Legal Representation for Council Members and Employees'.
Policy	Council Policy: Legal Representation for Council Members and Employees
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 December 2022
Adoption references	C2212/315

Amendments			
Date	**Type**	**Amendment**	**References**
13 Oct 2021	Amended delegation	Initial Council Resolution C0806/188 Previous Delegation Reference - LG5A – Provision of Urgent Legal Services	Recent Council Resolution C2110/057
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
16 Oct 2024	Amended delegation	No change to power or duty delegated. Policy references updated to remove DLGSC Operational Guideline 14.	C2410/268

Delegation	**DA 1 – 20 Administer Local Laws**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	All duties of the local government pursuant to the powers of each local law.
Function	To perform all duties of the local government pursuant to the powers of each local law.
Delegates	CEO
Statutory framework	City of Busselton Local Laws: • Activities in Thoroughfares and Public Places and Trading Local Law 2015 • Busselton Regional Airport Local Law 2012 • Keeping and Control of Cats Local Law 2014 • Cemeteries Local Law 2015 • Dogs Local Law 2014 • Dust and Building Waste Control Local Law 2010 • Health Local Law 1997 • Holiday Homes Local Law 2012 • Jetties Local Law 2014 • Local Government Property Local Law 2010 • Parking Local Law 2020 • Standing Orders Local Law 2018 • Waste Local Law 2016
Record keeping	ECM – GOVN015 'Instrument of Delegation from Council to CEO'
Date adopted	8 October 2025
Adoption references	Council Decision C2510/294 - 8 October 2025

Amendments			
Date	**Type**	**Amendment**	**References**
1 Jun 2008	New delegation	Initial Council Resolution C0806/188 Recent Council Resolution C2101/010 Previous Delegation Reference - LG3A – Executive Function – Determining Applications Under Local Laws and Enforcement of Local Law Provisions	---
1 Jan 2021	Amended delegation	Previous Sub Delegation Reference: 3A(S1) Executive Function – All functions as provided for the local government pursuant to the Holiday Homes Local Law 2012 3A(S3) Executive Function – All functions as provided for the local government pursuant to the Activities in Thoroughfares and Public Places and Trading Local Law 2015 3A(S4) Executive Function – Determining Applications and Issuing Permits under the Jetties Local Law 3A(S5) Executive Function – All functions as provided for the local government pursuant to the Property Local Law 2010 LG3B(b)(S1) – Executive Function – Determining Applications for the Serving of Alcohol on City Property	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
16 Oct 2024	Amended delegation	No change to power or duty delegated. Hyperlinks to local laws on the City's website have been updated.	C2410/268
8 Oct 2025	Amended delegation	No change to power or duty delegated. Reworded delegation to better identify the power and function of the delegation.	---

Delegation	**DA 1 – 21 Acquisition of Property**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*The power to acquire property for the local government*
Function	To acquire property for the local government
Delegates	CEO
Conditions	1. In accordance with s.5.43(d) of the *Local Government Act 1995*, the value of the property to be acquired shall not exceed $100,000 2. The delegation cannot be exercised if there is no provision for the acquisition in the adopted budget or Long Term Financial Plan.
Record keeping	ECM – GOVN015 'Instrument of Delegation from Council to CEO'
Date adopted	8 October 2025
Adoption references	Council Decision C2510/294 - 8 October 2025

Amendments			
Date	**Type**	**Amendment**	**References**
1 Jun 2017	New delegation	Initial Council Resolution C1706/151 Recent Council Resolution C2101/010 Previous Delegation Reference - LG3B – Acquisition of Property	---
16 Mar 2018	Amended delegation	Previous Sub Delegation Reference LG3B(S1) Acquisition of Property	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
16 Oct 2024	Amended delegation	No change to power or duty delegated. Conditions amended to specify delegation may only be exercised if there is a provision for the acquisition in the adopted budget or Long Term Financial Plan.	C2410/268
8 Oct 2025	Amended delegation	No change to power or duty delegated, however the delegation has been reworded to better identify the relevant power which is being delegated.	---

Delegation	**DA 1 – 22A Disposition of Property: Other than by Lease**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s.3.58 *Local Government (Functions and General) Regulations 1996* Regulations 30
Function	s.3.58(2) Dispose of property at a public auction or by public tender s.3.58(3) Dispose of property by private treaty Regulation 30 (2)(a)(ii) Determine an insignificant benefit
Delegates	CEO
Conditions	The value of property to be disposed of shall not exceed $100,000.
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 October 2026
Adoption references	Statutory Annual Review of Delegations - Ordinary Council Meeting 21 October 2026 | Council Decision C2610/280

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2020	New delegation	Rescission of DA 1 -22: Adoption of DA 1 – 22A and DA 1 – 22B	---
13 Oct 2021	Amended delegation	Initial Council Resolution C2006/050 Previous Delegation Reference DA 1 – 22 – Disposing of Property LG3C – Disposing of Property	Recent Council Resolution C2110/057
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
16 Oct 2024	Amended delegation	No change to power or duty delegated. Conditions amended for clarity (but not changed).	C2410/268
8 Oct 2025	Amended delegation	No change to power or duty delegated. Removed reference to s3.18 from function as this is unnecessary.	---
21 Oct 2026	Amended delegation	Amended conditions to simplify and implement a consistent maximum value of $100,000 to all disposals under these delegations.	C2610/280

Delegation	**DA 1 – 22B Disposition of Property: Leasing of Property**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s.3.58
Function	s3.58(2) Dispose of property at a public auction or by public tender s.3.58(3) Dispose of property by private treaty
Delegates	CEO
Conditions	The CEO may only enter into, assign or renew a lease of property where all of the following conditions are satisfied. 1. The property is either: (a) an established sporting or community facility (including on managed reserve land) and where any part of the property has been leased before by the City: or (b) for the purpose of storage only and is an area of not more than 100 square metres; (c) Crown Land managed by the City which permits commercial use, incidental to the permitted use, and where that part of the property has been leased before by the City for a commercial use. 2. The permitted use of the property must be consistent with: (a) The designated purpose of the property; or (b) The general or ancillary use of the property immediately prior to the entering into of a lease; or (c) If the property has recently been acquired or a new or amended management order has been made in respect of a managed reserve, the purpose for which the property has been acquired or is to be managed. 3. The value of the disposition (inclusive of all options or rights to renew or extend, but not including any provisions for holding over on a month by month basis) must not exceed $30,000 per annum. 4. The maximum term of the disposition (inclusive of all options or rights to renew or extend, but not including any provisions for holding over on a month by month basis), including any right by a lessee to assign the lease or to sublease the land and/or buildings shall not exceed 10 years for sporting or community facilities or storage areas and 5 years for commercial uses.
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 October 2026
Adoption references	Council Decision C2510/294 - 8 October 2025

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2020	New delegation	Rescission of DA 1 -22: Adoption of DA 1 – 22A and DA 1 – 22B	---
13 Oct 2021	Amended delegation	Initial Council Resolution C2006/050 Previous Delegation Reference - DA 1 – 22 – Disposing of Property LG3C – Disposing of Property	Recent Council Resolution C2110/057
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
16 Oct 2024	Amended delegation	No change to power or duty delegated. Conditions amended: • 3: Delegation leasing of property increased to a value of $25,000 per annum (from $25,000 total) for a maximum term not exceeding 10 years reflecting current market rents for leases within the Busselton Community Resource Centre. • Condition removed: provide report of leases entered into under delegation to the Council.	C2410/268
8 Oct 2025	Amended delegation	No change to power or duty delegated. Removed reference to s3.18 from function as this is unnecessary.	---
21 Oct 2026	Amended delegation	Amended condition to increase maximum disposal value to $30,000. Conditions also amended to allow the CEO to determine commercial leases on Crown land where the property has been previously leased, subject to term limits of 5 years and rental value caps.	C2610/280

Delegation	**DA 1 – 22C Disposition of Residential Property by Lease**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s. 5.42 Delegation of some powers or duties to CEO s 5.43 Limitation on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s 3.58
Function	To dispose of residential property by lease to a person
Delegates	CEO
Conditions	The consideration under any residential property lease is not to exceed $50,000 per annum
Policy	Leasing of City Premises
Record keeping	ECM - GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	8 October 2025
Adoption references	Council Decision C2510/294 - 8 October 2025

Amendments			
Date	**Type**	**Amendment**	**References**
16 Aug 2023	New delegation	New Delegation	C2308/79
8 Oct 2025	Amended delegation	No change to power or duty delegated. Removed reference to s3.18 from function as this is not required.	---

Delegation	**DA 1 – 23 Payments from Municipal Fund or Trust Fund**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s.6.10 *Local Government (Financial Management) Regulations 1996* Regulation 12
Function	s.6.10 Financial management regulations Regulation 12(1) The power to make payments from municipal fund or trust fund
Delegates	CEO
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	26 October 2026
Adoption references	Statutory Annual Review of Delegations - Ordinary Council Meeting 21 October 2026 | Council Decision C2610/280

Amendments			
Date	**Type**	**Amendment**	**References**
13 Oct 2021	Amended delegation	Initial Council Resolution C0806/188 Previous Delegations Reference - LG6A – Payments from the Municipal Fund or Trust Fund	Recent Council Resolution C2110/057
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
30 Sep 2026	Amended delegation	Amended to remove conditions.	C2610/280

Delegation	**DA 1 – 24 Affixing of the Common Seal**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s.9.49A
Function	s.9.49A(2) Authorise the affixing of the common seal of the local government to adocument
Delegates	CEO
Policy	Council Policy: Execution of Documents
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 December 2022
Adoption references	C2212/315

Amendments			
Date	**Type**	**Amendment**	**References**
13 Oct 2021	Amended delegation	Initial Council Resolution C1005/169 Previous Delegation Reference - LG9B – Authorising the Affixing of the Common Seal to Documents	Recent Council Resolution C2110/057
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
16 Oct 2024	Amended delegation	No change to power or duty delegated. Minor amendments to description of function for clarity. Condition removed, as it did not in fact reflect a condition of delegation (instead a description of function).	C2410/268

Delegation	**DA 1 – 25 Complaints Officer - Code of Conduct**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Schedule 1, Clause 11(3) of the Local Government (Model Code of Conduct) Regulations 2021* *Division 3, Clause 11(3) City of Busselton Code of Conduct – Council Members, Committee Members and Candidates*
Function	Appoint one or more persons to receive complaints and withdrawals of complaints
Delegates	CEO
Policy	Council Policy: Management of Complaints of Alleged Breaches of Behaviour City of Busselton Code of Conduct for Council Members, Committee Members and Candidates
Record keeping	GOVN15 - Instrument of Council Delegation to CEO
Date adopted	21 October 2026
Adoption references	Statutory Annual Review of Delegations - Ordinary Council Meeting 21 October 2026 | Council Decision C2610/280

Amendments			
Date	**Type**	**Amendment**	**References**
1 Feb 2021	New delegation	Initial Council Resolution: C2102/032	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
16 Oct 2024	Amended delegation	Description of power or duty delegated amended to include reference to City of Busselton Code of Conduct – Council Members, Committee Members and Candidates (in addition to Model Code of Conduct).	C2410/268
21 Oct 2026	Amended delegation	Updated power or duty delegated to reflect the correct clause in the updated Code of Conduct for Council Members, Committee Members, and Candidates.	C2610/280

Delegation	**DA 2 - 01 Grant a Building Permit**
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011 Section 127
Express power or duty delegated	Building Act 2011 s.18, s.20, s.22, s.27 Building Regulations 2012 r.23, r.24, r.26
Function	1. Require the applicant to provide any document or information that it requires to determine the application and to verify the information by statutory declaration [s.18 (1)]. 2. Refuse to consider an application [s.18(2)]. 3. Grant a building permit [s.20(1)]. 4. Refuse to grant a building permit [s.20(2) and s.22]. 5. Impose conditions on the grant of a permit in addition to any provided for the Building Regulations 2012 [s.27(1)]. 6. Add, vary or revoke conditions imposed on a permit before the building work is completed [s.27(3)]. 7. Refuse to accept an application to extend the time during which a permit has effect made after the expiry day for the permit [r.23(3)]. 8. Extend the time, or refuse to extend the time, during which a permit has effect and impose conditions on the extended permits [r.24]. 9. Approve a new person to be named as the builder on the building permit and amend the details set out in the permit accordingly [r.26(3)(a) and r.26(4)].
Delegates	CEO
Conditions	Nil
Subdelegate conditions	
Statutory framework	*Building Services (Registration Act) 2011* *Home Building Contracts Act 1991* *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	26 October 2026
Adoption references	Statutory Annual Review of Delegations - Ordinary Council Meeting 21 October 2026 | Council Decision C2610/280

Amendments			
Date	**Type**	**Amendment**	**References**
25 Sep 2014	Amended delegation	Previous Sub Delegation Reference BA1(S1) Building Act 2011; Building Regulations 2012	---
13 Oct 2021	Amended delegation	Initial Council Resolution C1110/334 Previous Delegation Reference BA1 – Powers of the Local Government pursuant to the Building Act 2011	Recent Council Resolution C2110/057
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
21 Oct 2026	Amended delegation	No change to power or duty delegated, however wording of the function has been reworded for better explanation and clarity of what is delegated.	C2610/280

Delegation	**DA 2 - 02 Demolition Permits**
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011 Section 127
Express power or duty delegated	Building Act 2011 s.18, s.21, s.22, s.27 Building Regulations 2012 r.23, r.24, r.26
Function	1. Require the applicant to provide any document or information that it requires to determine the application and to verify the information by statutory declaration [s.18 (1)]. 2. Refuse to consider an application [s.18(2)]. 3. Grant a demolition permit [s.21(1)]. 4. Refuse to grant a demolition permit [s.21(2) and s.22)] 5. Impose conditions on the grant of a permit in addition to any provided for the Building Regulations 2012 [s.27(1)]. 6. Add, vary or revoke conditions imposed on a permit before the demolition work is completed [s.27(3)]. 7. Refuse to accept an application to extend the time during which a permit has effect made after the expiry day for the permit [r.23(3)]. 8. Extend the time, or refuse to extend the time, during which a permit has effect and impose conditions on the extended permits [r.24]. 9. Approve a new person to be named as the demolition contractor on the demolition permit and amend the details set out in the permit accordingly [r.26(3)(b) and r.26(4)].
Delegates	CEO
Statutory framework	*Building Services (Complaint Resolution and Administration) Act 2011 -–* *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 October 2026
Adoption references	Statutory Annual Review of Delegations - Ordinary Council Meeting 21 October 2026 | Council Decision C2610/280

Amendments			
Date	**Type**	**Amendment**	**References**
3 Oct 2011	New delegation	Initial Council Resolution: C1110/334	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
21 Oct 2026	Amended delegation	No change to power or duty delegated, however wording of the function has been reworded for better explanation and clarity of what is delegated.	C2610/280

Delegation	**DA 2 - 03 Occupancy Permits and Building Approval Certificates**
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011 Section 127
Express power or duty delegated	Building Act 2011 s.55, s.58, s.62, s.65 Building Regulations 2012 r.40
Function	1. Require the applicant of an occupancy permit or building approval certificate to provide any document or information that it requires to determine the application and to verify the information by statutory declaration [s.55(1)]. 2. Refuse to consider an application [s.55(2)]. 3. Grant or modify the occupancy permit or grant the building approval certificate [s.58 (1)]. 4. Refuse to grant or modify the occupancy permit or grant the building approval certificate [S.58(2) and s.58(3)]. 5. Refuse to grant or modify the occupancy permit or grant the building approval certificate [S.58(2) and s.58(3)]. 6. Add, vary, or revoke conditions while the occupancy permit or building approval certificate has effect. [s.62(3)]. 7. Authority to extend, or refuse to extend, the period in which an occupancy permit or building approval certificate has effect. [s.65 and r.40]. 8. Refuse to accept an application to extend the time during which an occupancy permit or a building approval certificate has effect [r.40(2)].
Delegates	CEO
Statutory framework	*Building Services (Complaint Resolution and Administration) Act 2011* *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	26 October 2026
Adoption references	Statutory Annual Review of Delegations - Ordinary Council Meeting 21 October 2026 | Council Decision C2610/280

Amendments			
Date	**Type**	**Amendment**	**References**
3 Oct 2011	New delegation	Initial Council Resolution: C1110/334	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
21 Oct 2026	Amended delegation	No change to power or duty delegated, however wording of the function has been reworded for better explanation and clarity of what is delegated.	C2610/280

Delegation	**DA 2 - 04 Designate Employees as Authorised Persons**
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011 Section 127
Express power or duty delegated	Building Act 2011 s.96, s.99
Function	s.96(3) Authorised persons s.99(3) Limitation on powers of authorised person
Delegates	CEO
Conditions	1. An authorised person for the purposes of section 96(3) and 99(3) is not an approved officer or authorised officer for the purposes of Building Regulation 70. 2. Decisions under this delegated authority should be in accordance with Regulation 5 of the Building Regulations 2012.
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 December 2022
Adoption references	C2212/315

Amendments			
Date	**Type**	**Amendment**	**References**
3 Oct 2011	New delegation	Initial Council Resolution: C1110/334	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---

Delegation	**DA 2 - 05 Building Orders**
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011 Section 127
Express power or duty delegated	Building Act 2011 s.110, s.111, s.117, s.118, s.133
Function	1. Make an order in respect of one or more of the following: a. particular building work; b. particular demolition work; c. a particular building or incidental structure, whether completed before or after commencement day [s.110(1)]. 2. Before making a building order, give each person to whom the order is proposed to be directed written notice of the terms of the proposed order and reasons for it and advise each person of time in which they may make submissions and consider each submission received [s.111(1)] 3. Revoke a building order at any time [s.117(1)] 4. Decide whether the building order has been fully complied with and either revoke the building order or inform each person to whom the order is directed that the building order remains in effect, within 28 days of receiving a notification under s.112(3)(c) [s.117 (2)]. 5. Cause an authorised person to: 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, take such steps as are reasonable in the circumstance to cause the action to cease [s.118(2)]. 6. Recover as a debt from a person who has been served with a copy of a building order the reasonable costs and expenses incurred in doing anything under s.118(2) [s.118(3)] 7. Commence a prosecution for an offence under the Building Act 2011. [s.133]
Delegates	CEO
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 October 2026
Adoption references	Statutory Annual Review of Delegations - Ordinary Council Meeting 21 October 2026 | Council Decision C2610/280

Amendments			
Date	**Type**	**Amendment**	**References**
3 Oct 2011	New delegation	Initial Council Resolution: C1110/334	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
21 Oct 2026	Amended delegation	No change to power or duty delegated, however wording of the function has been reworded for better explanation and clarity of what is delegated.	C2610/280

Delegation	**DA 2 - 06 Inspection and Copies of Building Records**
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011 Section 127
Express power or duty delegated	Building Act 2011 s.131
Function	Allow an interested person to inspect a building record and provide to the interested person a copy of the building record [s.131(2)].
Delegates	CEO
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 October 2026
Adoption references	Statutory Annual Review of Delegations - Ordinary Council Meeting 21 October 2026 | Council Decision C2610/280

Amendments			
Date	**Type**	**Amendment**	**References**
3 Oct 2011	New delegation	Initial Council Resolution: C1110/334	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
21 Oct 2026	Amended delegation	No change to power or duty delegated, however wording of the function has been reworded for better explanation and clarity of what is delegated.	C2610/280

Delegation	**DA 2 - 07 Referrals and Issuing Certificates**
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011 Section 127
Express power or duty delegated	Building Act 2011 s.145A
Function	1. Refer uncertified applications to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Issue a certificate for Design Compliance, Construction Compliance, or Building Compliance, whether or not the building or incidental structure is located within the district [s.145A(2)].
Delegates	CEO
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 October 2026
Adoption references	Statutory Annual Review of Delegations - Ordinary Council Meeting 21 October 2026 | Council Decision C2610/280

Amendments

Date	Type	Amendment	References
3 Oct 2011	New delegation	Initial Council Resolution: C1110/334	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
21 Oct 2026	Amended delegation	No change to power or duty delegated, however wording of the function has been reworded for better explanation and clarity of what is delegated.	C2610/280

Delegation	**DA 2 - 08 Private Pool Barriers - Alternative and Performance Solutions**
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011 Section 127
Express power or duty delegated	Building Regulations 2012 r.51
Function	1. 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. Approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier between the building and the private swimming pool would cause: a. significant structural or other problem which is beyond the control of the owner / occupier; or b. significant structural or other problem which is beyond the control of the owner / occupier; or c. a fence or barrier between the building and pool would create a significant access problem for a person with a disability who is a resident at the premises [r.51(3)] 3. 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)].
Delegates	CEO
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 October 2026
Adoption references	Statutory Annual Review of Delegations - Ordinary Council Meeting 21 October 2026 | Council Decision C2610/280

Amendments			
Date	**Type**	**Amendment**	**References**
3 Oct 2011	New delegation	Initial Council Resolution: C1110/334	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
21 Oct 2026	Amended delegation	No change to power or duty delegated, however wording of the function has been reworded for better explanation and clarity of what is delegated.	C2610/280

Delegation	**DA 2 - 09 Smoke Alarms - Alternative Solutions**
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011 Section 127
Express power or duty delegated	Building Regulations 2012 r.61
Function	Approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61(1) and r.61(2)].
Delegates	CEO
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 October 2026
Adoption references	Statutory Annual Review of Delegations - Ordinary Council Meeting 21 October 2026 | Council Decision C2610/280

Amendments			
Date	**Type**	**Amendment**	**References**
3 Oct 2011	New delegation	Initial Council Resolution: C1110/334	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
21 Oct 2026	Amended delegation	No change to power or duty delegated, however wording of the function has been reworded for better explanation and clarity of what is delegated.	C2610/280

Delegation	**DA 2 - 10 Appoint Approved Officer and Authorised Officers**
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011 Section 127
Express power or duty delegated	Building Regulations 2012 r.70
Function	r.70(1) Authority to appoint an approved officer for the purposes of s.6(a) of the *Criminal Procedure Act 2004* r.70(2) Authority to appoint an approved officer for the purposes of s.6(b) of the *Criminal Procedure Act 2004*
Delegates	CEO
Conditions	Only employees appointed under s.9.10 of the Local Government Act 1995 and authorised for the purposes of performing functions under s9.16 of that Act may be appointed as authorised officers for the purposes of r.70(2).
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	18 October 2023
Adoption references	Adopted by Council resolution C2310/130 on 18 October 2023

Amendments			
Date	**Type**	**Amendment**	**References**
18 Oct 2023	New delegation	New delegation authorised by Council resolution C2310/130	C2310/130

Delegation	**DA 3 - 01 The Powers and Duties of the Local Government pursuant to the Bush Fires Act 1954**
Head of power	03 Bushfires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954* Part V, Section 48.
Express power or duty delegated	The *Bush Fires Act 1954*
Function	All powers of the local government pursuant to the Bush Fires Act 1954
Delegates	CEO
Conditions	1. Excludes the powers and duties that are subject to separate delegated authority within this Register as set out below: a. DA 3 – 02 Appointment of Bush Fire Control Officers; b. DA 3 – 03 Prosecutions and Infringements; c. DA 3 – 04 Variation of Prohibited and Restricted Burning Times 2. A delegation as per s.48 does not include the power to sub-delegate
Statutory framework	Bushfire Risk Reduction Notice
Policy	Council Policy: Bush Fire Brigade Management
Record keeping	GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	8 October 2025
Adoption references	Council Decision C2510/294 - 8 October 2025

Amendments			
Date	**Type**	**Amendment**	**References**
13 Oct 2021	Amended delegation	Initial Council Resolution C969/0425 Previous Delegation Reference BF1 – The performance of any of the functions of the local government under the Act	Recent Council Resolution C2110/057
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
8 Oct 2025	Amended delegation	No change to power or duty delegated. Removed references to outdated policies and updated to include the current Bush Fire Brigade Management Council Policy. Removed reference to 'Annual Firebreak and Fuel Hazard Reduction Notice' and replaced with 'Bushfire Risk Reduction Notice'	---

Delegation	**DA 3 - 02 Appointment of Bush Fire Control Officers**
Head of power	03 Bushfires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954* Part V, Section 48
Express power or duty delegated	*Bush Fires Act 1954* Part IV, Section 38
Function	s.38 Local government may appoint bush fire control officer
Delegates	CEO
Conditions	1. This delegation is limited to the appointment of members of volunteer bush fire brigades and the City Ranger and Emergency Services Staff; 2. In the case of appointment of members of volunteer bush fire brigades, the delegation shall only be exercised where there is a recommendation to appoint from the Bush Fire Advisory Committee; and
Statutory framework	Bushfire Risk Reduction Notice
Policy	Council Policy: Bush Fire Brigade Management
Record keeping	GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 October 2026
Adoption references	Statutory Annual Review of Delegations - Ordinary Council Meeting 21 October 2026 | Council Decision C2610/280

Amendments			
Date	**Type**	**Amendment**	**References**
13 Oct 2021	Amended delegation	Initial Council Resolution C969/0425 Previous Delegation Reference BF2 – Appointment of Bush Fire Control Officers	Recent Council Resolution C2110/057
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
8 Oct 2025	Amended delegation	No change to power or duty delegated. Removed references to outdated policies and updated to include the current Bush Fire Brigade Management Council Policy. Removed reference to 'Annual Firebreak and Fuel Hazard Reduction Notice' and replaced with 'Bushfire Risk Reduction Notice'	---
21 Oct 2026	Amended delegation	Removed condition prohibiting the appointment of the Chief and Deputy Chief Fire Control Officers.	C2610/2026

Delegation	**DA 3 - 03 To Institute a Prosecution, or to Issue an Infringement**
Head of power	03 Bushfires Act 1954
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954 Section 59(3)
Express power or duty delegated	The Bush Fires Act 1954
Function	s.59 Prosecution of offences s.59A Alternative procedure – infringement notices
Delegates	Bush Fire Control Officer CEO Director Community Planning Manager Community Safety Ranger Ranger Coordinator Senior Ranger
Conditions	1. Rangers and Senior Rangers are prohibited from commencing a prosecution for an offence against the Bush Fire Act 1954; 2. Rangers and Senior Rangers are prohibited from instituting legal proceedings pursuant to s.59A(3) of the Bush Fire Act 1954; and 3. A delegation as per s.48 of the Bush Fire Act 1954 does not include the power to sub-delegate
Statutory framework	Bushfire Risk Reduction Notice
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	8 October 2025
Adoption references	Council Decision C2510/294 - 8 October 2025

Amendments			
Date	**Type**	**Amendment**	**References**
3 Dec 2018	New delegation	Initial Council Resolution: C1812/264	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
21 Feb 2024	Amended delegation	Delegates updated: new position and titles following organisational restructure. Director Planning and Development Services > Director Community Planning. Manager Regulatory Services > Manager Community Safety.	Adopted by Council Resolution 21 February 2024: C2402/33
8 Oct 2025	Amended delegation	No change to power or duty delegated. Removed references to outdated policy. Removed reference to 'Annual Firebreak and Fuel Hazard Reduction Notice' and replaced with 'Bushfire Risk Reduction Notice'	---

Delegation	**DA 3 - 04 Variation of Prohibited and Restricted Burning Times**
Head of power	03 Bushfires Act 1954
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954 Section 17(10)
Express power or duty delegated	*The Bush Fires Act 1954*
Function	s.17 (7) (8) Prohibited burning times may be declared by Minister s.18 (5) Restricted burning times may be declared by FES Commissioner
Delegates	Bush Fire Control Officer Mayor
Conditions	1. The powers and duties pursuant to sections 17 and 18 of the Bush Fires Act 1954 are jointly delegated to the Mayor and Chief Bush Fire Control Officer; and 2. Decisions under s.17 (7) must comply with the requirements of s.17(7B) and s.17(8). 3. Decisions under s.18(5) must comply with the requirements of s.18 (5B)
Statutory framework	Bushfire Risk Reduction Notice
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	8 October 2025
Adoption references	Council Decision C2510/294 - 8 October 2025

Amendments			
Date	**Type**	**Amendment**	**References**
3 Dec 2018	New delegation	Initial Council Resolution: C1812/264	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
8 Oct 2025	Amended delegation	No change to power or duty delegated. Removed reference to 'Annual Firebreak and Fuel Hazard Reduction Notice' and replaced with 'Bushfire Risk Reduction Notice'	---

Delegation	**DA 4 - 01 The Powers and Duties of the Local Government pursuant to the Cat Act 2011**
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	Cat Act 2011 Part 4, Division 2, Section 44
Express power or duty delegated	The Cat Act 2011
Function	All powers and duties of a local government pursuant to the Cat Act 2011
Delegates	CEO
Statutory framework	Keeping and Control of Cats Local Law 2014
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 October 2026
Adoption references	Statutory Annual Review of Delegations - Ordinary Council Meeting 21 October 2026 | Council Decision C2610/280

Amendments			
Date	**Type**	**Amendment**	**References**
7 Oct 2013	New delegation	Initial Council Resolution: C1310/285	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
16 Oct 2024	Amended delegation	No change to power or duty delegated. Policy references updated to remove Council Policy no longer in force.	C2410/268
21 Oct 2026	Amended delegation	No change to power or duty delegated. Removed reference to rescinded policy.	C2610/280

Delegation	**DA 5 - 01 The Powers and Duties of the Local Government pursuant to Dog Act 1976**
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	Dog Act 1976 Section 10AA
Express power or duty delegated	The Dog Act 1976
Function	All the powers and duties of the local government pursuant to the Dog Act 1976
Delegates	CEO
Statutory framework	Dogs Local Law 2014
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 October 2026
Adoption references	Statutory Annual Review of Delegations - Ordinary Council Meeting 21 October 2026 | Council Decision C2610/280

Amendments			
Date	**Type**	**Amendment**	**References**
7 Oct 2013	New delegation	Initial Council Resolution: C1310/285	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
16 Oct 2024	Amended delegation	No change to power or duty delegated. Policy references updated to remove Council Policy no longer in force.	C2410/268
21 Oct 2026	Amended delegation	No change to power or duty delegated. Removed reference to rescinded policy.	C2610/280

Delegation	**DA 6 - 01 The Powers and Duties of a Local Government pursuant to the Graffiti Vandalism Act 2016**
Head of power	06 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	Graffiti Vandalism Act 2016 Section 16
Express power or duty delegated	The Graffiti Vandalism Act 2016
Function	All the powers and duties of a local government pursuant to the Graffiti Vandalism Act 2016
Delegates	CEO
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 December 2022
Adoption references	C2212/315

Amendments			
Date	**Type**	**Amendment**	**References**
5 Jun 2017	New delegation	Initial Council Resolution: C1706/131	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---

Delegation	**DA 7 - 01 Development Control**
Head of power	07 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2, clause 82
Express power or duty delegated	The Planning and Development (Local Planning Schemes) Regulations 2015
Function	The powers and duties of the local government able to be delegated under clause 82, Schedule 2 – Deemed Provisions for Local Planning Schemes - of the Planning and Development (Local Planning Schemes) Regulations 2015. *Note: Pursuant to Division 2A of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, the Council cannot delegate the determination of, nor call-in applications for prescribed single house development.*
Delegates	CEO

Conditions	1. 'Call-in' provisions Any two or more elected members may consider an application or proposal to be of strategic significance and/or high community interest and request the CEO in writing, to present the application or proposal to the Council for consideration. If the request is supported, the application shall be presented to the first practicable Council meeting for consideration. *Note 1: Additionally officers shall pro-actively identify applications which may be of significant community interest, and bring those applications to the monthly development application briefing update required pursuant to Condition 5 and/or to the Council for determination.* *Note 2: Any elected member may also submit a notice of motion in relation to the withdrawal of delegation in relation to a particular application, but it would generally be expected that they would first seek to exercise the call-in provision outlined above.* *Note 3: Pursuant to Division 2A of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, the Council cannot delegate the determination of, nor call-in applications for prescribed single house development.* 2. Standard Structure Plans, and Precinct Structure Plans Prior to making a recommendation to the Western Australian Planning Commission regarding adoption or amendment of a Structure Plan or Precinct Structure Plan, the CEO shall ensure that a copy of the respective plan, together with a report, setting out and explaining the recommendation proposed to be made under delegation, is circulated to all elected members, giving a period of not less than 14 days before a recommendation is forwarded to the Commission. 3. Local Planning Policies, Local Heritage List, Heritage Precincts Decisions relating to adoption, revocation or amendment of local Planning Policies, the Local Heritage List and/or Heritage Precincts are not delegated. 4. Applications for review by the State Administrative Tribunal (SAT) Where the original decision was made under delegation, a reconsideration decision pursuant to section 31 of the State Administrative Tribunal Act 2004 may also be made under delegation. Where the original decision was made by the Council, a reconsideration decision pursuant to section 31 of the State Administrative Tribunal Act 2004 shall be presented to the Council for consideration. *Note: Where the original decision was made by a Development Assessment Panel, the Panel is the respondent in relation to any application for review.* 5. Briefing and Reporting Generally on a monthly basis (as agreed/determined by the Mayor and CEO), officers shall provide elected members with an informal briefing on planning matters of strategic significant and/or high community interest, and on issues raised by elected members. Each Friday, or in the case of Fridays which are public holidays, the next working day, a summary of applications received and determined in the preceding period (usually the preceding Friday to Thursday) shall be published on the City's website. Generally on a monthly basis, a summary and update of planning and development-related State Administrative Tribunal matters involving the City shall be presented to elected members as part of the 'Elected Members Information Bulletin'.

Statutory framework	Planning and Development 2005 Planning and Development (Local Planning Schemes) Regulations 2015
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 December 2022
Adoption references	C2212/315

Amendments

Date	Type	Amendment	References
6 Mar 2017	New delegation	Initial Council Resolution: C1703/042	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
16 Aug 2023	Amended delegation	Conditions Amended in relation to Special Character Areas	C2308/90
18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
16 Nov 2024	Amended delegation	Amendment to express power to delegate: Statutory references corrected. Amendment to function to include explanatory note about prescribed single house development. Amendments to conditions: • Condition to provide elected members a summary of development applications in Special Character Areas weekly, prior to determination, has been removed as the volume of Special Character Applications which can be determined by the Council has been significantly reduced following changes to regulations for Single House Development. • Condition to review delegation conditions following the Gazettal of Amendment 56 to Local Planning Scheme 21 has been removed, as Amendment 56 is currently on hold and will likely be superseded by a new Local Planning Scheme. • Condition pertaining to 'Reconsideration' of applications for DA has been removed, as there is no statutory basis for 'Reconsideration' and this is condition is no longer considered relevant to current operational practices • Condition pertaining to applications for review by the State Administrative Tribunal have been amended for clarity.	C2410/268

Delegation	**DA 7 - 02 Unauthorised Development**
Head of power	07 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	The Planning and Development Act 2005 s.214
Function	s.2.14(2) The power to give written direction to stop or not recommence s.214(3) The power to give written direction to remove or restore s.214(5) The power to given written direction to execute the work
Delegates	CEO
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 December 2022
Adoption references	C2212/315

Amendments			
Date	**Type**	**Amendment**	**References**
6 Jun 2011	New delegation	Initial Council Resolution: C1106/199	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
16 Oct 2024	Amended delegation	No change to power or duty delegated. Statutory references corrected.	C2410/268

Delegation	**DA 10 - 01 Designated Authorised Officers**
Head of power	10 Public Health Act 2016
Delegator	Local Government
Express power to delegate	Public Health Act 2016 Section 21
Express power or duty delegated	*Public Health Act 2016* Section 24
Function	s.24 Designation of authorised officers
Delegates	CEO
Conditions	1. Subject to each person so appointed being: a. Appropriately qualified and experienced: b. Issued with a certificate, badge or identity card identifying the authorised officer. 2. A register of authorised officers is to be maintained in accordance with s.27
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 December 2022
Adoption references	C2212/315

Amendments			
Date	**Type**	**Amendment**	**References**
5 Jun 2017	New delegation	Initial Council Resolution: C1706/061	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---

Delegation	**DA 10 - 02 Appoint Authorised Officer or Approved Officer (Asbestos Regulations)**
Head of power	10 Public Health Act 2016
Delegator	Local Government
Express power to delegate	Health (Asbestos) Regulations 1992 r.15D(7)
Express power or duty delegated	*Health (Asbestos) Regulations 1992* r.15D
Function	r.15D(5) Authority to appoint a person or classes of person as an authorised officer or approved officer for the purposes of the Criminal Procedure Act 2004 Part 2
Delegates	CEO
Conditions	Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices.
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 December 2022
Adoption references	C2212/315

Amendments			
Date	**Type**	**Amendment**	**References**
6 Mar 2017	New delegation	Initial Council Resolution: C1703/061	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---

Delegation	**DA 11 - 01 Meelup Regional Park Management Committee**
Head of power	11 Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 s.5.16 Delegation of some powers and duties to certain committees s.5.17 Limits on delegation of powers and duties to certain committees
Express power or duty delegated	*Local Government Act 1995* s.3.18
Function	s.3.18 Performing executive functions
Delegates	Meelup Regional Park Management Committee
Conditions	The Committee is delegated authority to adopt plans, policies or documents that relate to the management of the park other than where those plans, policies or documents require adoption pursuant to a particular statutory power. The Committee may not make any decision that would require expenditure of funds contrary to the adopted budget and any decisions shall not be actioned until the Committee meeting minutes have been formally received and noted by the Council.
Statutory framework	Meelup Regional Park Management Committee's Terms of Reference
Policy	Council Policy: Governance of Meelup Regional Park
Record keeping	GOVN001- Authorised Delegation of Power/Authority
Date adopted	21 December 2022
Adoption references	C2212/315

Amendments			
Date	**Type**	**Amendment**	**References**
2 Jun 2008	New delegation	Initial Council Resolution: C0806/188	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
16 Oct 2024	Amended delegation	No change to power or duty delegated. Minor amendments to description of conditions to align to Committee Terms of Reference.	C2410/268

Delegation	**DA 11 - 02 Audit and Risk Committee**
Head of power	11 Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 s.5.16 Delegation of some powers and duties to certain committees s.5.17 Limits on delegations of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
Express power or duty delegated	*Local Government Act 1995* s.7.12A
Function	s.7.12A(2) Authority to meet with the City's Auditor at least once every year on behalf of the Council s.7.12A(3) Authority to: (aa) Examine the report of the Auditor (a) Determine matters that require action to be taken by the City; and (b) Ensure that appropriate action is taken in respect of those matters. s.7.12A(4) Authority to review and endorse the City's report addressing any matters identified as significant by the Auditor in the Audit report, prior to it being forwarded to the Minister.
Delegates	Audit, Risk and Improvement Committee
Conditions	Delegation of s.7.12A(3) and s.7.12A(4) is not to be used where a Management Letter or Audit Report raises significant issues, in which case the local government's meeting with the Auditor must be directed to the Council.
Statutory framework	Terms of Reference: Audit and Risk Committee
Record keeping	GOVN001-Authorised Delegation of Power/Authority
Date adopted	21 December 2022
Adoption references	C2212/315

Amendments			
Date	**Type**	**Amendment**	**References**
8 Oct 2001	New delegation	Initial Council Resolution: C1001/015	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---
16 Oct 2024	Amended delegation	No change to power or duty delegated. Statutory references corrected.	C2410/268

Delegation	**DA 11 - 06 Policy and Legislation Committee**
Head of power	11 Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 s 5.16 Delegation of some powers and duties to certain committees s 5.17 Limits on delegation of powers and duties to certain committees
Express power or duty delegated	s 3.18 Performing executive functions
Function	Pursuant to section 5.17 of the Act, the Committee is delegated the powers to refer a policy back to the Chief Executive Officer, or the Chief Executive Officer's nominee, with a request for further information or amendments to be made to the policy.
Delegates	Policy and Legislation Committee
Conditions	Committee recommendations, other than those made in accordance with the delegated function above, are not binding on the Council and must be endorsed by the Council to take effect.
Statutory framework	Policy and Legislation Committee terms of reference
Record keeping	GOVN001 - Authorised delegation of power / authority
Date adopted	16 August 2023
Adoption references	C2308/80

Amendments			
Date	**Type**	**Amendment**	**References**
13 Sep 2024	Amended delegation	No change to delegation - head of power corrected from 01 Local Government Act 1995 to 11 Local Government Act 1995	

Delegation	**DA 11-07 Waterways Management Committee**
Head of power	11 Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 s 5.16 Delegation of some powers and duties to certain committees s 5.17 Limits of delegation of powers and duties to certain committees
Express power or duty delegated	Local Government Act 1995 s 3.18 Performing executive functions
Function	Pursuant to section 5.17 of the Act, the Committee is delegated the powers to note an item that does not require a recommendation to the Council or further action of the Council.
Delegates	Waterway Management Committee
Conditions	Committee recommendations, other than those made in accordance with the delegated function above, are not binding on the Council and must be endorsed by the Council to take effect.
Statutory framework	Waterway Management Committee Terms of Reference
Record keeping	GOVN001 - Authorised delegation of power / authority
Date adopted	16 October 2024
Adoption references	New delegation. As per adopted Waterway Management Committee Terms of Reference.

Delegation	**DA 11 - 08 Strategic Projects Committee**
Head of power	11 Local Government Act 1995
Delegator	Local Government
Express power or duty delegated	Local Government Act 1995 s 5.16 Delegation of some powers and duties to certain committees s 5.17 Limits on delegation of powers and duties to certain committees
Function	s 3.18 Performing executive functions
Delegates	Strategic Projects Committee
Conditions	Pursuant to section 5.17 of the Act, the Committee is delegated the powers to note an item that does not require a recommendation to the Council or further action of the Council.
Statutory framework	Strategic Projects Committee Terms of Reference
Record keeping	GOVN001 - Authorised Delegation of Power/Authority
Date adopted	21 October 2026
Adoption references	Ordinary Council Meeting 21 October 2026 | Council Decision C2610/280

Delegation	**DA 12 - 01 Prohibition Orders**
Head of power	12 Food Act 2008
Delegator	Local Government
Express power to delegate	Food Act 2008 s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008* s.65, s.66, s.67
Function	s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Delegates	CEO
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 December 2022
Adoption references	C2212/315

Amendments			
Date	**Type**	**Amendment**	**References**
13 Oct 2021	New delegation	Initial Council Resolution: C2110/057	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---

Delegation	**DA 12 - 02 Food Business Registration**
Head of power	12 Food Act 2008
Delegator	Local Government
Express power to delegate	Food Act 2008 s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008* s.110, s.112
Function	s.110(1) and (5) Registration of a food business s.112 Variation of conditions or cancellation of registration of food businesses
Delegates	CEO
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Statutory framework	1. Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA 2. Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 3. WA Priority Classification System 4. Verification of Food Safety Program Guideline
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 December 2022
Adoption references	C2212/315

Amendments			
Date	**Type**	**Amendment**	**References**
13 Oct 2021	New delegation	Initial Council Resolution: C2110/057	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---

Delegation	**DA 12 - 03 Appoint Authorised Officers and Designated Officers**
Head of power	12 Food Act 2008
Delegator	Local Government
Express power to delegate	Food Act 2008 s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008* s.122, s.126
Function	s.122(1) Appointment of authorised officers s.126(6), (7), (13) Infringement Officers
Delegates	CEO
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Statutory framework	1. Appointment of Authorised Officers as Meat Inspectors 2. Appointment of Authorised Officers 3. Appointment of Authorised Officers – Designated Officers Only 4. Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties as an Authorised Officer
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 December 2022
Adoption references	C2212/315

Amendments			
Date	**Type**	**Amendment**	**References**
13 Oct 2021	New delegation	Initial Council Resolution: C2110/057	---
21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	---

Delegation	**S 1 - 03 Abandoned vehicle wreck**
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995 s.5.44 Chief Executive Officer may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995 s.3.40A
Function	s.3.40A(4) The power to declare that the vehicle is an abandoned vehicle wreck
Delegates	Director Community Planning Manager Community Safety Ranger Coordinator
Conditions	Disposal of a declared abandoned vehicle wreck is to be undertaken in accordance with the Delegation DA1 - 04 Confiscated or Uncollected Goods
Statutory framework	DA 1 – 03 Abandoned vehicle wreck
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	3 March 2026
Adoption references	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277

Amendments			
Date	**Type**	**Amendment**	**References**
12 Dec 2018	New delegation	Initial verification - Mike Archer, Chief Executive Officer - 12 December 2018	---
4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Planning and Development Services > Director Community Planning - Manager Regulatory Service > Manager Community Safety - Ranger and Emergency Services Coordinator > Ranger Coordinator	---
4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
3 Mar 2026	Amended delegation	Minor formatting change.	Annual Review of Sub Delegations by CEO - ECM Doc Set ID: 5983277

Delegation	**S 1 - 04 Confiscated or uncollected goods**
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995 s.5.44 Chief Executive Officer may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995 s.3.46, s.3.47, s.3.48
Function	s.3.46(1) The power to refuse to allow impounded goods to be collected until costs are paid s.3.46(2) The power to refuse to allow removed goods to be collected until costs are paid s.3.47(1) The power to sell or otherwise dispose of goods under s.3.43 s.3.47(2) The power to sell or otherwise dispose of any vehicle s.3.47(2a) The power to sell or otherwise dispose of impounded goods s.3.48 The power to recover impounding expenses
Delegates	Director Community Planning Manager Community Safety Ranger Coordinator
Statutory framework	DA 1 – 04 Confiscated or Uncollected Goods
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	3 March 2026
Adoption references	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277

Amendments			
Date	**Type**	**Amendment**	**References**
22 Oct 2018	New delegation	Initial Verification - Mike Archer, Chief Executive Officer - 22 October 2018	---
4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Planning and Development Services > Director Community Planning - Manager Regulatory Service > Manager Community Safety - Ranger and Emergency Services Coordinator > Ranger Coordinator	---
4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
3 Mar 2026	Amended delegation	Minor formatting change. No change to power or duty delegated.	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277

Delegation	**S 1 - 05 Closure of thoroughfares**
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995 s.5.44 Chief Executive Officer may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995 s.3.50, s.3.50A
Function	s.3.50(1) The power to close any thoroughfare, for a period not exceeding 4 weeks s.3.50(1a) The power to close any thoroughfare for a period exceeding 4 weeks s.3.50(6) The power to revoke an order s.3.50A The power to partially close a thoroughfare for repairs or maintenance
Delegates	Director Infrastructure and Environment
Statutory framework	DA 1 – 05 Closure of Thoroughfares
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	30 June 2011
Adoption references	Initial Verification - 30 June 2011 Recent Amendment - 22 October 2018 Currently under review

Amendments			
Date	**Type**	**Amendment**	**References**
22 Oct 2018	New delegation	Initial Verification - Mike Archer, Chief Executive Officer - 22 October 2018	---
4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Engineering and Works Services > Director Infrastructure and Environment	---
4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579

Delegation	**S 1 - 07 Inviting Tenders**
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995 s.5.44 Chief Executive Officer may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995 s.3.57 Local Government (Functions and General) Regulations 1996 Regulations 11, 13, 14,
Function	s.3.57 Inviting tenders for providing goods or services Regulation 11(1) Determine when tenders have to be publicly invited Regulation 11(2) Determine that a relevant exemption applies Regulation 13 Determine to invite tenders when not required to do so Regulation 14(2a) Determine in writing, before tenders are called, the criteria for acceptance of tenders Regulation 14(4)(a) Determine the information that is to be disclosed to those interested in submitting a tender Regulation 14(5) Vary tender information after public notice and provide notice of variation to information
Delegates	Director Community Planning Director Corporate Strategy and Performance Director Economic and Business Development Director Infrastructure and Environment
Conditions	In addition to the conditions of DA1-07 'Inviting, Rejecting and Accepting Tenders', this delegation is subject to: (a) Legal Services having signed off on the procurement process aspects as compliant; (b) complying with the requirements of the City of Busselton's Purchasing Policy as it relates to tendering; (c) authority to invite a tender extends only to each Directors budgeted authority; and (d) following any applicable operational procedures.
Statutory framework	DA 1 – 07 Inviting, Rejecting and Accepting Tenders
Policy	Council Policy: Purchasing
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	3 March 2026
Adoption references	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277

Amendments			
Date	**Type**	**Amendment**	**References**
22 Oct 2018	New delegation	Initial Verification - Mike Archer, Chief Executive Officer - 22 October 2018	---
28 Apr 2023	Amended delegation	Amended delegation	---
4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Community and Commercial Services > Director Economic and Business Development - Director Engineering and Works Services > Director Infrastructure and Environment - Director Finance and Corporate Services > Director Corporate Strategy and Performance - Director Planning and Development Services > Director Community Planning	---
4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
2 Jul 2025	Amended delegation	No change to power or duty delegated. Minor amendments to description of function for clarity.	CEO Approval - Doc Set ID: 5709307
5 Nov 2025	Amended delegation	Removed reference to s3.18 as this is not required. Amended function to remove references to accepting tenders as this does not align with the City's current process.	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277

Delegation	**S 1 - 12 Disposing of Property (Leases at the Busselton Margaret River Airport)**
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995 s.5.44 Chief Executive Officer may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995 s.3.58
Function	s.3.58 (2) Dispose of property at a public auction or by public tender s.3.58 (3) Dispose of property by private treaty
Delegates	Director Economic and Business Development
Conditions	All conditions applicable to delegation DA 1 – 12 (Local Government delegations to the CEO) apply.
Statutory framework	DA 1 – 12 Disposing of Property (Leases at the Busselton Margaret River Airport)
Policy	Council Policy: Purchasing
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	3 March 2026
Adoption references	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277

Amendments			
Date	**Type**	**Amendment**	**References**
3 Mar 2026	Amended delegation	No change to power or duty delegated. Removed reference to s3.18 from function as this is not required	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277

Delegation	**S 1 - 13A Authority to destroy an impounded sick or injured animal**
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995 s.5.44 Chief Executive Officer may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995 s.3.47A
Function	s.3.47A The power to humanely destroy an animal and dispose of the carcass
Delegates	Director Community Planning Manager Community Safety Ranger Coordinator
Conditions	This delegation is only to be used where the all reasonable efforts to identify and contact an owner have been exhausted
Statutory framework	DA 1 – 13 Authority to destroy an impounded sick or injured animal
Policy	Nil
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	3 May 2023
Adoption references	Verification - Tony Nottle, Chief Executive Officer – 3 May 2023

Amendments			
Date	**Type**	**Amendment**	**References**
12 Dec 2018	New delegation	Initial Verification - Mike Archer, Chief Executive Officer - 12 December 2018	---
4 Oct 2023	Amended delegation	Organisation Restructure 4 October 2023 - Position Changes - Director Planning and Development Services > Director Community Planning - Manager Regulatory Services > Manager Community Safety - Ranger and Emergency Services Coordinator > Ranger Coordinator	---
4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
2 Jul 2025	Amended delegation	Policy references updated	Reviewed by CEO - Doc Set ID: 5709307

Delegation	**S 1 - 13B Authority to destroy an impounded sick or injured animal**
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995 s.5.44 Chief Executive Officer may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995 s.3.47A
Function	s.3.47A The power to humanely destroy an animal and dispose of the carcass
Delegates	Ranger Senior Ranger
Conditions	Rangers and Senior Rangers are authorised under this delegation only for the purposes of s.3.47A (2)(a) of the Local Government Act 1995.
Statutory framework	DA 1 – 13 Authority to destroy an impounded sick or injured animal
Policy	Nil
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	3 May 2023
Adoption references	Verification - Tony Nottle, Chief Executive Officer – 3 May 2023

Amendments			
Date	**Type**	**Amendment**	**References**
12 Dec 2018	New delegation	Initial Verification - Mike Archer, Chief Executive Officer - 12 December 2018	---
2 Jul 2025	Amended delegation	No change to power or duty delegated. Policy references updated to remove policies not current or not relevant.	Reviewed by CEO - Doc Set ID: 5709307

Delegation	**S 1 - 14A Power to Defer, Grant Discounts, Waive or Write-Off Debts**
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995 s.5.44 Chief Executive Officer may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995 s.6.12
Function	s.6.12(1) (b) The power to waive or grant concessions in relation to any amount of money s.6.12(1)(c) The power to write off any amount of money s.6.12(3) The power to determine conditions imposed on the granting of a concession
Delegates	Director Community Planning Director Corporate Strategy and Performance Director Economic and Business Development Director Infrastructure and Environment
Conditions	**Delegate: Director Corporate Strategy and Performance** Conditions: 1. Any waiver or granting of concession shall only be up to $1,000 and considered solely on its merits; and any debt write-off approved shall be less than $1,000; any waiver, granting of concessions or debt write-off must relate only to the Director Corporate Strategy and Performance's budgeted areas of responsibility. 2. Any waiver or granting of concessions as it applies to any Financial Hardship application, shall only be up to $2,000 and considered solely on its merits; and any Financial Hardship application for debt write-off shall be less than $2,000 and will take into account the Financial Hardship Policy. **Delegate: Director Economic and Business Development** Conditions: 1. Any waiver or granting of concession shall only be up to $1,000 and considered solely on its merits; and any debt write-off approved shall be less than $1,000; any waiver, granting of concessions or debt write-off must relate only to the Director Economic and Business Development's budgeted areas of responsibility. 2. Community Hire Policy: Additional subsidies and waiver of hire fees under Council Policy: Community Hire of City Property are limited to $2000 per application in accordance with the endorsed City of Busselton Annual Budget and Fees and Charges **Delegate: Director Community Planning** Conditions: Any waiver or granting of concession shall only be up to $1,000 and considered solely on its merits; and any debt write-off approved shall be less than $1,000; any waiver, granting of concessions or debt write-off must relate only to the Director Community Planning's budgeted areas of responsibility. **Delegate: Director Infrastructure and Environment** Conditions: Any waiver or granting of concession shall only be up to $1,000 and considered solely on its merits; and any debt write-off approved shall be less than $1,000; any waiver, granting of concessions or debt write-off must relate only to the Director Infrastructure and Environment's budgeted areas of responsibility.
Statutory framework	DA 1 -14 Power to Defer, Grant Discounts, Waive or Write-Off Debts

Policy	Council Policy: Financial Hardship Council Policy: Community Hire of City Property
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	28 April 2023
Adoption references	Verification - Tony Nottle, Chief Executive Officer – 28 April 2023

Amendments			
Date	**Type**	**Amendment**	**References**
18 Dec 2018	New delegation	Initial Verification - Mike Archer, Chief Executive Officer - 18 December 2018	6B(S1) Power to Defer, Grant Discounts, Waive or Write-Off Debts
22 Jul 2020	Amended delegation	Amended to include all Directors and amended monetary amounts due to the City's response to the COVID-19 Crisis	C2007/075
4 Oct 2023	Amended delegation	Organisation Restructure - Director Planning and Development Services > Director Community Planning - Director Engineering and Works Services > Director Infrastructure and Environment - Director Finance and Corporate Services > Director Corporate Strategy and Performance - Director Community and Commercial Services > Director Economic and Business Development	---
4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
2 Jul 2025	Amended delegation	No change to power or duty delegated. Policy references updated to include Council Policy: Community Hire of City Property.	Reviewed by CEO - Doc Set ID: 5709307

Delegation	**S 1 - 14B Power to Defer, Grant Discounts, Waive or Write-Off Debts**
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995 s.5.44 Chief Executive Officer may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995 s.6.12 Power to defer, grant discounts, waive or write off debts
Function	s.6.12(1)(b) The power to waive or grant concessions in relation to any amount of money s.6.12(1)(c) The power to write off any amount of money s.6.12(3) The power to determine conditions imposed on the granting of a concession
Delegates	Manager Community Safety Ranger Coordinator
Conditions	The powers are to be exercised in relation to the following types of fees only: a. Impound and sustenance fees for dogs, cats and stock; b. Surrender fees for dogs and cats; c. Registration fees for sterilised dogs and cats; and c. Impound fees for vehicles. Any waiver or granting of concession shall only be up to $1,000 and considered solely on its merits; and any debt write-off approved shall be less than $1,000. At the end of each month, a report is to be prepared and presented to the Director Community Planning containing the following details: a. Details of owner; b. Payment and ownership details; c. Summary of owner write-off/ discount request, together with the reason why the write-off request was approved; and d. Any other pertinent information that is considered relevant.
Statutory framework	DA 1 – 14 Power to Defer, Grant Discounts, Waive or Write-Off Debts
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	3 March 2026
Adoption references	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277

Amendments			
Date	**Type**	**Amendment**	**References**
18 Dec 2018	New delegation	Initial Verification - Mike Archer, Chief Executive Officer - 18 December 2018	6B(S1) Power to Defer, Grant Discounts, Waive or Write-Off Debts
4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Planning and Development Services > Director Community Planning - Manager Regulatory Services > Manager Community Safety - Ranger and Emergency Services Coordinator > Ranger Coordinator	---
4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
13 Jun 2024	Amended delegation	Director Community Planning removed. Function extended to include impound and sustenance fees for stock, and registration fees for sterilised dogs, and cats. New condition to provide monthly reporting on exercise of delegated authority.	CEO approval: Doc Set ID 5417424
3 Mar 2026	Amended delegation	No change to power or duty delegated. Changed reference from Director Community Planning from Director Community Safety.	---

Delegation	**S 1 - 14C Power to Defer, Grant Discounts, Waive or Write-Off Debts**
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995 s.5.44 Chief Executive Officer may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995 s.6.12
Function	s.6.12(1)(b) The power to waive or grant concessions in relation to any amount of money s.6.12(1)(c) The power to write off any amount of money s.6.12(3) The power to determine conditions imposed on the granting of a concession
Delegates	Manager Financial Services Rates Coordinator
Conditions	**Delegate: Manager Financial Services** Conditions: Any debt write-off approved shall be less than $100; any debt write-off must relate only to Rates and Service Charges including associated interest/fees. **Delegate: Rates Coordinator** Conditions: Any debt write-off approved shall be less than $100; any debt write-off must relate only to Rates and Service Charges including associated interest/fees. The use of this delegation is limited to the following conditions: 1. A rates write-off request must be received from the property owner or their agent and provide acceptable reasoning as to why rates were not paid as required; 2. The rate payment history since ownership of the property needs to be assessed as acceptable. ; 3. No prior rates write-off approvals are to have occurred since ownership of the property and any approved rate write-off approvals under the sub-delegation are to be a once-off only; and 4. Any overdue rates being paid in full via a payment option or under a special arrangement.
Statutory framework	DA 1 -14 Power to Defer, Grant Discounts, Waive or Write-Off Debts
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	28 April 2023
Adoption references	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277

Amendments			
Date	**Type**	**Amendment**	**References**
26 Nov 2020	New delegation	Verification - Mike Archer, Chief Executive Officer - 26 November 2020	6B(S1) Power to Defer, Grant Discounts, Waive or Write-Off Debts
2 Jul 2025	Amended delegation	Updated approval limit for Manager Financial Services from $50 to $100.	Reviewed by CEO - Doc Set ID: 5709307
3 Mar 2026	Amended delegation	Increased Coordinator delegation to $100. Conditions adjusted to simplify and improve efficiency.	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277

Delegation	**S 1 - 15 Rates and service charges**
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995 s.5.44 Chief Executive Officer may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995 s.6.49, s.6.56, s.6.60, s.6.64, s6.69 s.6.76
Function	s.6.49 The power to enter into an agreement for the payment of rates and service charges s.6.56 The power to recover, in court, rates or service charges due s.6.60(2) Issue a notice to the lessee of land whereby payment of a rate or service charge imposed is due and payable, requiring the lessee to pay to the local government any rent as it falls due in satisfaction of the rate or service charge s.6.60(4) The power to recover the amount of the rate or service charge as a debt from the lessee if the rent is not paid in accordance with a notice s.6.69(2) The power to agree to the terms and conditions between parties and accept payment of the outstanding rates or service charges s.6.76(4) The power to extend the time for a person to make an objection to a rate records s.6.76(5) The power to consider any objection and disallow or allow it, wholly or in part
Delegates	Director Corporate Strategy and Performance Manager Financial Services Rates Coordinator Senior Rates Officer
Conditions	Delegation to the Senior Rates Officer will be limited to only s.6.49 *The power to enter into an agreement for the payment of rates and service charges.*
Statutory framework	DA 1 – 15 Rates and Service Charges
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	3 October 2025
Adoption references	Verification - Garry Hunt, Chief Executive Officer (Temporary) – 3 October 2025 Doc Set ID 5780813

Amendments			
Date	**Type**	**Amendment**	**References**
30 Jun 2011	New delegation	Initial Verification - Mike Archer, Chief Executive Officer - 30 June 2011	---
15 Jun 2015	Amended delegation	Amendment	6C(S1) Rates and Service Charges
4 Oct 2023	Amended delegation	Organisation Restructure - Position Change - Director Finance and Corporate Services > Director Corporate Strategy and Performance	---
4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
2 Jul 2025	Amended delegation	s.6.60(2): Require a lessee to pay the local government rent in satisfaction of an outstanding rate or service charge has been included for completeness.	Reviewed by CEO - Doc Set ID: 5709307
3 Oct 2025	Amended delegation	New Sub-Delegate - Senior Rates Officer	Doc Set ID: 5780813 3 October 2025

Delegation	**S 1 - 16 Investment of Surplus Funds**
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995 s.5.44 Chief Executive Officer may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government Act 1995* *s.6.14*
Function	s.6.14(1) The power to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose
Delegates	Director Corporate Strategy and Performance Finance Coordinator Manager Financial Services
Conditions	1. All investments must be made in accordance with Council Policy: Investment. 2. All investments must be approved by two delegates.
Statutory framework	DA 1 - 16 Investment of Surplus Funds
Policy	Council Policy: Investment
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	1 July 2026
Adoption references	Approved by Chief Executive Officer by memo DocSet ID 6132214

Delegation	**S 1 - 18 Appointment of Authorised Persons**
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995 s.5.44 Chief Executive Officer may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995 s.9.10 Appointment of Authorised Persons Building Regulations 2012 Regulation 70(2) Criminal Procedure Act 2004 s.6(b)
Function	1. Authority to appoint persons or classes of persons as authorised persons for the purposes of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act: (a) Local Government Act 1995 and its subsidiary legislation, including Local Government Regulations, the Local Government (Miscellaneous Provisions) Act 1960 and Local Laws made under the Local Government Act 1995. (b) Caravan Parks and Camping Grounds Act 1995 (c) Cat Act 2011; (d) Cemeteries Act 1986; (e) Control of Vehicles (Off-road Areas) Act 1978; (f) Dog Act 1976; (g) Graffiti Vandalism Act 2016 (s.15); and (h) Any other legislation prescribed for the purpose of s.9.10 of the Local Government Act 1995. 2. Authority to appoint authorised persons for the purposes of section 9.16 of the Local Government Act 1995 as a precondition for appointment as authorised officers in accordance with Regulation 70(2) of the Building Regulations 2012 and section 6(b) of the Criminal Procedure Act 2004.
Delegates	Director Community Planning Director Corporate Strategy and Performance Director Economic and Business Development Director Infrastructure and Environment
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	18 December 2018
Adoption references	Initial Verification - Mike Archer, Chief Executive Officer - 18 December 2018 Recent Amendment - November 2020 Currently under review

Amendments			
Date	**Type**	**Amendment**	**References**
18 Dec 2018	New delegation	Initial verification: Mike Archer, Chief Executive Officer, 18 December 2018	---
4 Oct 2023	Amended delegation	Organisation Restructure - Position Change - Director Planning and Development Services > Director Community Planning - Director Engineering and Works Services > Director Infrastructure and Environment - Director Finance and Corporate Services > Director Corporate Strategy and Performance - Director Community and Commercial Services > Director Economic and Business Development	---
4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579

Delegation	**S 1 - 20 Administer Local Laws**
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995 s.5.44 Chief Executive Officer may delegate some powers and duties to other employees
Express power or duty delegated	All duties of the local government pursuant to the powers of each local law.
Function	To perform all duties of the local government pursuant to the powers of each local law.
Delegates	Building Coordinator Director Community Planning Director Corporate Strategy and Performance Director Economic and Business Development Director Infrastructure and Environment Environmental Health Coordinator Events Coordinator Manager Community and Recreation Manager Community Safety Manager Economic Development and Property Manager Events and Culture Manager Planning and Development Manager Systems and Information

Conditions	Delegates are only delegated powers under each local law which they are listed as below: **Local Law: Holiday Homes Local Law 2012** Delegate/s: Director Community Planning Manager Planning and Development Manager Community Safety Environmental Health Coordinator Conditions: Nil **Local Law: Activities in Thoroughfares and Public Places and Trading Local Law 2015** Delegate/s: Director Community Planning Director Economic and Business Development Director Infrastructure and Environment Manager Planning and Development Manager Community Safety Manager Economic Development and Property Manager Events and Culture Building Coordinator Events Coordinator Conditions: Nil **Local Law: Jetties Local Law 2014** Delegate/s: Director Economic and Business Development Manager Economic Development and Property Conditions: Nil **Local Law: Property Local Law 2010** Delegate/s: Director Corporate Strategy and Performance Director Economic and Business Development Director Infrastructure and Environment Director Community Planning Manager Community and Recreation Manager Systems and Information Manager Economic Development and Property Manager Events and Culture Conditions: Nil
Statutory framework	DA 1 – 20 Administer Local Laws
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	3 March 2026
Adoption references	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277

Amendments			
Date	**Type**	**Amendment**	**References**
18 Mar 2013	New delegation	Verification - Mike Archer, Chief Executive Officer - 18 March 2013	---
27 Jan 2021	Amended delegation	Amendments: 3A(S1) Executive Function – All functions as provided for the local government pursuant to the Holiday Homes Local Law 2012 3A(S3) Executive Function – All functions as provided for the local government pursuant to the Activities in Thoroughfares and Public Places and Trading Local Law 2015 3A(S4) Executive Function – Determining Applications and Issuing Permits under the Jetties Local Law 3A(S5) Executive Function – All functions as provided for the local government pursuant to the Property Local Law 2010 LG3B(b)(S1) – Executive Function – Determining Applications for the Serving of Alcohol on City Property	---
4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Building Services Coordinator > Building Coordinator - Director Community and Commercial Services > Director Economic and Business Development - Director Engineering and Works Services > Director Infrastructure and Environment - Director Finance and Corporate Services > Director Corporate Strategy and Performance - Director Planning and Development Services > Director Community Planning - Manager Community and Recreation Services > Manager Community and Recreation - Manager Economic and Business Development > Manager Economic Development and Property - Manager Information Services > Manager Systems and Information - Manager Development Services > Manager Planning and Development - Manager Regulatory Services > Manager Community Safety	---
4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
2 Jul 2025	Amended delegation	Added delegates: Manager Economic and Business Services, and Manager Events and Culture to Activities in Thoroughfares and Public Places and Trading Local Law and Property Local Law	Reviewed by CEO - Doc Set ID: 5709307

3 Mar 2026	Amended delegation	No change to power or duty delegated, however the delegation has been reworded to align with the head delegation, and for additional clarity. Removed reference to s3.18 from function as this is not required.	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277

Delegation	**S 1 - 21 Acquisition of Property**
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995 s.5.44 Chief Executive Officer may delegate some powers and duties to other employees
Express power or duty delegated	The power to acquire property for the local government
Function	To acquire property for the local government
Delegates	Director Corporate Strategy and Performance Director Infrastructure and Environment
Conditions	1. There must be provision in the adopted budget or Long Term Financial Plan for all acquisitions. 2. Acquisitions for property which is land must be approved by both the Director Corporate Strategy and Performance, and the Director Infrastructure and Environment. 3. The following limits apply to the values of property acquisitions: a. For property which is land: $20,000 b. For all other property: $100,000
Statutory framework	DA 1 – 21 Acquisition of Property
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	3 March 2026
Adoption references	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277

Amendments			
Date	**Type**	**Amendment**	**References**
16 Mar 2018	New delegation	Verification - Mike Archer, Chief Executive Officer - 16 March 2018	LG3B(a)(S1) Acquisition of Property
4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Engineering and Works Services > Director Infrastructure and Environment - Director Finance and Corporate Services > Director Corporate Strategy and Performance	---
4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
26 Mar 2024	Amended delegation	Function expanded to better describe the function being delegated	CEO approval: Doc Set ID 5387612
2 Jul 2025	Amended delegation	No change to power of duty delegated. Conditions amended for simplicity and to specify that the delegation cannot be exercised if there is no provision for the acquisition in the adopted budget or Long Term Financial Plan.	Reviewed by CEO - Doc Set ID: 5709307
3 Mar 2026	Amended delegation	No change to power or duty delegated, however the delegation has been reworded to better identify the relevant power which is being delegation. Removed reference to 23.18 from the function as this is not required.	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277

Delegation	**S 1 - 22A Disposition of Property: Other than by Lease**
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995 5.44 Chief Executive Officer may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995 3.58 Disposing of property
Function	The power to dispose of land, other than by way of a lease, up to the value of $100,000. The power to dispose of local government property other than land, other than by way of a lease, up to the value of $100,000.
Delegates	Director Community Planning Director Corporate Strategy and Performance Director Economic and Business Development Director Infrastructure and Environment
Conditions	**Disposition of property that is land** 1. Any disposal must be in accordance with section 3.58 of the Local Government Act 1995 and associated regulations. 2. The value of the land to be disposed of shall not exceed $20,000, other than if paragraph (3) applies. 3. Where the property is land, valued at $20,001–$100,000, the delegates have authority to dispose of the land if the land is an exempt disposition pursuant to the following: (a) Regulation30(2a)(a): the land is disposed of within 6 months after it has been put to public auction but either no bid is made or any bid made does not reach a reserve price fixed by the local government ; or (b) Regulation30(2a)(b): the land is disposed of within 6months after it has been put out to tender but either no tender is received or any tender received is unacceptable. 4. Delegation of disposition of property that is land is limited to Directors only. **Disposition of property other than land** 1. Any disposal must be in accordance with section 3.58 of the Local Government Act 1995 and associated regulations. 2. The value of property other than land to be disposed of shall not exceed $100,000.
Statutory framework	5.42 Delegation of some powers and duties to CEO 5.43 Limits on delegations to CEO 3.58(2)The power to dispose of property at a public auction or by public tender 3.58(3) The power to dispose of property by private treaty Regulation 30 Dispositions of property excluded from Act s. 3.58 DA 1 – 22A Disposition of Property: Other than by Lease
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	28 April 2023

Adoption references	Verification - Tony Nottle, Chief Executive Officer – 28 April 2023

Amendments			
Date	**Type**	**Amendment**	**References**
10 Jun 2020	New delegation	Verification - Mike Archer, Chief Executive Officer - 10 June 2010	Rescission of DA 1 -22: Adoption of DA 1 – 22A and DA 1 – 22B
4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Engineering and Works > Director Infrastructure and Environment - Director Finance and Corporate Services > Director Corporate Strategy and Performance	---
4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
17 Jun 2024	Amended delegation	New delegation to Manager Financial Services to dispose of property (other than land). Minor revisions to the description of the function being delegated, conditions and statutory references for improved clarity.	CEO approval: Doc Set ID 5423917
2 Jul 2025	Amended delegation	New delegations to Director Community Planning, and Director Economic and Business Development. removed delegation to Manager Financial Services Conditions amended for clarity only. No change to power or duty delegated.	Reviewed by CEO - Doc Set ID: 5709307

Delegation	**S 1 - 22B Disposition of Property: Leasing of Property**
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995 s.5.44 Chief Executive Officer may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995 s.3.58
Function	s.3.58(2) The power to dispose of property at a public auction or by public tender 3.58(3) The power to dispose of property by private treaty
Delegates	Director Corporate Strategy and Performance Director Economic and Business Development Manager Community and Recreation Manager Economic Development and Property
Conditions	1. Leasing and licensing of property, including assignments of existing leases and the renewal of a lease by a lessee, where – (a) The property is an established sporting or community facility (including on managed reserve land) and where any part of the property has been leased before by the City: or (b) The property is for the purpose of storage only and are of an area of not more than 100 square metres. 2. The permitted use of the property must be consistent with: (a) The designated purpose of the property; or (b) The general or ancillary use of the property immediately prior to the entering into of a lease; or (c) If the property has recently been acquired or a new or amended management order has been made in respect of a managed reserve, the purpose for which the property has been acquired or is to be managed. 3. The value of the disposition (inclusive of all options or rights to renew or extend, but not including any provisions for holding over on a month by month basis) must not exceed $25,000 per annum). 4. The maximum term of the disposition, including any right by a lessee to assign the lease or licence or to sublease or sublicense the land and/or buildings shall not exceed 10 years (inclusive of all options or rights to renew or extend, but not including any provisions for holding over on a month by month basis).
Statutory framework	DA 1 – 22B Disposition of Property: Leasing of Property
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	3 March 2026
Adoption references	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277

Amendments			
Date	**Type**	**Amendment**	**References**
10 Jun 2020	New delegation	Verification - Mike Archer, Chief Executive Officer - 10 June 2020	Rescission of DA 1 -22: Adoption of DA 1 – 22A and DA 1 – 22B
4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Community and Commercial Services > Director Economic and Business Development - Director Finance and Corporate Services > Director Corporate Strategy and Performance - Manager Community and Recreation Services > Manager Community and Recreation - Manager Legal and Property > Manager Legal and Governance - Manager Economic and Business Development Services > Manager Economic Development and Property	---
4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
26 Mar 2024	Amended delegation	No change to duties delegated or conditions: Title and conditions amended to remove reference to licence (unless issued in conjunction with a lease), reflecting that a licence is not a disposition of property. Additionally, terminology amended to better align with the Act.	CEO approval: Doc Set ID 5387612
2 Jul 2025	Amended delegation	No change to power or duty delegated. Conditions amended: • 3: Delegation leasing of property increased to a value of $25,000 per annum (from $25,000 total) for a maximum term not exceeding 10 years reflecting current market rents for leases within the Busselton Community Resource Centre. Condition removed: • 5. provide report of leases entered into under delegation to the Council.	Reviewed by CEO - Doc Set ID: 5709307
3 Mar 2026	Amended delegation	No change to power or duty delegated. Removed reference to s3.18 from function as this is not required.	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277

Delegation	**S 1 - 22C Disposition of Residential Property by Lease**
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995 s. 5.42 Delegation of some powers or duties to CEO s. 5.43 Limitation on delegations to CEO
Express power or duty delegated	Local Government Act 1995 s. 3.58 Disposing of Property Local Government (Functions and General) Regulations 1996 Regulation 30(2)(g) Dispositions of Property Excluded from Act s. 3.58
Function	To dispose of residential property by lease to a person
Delegates	Director Economic and Business Development Land and Property Leasing Coordinator Manager Economic Development and Property
Conditions	The consideration under any residential property lease is not to exceed $50,000 per annum
Statutory framework	DA 1 – 22C
Policy	Leasing of City Premises
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers Action taken must be recorded in ECM under the appropriate file structure to meet legislation requirements.
Date adopted	2 March 2026
Adoption references	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277

Amendments			
Date	**Type**	**Amendment**	**References**
3 Mar 2026	Amended delegation	No change to power or duty delegated. Removed reference to s3.18 from function as this is not required.	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277

Delegation	**S1 - 25 Extension of Time; Withdrawal of Notice**
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995 s.5.44 Chief Executive Officer may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995 s.9.19 s.9.20
Function	s.9.19 Extension on time s.9.20 Withdrawal of notice
Delegates	Director Community Planning Manager Community Safety Ranger Coordinator
Conditions	The determination to withdraw an infringement notice is to be made in accordance with: • Operational Practice – Approach to Enforcement, Reviews and Appeals.
Record keeping	GOVN016 - Instrument of Sub Delegation from CEO to Officer
Date adopted	3 March 2026
Adoption references	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277

Amendments

Date	Type	Amendment	References
4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Planning and Development Services > Director Community Planning - Manager Regulatory Services > Manager Community Safety - Ranger and Emergency Services Coordinator > Ranger Coordinator	---
4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
3 Mar 2026	Amended delegation	Removed reference to revoked policy.	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277

Delegation	**S1 - 28 Electoral Rolls and Eligibility for Enrolment**
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995 s.5.44 Chief Executive Officer may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995 s.4.41, s.4.32
Function	s.4.41 – Owners and occupiers roll s.4.32 – Eligibility to enrol under s.4.30, how to claim
Delegates	Director Corporate Strategy and Performance Manager Legal, Governance and Risk
Record keeping	GOVN016 - Instrument of Sub Delegation from CEO to Officers
Date adopted	28 April 2023
Adoption references	Verification - Tony Nottle, Chief Executive Officer

Amendments			
Date	**Type**	**Amendment**	**References**
4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Role ceased: Director Finance and Corporate Services. - Role created: Director Corporate Strategy and Performance - Role ceased: Manager Governance and Corporate Services. - Role created: Manager Legal and Governance.	---
11 Oct 2023	Amended delegation	Delegates updated in line with organisational restructure.	Approval: Doc Set ID 5235102

Delegation	**S1 - 29 Destruction of Records of Elections**
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995 s.5.44 Chief Executive Officer may delegate some powers and duties to other employees
Express power or duty delegated	Local Government (Elections) Regulations 1997 Regulation 82(4)
Function	Regulation 82(4) – Keeping election papers (s4.84(a))
Delegates	Director Corporate Strategy and Performance Manager Systems and Information
Conditions	1. There having passed the necessary statutory timeframe before the destruction is undertaken; and 2. The authority only being exercise in the presence of two other City of Busselton employees.
Record keeping	GOVN016 - Instrument of Sub Delegation from CEO to Officers
Date adopted	28 April 2023
Adoption references	Verification - Tony Nottle, Chief Executive Officer

Amendments			
Date	**Type**	**Amendment**	**References**
4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Finance and Corporate Services > Director Corporate Strategy and Performance - Manager Information Services > Manager Systems and Information	---
4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579

Delegation	**S 1 - 30 Complaints Officer – Code of Conduct for Council Members, Committee Members and Candidates**
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995 s5.44 CEO may delegate powers and duties to other employees
Express power or duty delegated	Council Resolution C2102/032 Schedule 1, Clause 11(3) of the Local Government (Model Code of Conduct) Regulations 2021 Part 3, Clause 12.3 City of Busselton Code of Conduct – Council Members, Committee Members and Candidates
Function	1. The Chief Executive Officer is authorised for the purposes of receiving complaints and withdrawal of complaints in accordance with Schedule 1, Clause 11(3) of the Local Government (Model Code of Conduct) Regulations 2021. 2. Delegate to the Chief Executive Officer the power to appoint one or more persons to receive complaints and withdrawals of complaints in accordance with Schedule 1, Clause 11(3) of the Local Government (Model Code of Conduct) Regulations 2021.
Delegates	Director Corporate Strategy and Performance
Conditions	In accordance with Council Policy: Investigation of Complaints of Alleged Breaches of Behaviour, the City's complaints officer must inform, and keep informed, the Chief Executive Officer regarding any complaints lodged in relation to Part 3 (Behaviours) of the City's Code of Conduct for Council Members, Committee Members and Candidates.
Statutory framework	DA 1 – 25 Complaints Officer – Code of Conduct Council Resolution C2102/032 City of Busselton Code of Conduct for Council Members, Committee Members and Candidates
Policy	Council Policy: Management of Complaints of Alleged Breaches of Behaviour
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	28 April 2023
Adoption references	Verification - Tony Nottle, Chief Executive Officer – 28 April 2023

Amendments			
Date	**Type**	**Amendment**	**References**
24 Feb 2021	New delegation	Implementation	---
27 Apr 2021	Amended delegation	Amended	---
4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Finance and Corporate Services > Director Corporate Strategy and Performance	---
4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
26 Mar 2024	Amended delegation	No change to duties delegated or conditions: Express power or duty delegated refined to the relevant statutory power. Policy references updated to current.	CEO approval: Doc Set ID 5387612
2 May 2025	Amended delegation	Description of power or duty delegated amended to include reference to City of Busselton Code of Conduct - Council Members, Committee Members and Candidates	Reviewed by CEO - Doc Set ID: 5709307

Delegation	**S 2-01 Grant a Building Permit**
Head of power	02 Building Act 2011
Delegator	CEO
Express power to delegate	Building Act 2011 Section 127(6A)
Express power or duty delegated	Building Act 2011 s.18, s.20, s.22, s.27 Building Regulations 2012 r.23, r.24, r.26
Function	1. Require the applicant to provide any document or information that it requires to determine the application and to verify the information by statutory declaration [s.18 (1)]. 2. Refuse to consider an application [s.18(2)]. 3. Grant a building permit [s.20(1)]. 4. Refuse to grant a building permit [s.20(2) and s.22]. 5. Impose conditions on the grant of a permit in addition to any provided for the Building Regulations 2012 [s.27(1)]. 6. Add, vary or revoke conditions imposed on a permit before the building work is completed [s.27(3)]. 7. Refuse to accept an application to extend the time during which a permit has effect made after the expiry day for the permit [r.23(3)]. 8. Extend the time, or refuse to extend the time, during which a permit has effect and impose conditions on the extended permits [r.24]. 9. Approve a new person to be named as the builder on the building permit and amend the details set out in the permit accordingly [r.26(3)(a) and r.26(4)].
Delegates	Building Assistant Building Coordinator Building Surveyor Building Surveyor Technician Cadet Building Surveyor Director Community Planning Manager Planning and Development Senior Building Surveyor
Statutory framework	Building Services (Registration Act) 2011 Home Building Contracts Act 1991 Building and Construction Industry Training Levy Act 1990 Heritage Act 2018 DA 2 - 01 Grant a Building Permit
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	28 August 2026
Adoption references	Sub-Delegation issued by Chief Executive Officer, Annie Riordan, on 28 August 2026. Memo Doc Set ID: 6185200

Delegation	**S 2-02 Demolition Permits**
Head of power	02 Building Act 2011
Delegator	CEO
Express power to delegate	Building Act 2011 Section 127(6A)
Express power or duty delegated	Building Act 2011 s.18, s.21, s.22, s.27 Building Regulations 2012 r.23, r.24, r.26
Function	1. Require the applicant to provide any document or information that it requires to determine the application and to verify the information by statutory declaration [s.18 (1)]. 2. Refuse to consider an application [s.18(2)]. 3. Grant a demolition permit [s.21(1)]. 4. Refuse to grant a demolition permit [s.21(2) and s.22)] 5. Impose conditions on the grant of a permit in addition to any provided for the Building Regulations 2012 [s.27(1)]. 6. Add, vary or revoke conditions imposed on a permit before the demolition work is completed [s.27(3)]. 7. Refuse to accept an application to extend the time during which a permit has effect made after the expiry day for the permit [r.23(3)]. 8. Extend the time, or refuse to extend the time, during which a permit has effect and impose conditions on the extended permits [r.24]. 9. Approve a new person to be named as the demolition contractor on the demolition permit and amend the details set out in the permit accordingly [r.26(3)(b) and r.26(4)].
Delegates	Building Coordinator Building Surveyor Building Surveyor Technician Director Community Planning Manager Planning and Development Senior Building Surveyor
Statutory framework	Building Services (Complaint Resolution and Administration) Act 2011 -– Building and Construction Industry Training Levy Act 1990 Heritage Act 2018
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	28 August 2026
Adoption references	Sub-Delegation issued by Chief Executive Officer, Annie Riordan, on 28 August 2026. Memo Doc Set ID: 6185200

Delegation	**S 2-03 Occupancy Permits and Building Approval Certificates**
Head of power	02 Building Act 2011
Delegator	CEO
Express power to delegate	Building Act 2011 Section 127
Express power or duty delegated	Building Act 2011 s.55, s.58, s.62, s.65 Building Regulations 2012 r.40
Function	1. Require the applicant of an occupancy permit or building approval certificate to provide any document or information that it requires to determine the application and to verify the information by statutory declaration [s.55(1)]. 2. Refuse to consider an application [s.55(2)]. 3. Grant or modify the occupancy permit or grant the building approval certificate [s.58 (1)]. 4. Refuse to grant or modify the occupancy permit or grant the building approval certificate [S.58(2) and s.58(3)]. 5. Impose conditions on the occupancy permit or modification or building approval certificate in addition to any provided for in the Regulations [s.62(1)]. 6. Add, vary, or revoke conditions while the occupancy permit or building approval certificate has effect. [s.62(3)]. 7. Authority to extend, or refuse to extend, the period in which an occupancy permit or building approval certificate has effect. [s.65 and r.40]. 8. Refuse to accept an application to extend the time during which an occupancy permit or a building approval certificate has effect [r.40(2)].
Delegates	Building Coordinator Building Surveyor Building Surveyor Technician Cadet Building Surveyor Director Community Planning Manager Planning and Development Senior Building Surveyor
Statutory framework	Building Services (Complaint Resolution and Administration) Act 2011 Building and Construction Industry Training Levy Act 1990 Heritage Act 2018 DA 2 - 03 Occupancy Permits and Building Approval Certificates
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	28 August 2026
Adoption references	Sub-Delegation issued by Chief Executive Officer, Annie Riordan, on 28 August 2026. Memo Doc Set ID: 6185200

Delegation	**S 2-05 Building Orders**
Head of power	02 Building Act 2011
Delegator	CEO
Express power to delegate	Building Act 2011 Section 127
Express power or duty delegated	Building Act 2011 s.110, s.111, s.117, s.118, s.133
Function	1. Make an order in respect of one or more of the following: a. particular building work; b. particular demolition work; c. a particular building or incidental structure, whether completed before or after commencement day [s.110(1)]. 2. Before making a building order, give each person to whom the order is proposed to be directed written notice of the terms of the proposed order and reasons for it and advise each person of time in which they may make submissions and consider each submission received [s.111(1)] 3. Revoke a building order at any time [s.117(1)] 4. Decide whether the building order has been fully complied with and either revoke the building order or inform each person to whom the order is directed that the building order remains in effect, within 28 days of receiving a notification under s.112(3)(c) [s.117 (2)]. 5. Cause an authorised person to: 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, take such steps as are reasonable in the circumstance to cause the action to cease [s.118(2)]. 6. Recover as a debt from a person who has been served with a copy of a building order the reasonable costs and expenses incurred in doing anything under s.118(2) [s.118(3)] 7. Commence a prosecution for an offence under the *Building Act 2011*. [s.133]
Delegates	Building Coordinator Compliance Coordinator Director Community Planning Manager Community Safety Manager Planning and Development Senior Building Surveyor
Conditions	1. Only the Director Community Planning may commence a prosecution in accordance with s.133(1).
Statutory framework	DA 2 - 05 Building Orders
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	1 September 2026
Adoption references	Sub-Delegation issued by Chief Executive Officer, Annie Riordan, on 28 August 2026. Memo Doc Set ID: 6185200

Delegation	**S2-06 Inspection and Copies of Building Records**
Head of power	02 Building Act 2011
Delegator	CEO
Express power to delegate	Building Act 2011 S.127
Express power or duty delegated	Building Act 2011 s.131(2)
Function	Allow an interested person to inspect a building record and provide to the interested person a copy of the building record [s.131(2)].
Delegates	Administration Officer (Building) Building Assistant Building Coordinator Building Surveyor Building Surveyor Technician Cadet Building Surveyor Director Community Planning Manager Planning and Development Senior Building Surveyor Senior Planning Administration Officer
Statutory framework	DA 2 - 06 Inspection and Copies of Building Records
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	28 August 2026
Adoption references	Sub-Delegation issued by Chief Executive Officer, Annie Riordan, on 28 August 2026. Memo Doc Set ID: 6185200

Delegation	**S2-07 Referrals and Issuing Certificates**
Head of power	02 Building Act 2011
Delegator	CEO
Express power to delegate	Building Act 2011 Section 127(6A)
Express power or duty delegated	Building Act 2011 s.145A(1), (2)
Function	1. Refer uncertified applications to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Issue a certificate for Design Compliance, Construction Compliance, or Building Compliance, whether or not the building or incidental structure is located within the district [s.145A(2)].
Delegates	Building Coordinator Building Surveyor Building Surveyor Technician Director Community Planning Manager Planning and Development Senior Building Surveyor
Statutory framework	DA 2 - 07 Referrals and Issuing Certificates
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	28 August 2026
Adoption references	Sub-Delegation issued by Chief Executive Officer, Annie Riordan, on 28 August 2026. Memo Doc Set ID: 6185200

Delegation	**S2-08 Private Pool Barriers - Alternative and Performance Solutions**
Head of power	02 Building Act 2011
Delegator	CEO
Express power to delegate	Building Act 2011 Section 127
Express power or duty delegated	Building Regulations 2012 r.51(2), (3), (5)
Function	1. 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. Approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier between the building and the private swimming pool would cause: a. significant structural or other problem which is beyond the control of the owner / occupier; or b. significant structural or other problem which is beyond the control of the owner / occupier; or c. a fence or barrier between the building and pool would create a significant access problem for a person with a disability who is a resident at the premises [r.51(3)] 3. 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)].
Delegates	Building Coordinator Director Community Planning Manager Planning and Development
Statutory framework	DA 2 - 08 Private Pool barriers - Alternative and Performance Solutions
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	28 August 2026
Adoption references	Sub-Delegation issued by Chief Executive Officer, Annie Riordan, on 28 August 2026. Memo Doc Set ID: 6185200

Delegation	**S2-09 Smoke Alarms - Alternative Solutions**
Head of power	02 Building Act 2011
Delegator	CEO
Express power to delegate	Building Act 2011 Section 127(6A)
Express power or duty delegated	Building Regulations 2012 r.61(1), (2)
Function	Approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61(1) and r.61(2)].
Delegates	Building Coordinator Director Community Planning Manager Planning and Development
Statutory framework	DA 2 - 09 Smoke Alarms - Alternative Solutions
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	28 August 2026
Adoption references	Sub-Delegation issued by Chief Executive Officer, Annie Riordan, on 28 August 2026. Memo Doc Set ID: 6185200

Delegation	**S 4 - 01 Approve a cat management facility**
Head of power	04 Cat Act 2011
Delegator	CEO
Express power to delegate	Cat Act 2011 s. 45 Delegation by CEO of local government
Express power or duty delegated	Cat Act 2011 s3(1)(c) Approve a cat management facility
Function	Approve, in writing, a cat management facility that is operated by a person or body.
Delegates	Director Community Planning Manager Community Safety Ranger Coordinator
Statutory framework	s. 3 Terms Used s. 44 Delegation by local government s. 45 Delegation by CEO of local government DA 4 - 01 The Powers and Duties of the Local Government Pursuant to the Cat Act 2011 City of Busselton Keeping and Control of Cats Local Law 2014
Policy	Council Policy: Rehoming of Impounded Dogs and Cats
Record keeping	GOVN16 - Instrument of Sub-Delegation from CEO to Officers
Date adopted	5 July 2024
Adoption references	Acting CEO approval: Doc Set ID 5435944

Delegation	**S 4 - 02 Cat registration**
Head of power	04 Cat Act 2011
Delegator	CEO
Express power to delegate	Cat Act 2011 s. 45 Delegation by CEO of local government
Express power or duty delegated	Cat Act 2011 s9 Registration s10 Cancellation of registration s13 Notice to be given of certain decisions made under this subdivision
Function	1. Grant the registration of a cat. 2. Renew the registration of a cat. 3. Refuse to grant the registration of a cat and give notice of the reasons for the decision. 4. Refuse to renew the registration of a cat and give notice of the reasons for the decision. 5. Cancel the registration of a cat and give notice of the reasons for the decision. 6. Request an applicant to provide, within no more that 21 days, any document or information required to determine the application to grant or renew the registration of a cat, and may require the information to be verified by statutory declaration.
Delegates	Cemeteries Administration Officer Customer Information Officer Customer Service Coordinator Director Community Planning Manager Community Safety Ranger and Emergency Services Administration Officer Ranger and Emergency Services Senior Administrator Ranger Coordinator Ranger Services Administration Officer Senior Customer Information Officer
Statutory framework	s9 Registration s10 Cancellation of registration s13 Notice to be given of certain decisions made under this subdivision s. 44 Delegation by local government s. 45 Delegation by CEO of local government DA 4 - 01 The Powers and Duties of the Local Government Pursuant to the Cat Act 2011 City of Busselton Keeping and Control of Cats Local Law 2014
Policy	Council Policy: Rehoming of Impounded Dogs and Cats
Record keeping	GOVN16 - Instrument of Sub-Delegation from CEO to Officers
Date adopted	5 July 2024
Adoption references	Acting CEO approval: Doc Set ID 5435944

Delegation	**S 4 - 03 Issue a cat control notice**
Head of power	04 Cat Act 2011
Delegator	CEO
Express power to delegate	Cat Act 2011 s. 45 Delegation by CEO of local government
Express power or duty delegated	s. 26 Cat control notice may be given to cat owner
Function	Issue a cat control notice to a person who is the owner of a cat which is ordinarily kept within the district.
Delegates	Director Community Planning Manager Community Safety Ranger Coordinator Senior Ranger
Statutory framework	s. 26 Cat control notice may be given to cat owner s. 44 Delegation by local government s. 45 Delegation by CEO of local government DA 4 - 01 The Powers and Duties of the Local Government Pursuant to the Cat Act 2011 City of Busselton Keeping and Control of Cats Local Law 2014
Policy	Council Policy: Rehoming of Impounded Dogs and Cats
Record keeping	GOVN16 - Instrument of Sub-Delegation from CEO to Officers
Date adopted	5 July 2024
Adoption references	Acting CEO approval: Doc Set ID 5435944

Delegation	**S 4 - 04 Cat management facility cost recovery**
Head of power	04 Cat Act 2011
Delegator	CEO
Express power to delegate	Cat Act 2011 s. 45 Delegation by CEO of a local government
Express power or duty delegated	s. 31 Cat owner liable to pay costs to cat management facility
Function	The operator of a cat management facility may recover the amounts of the costs referred to in section 31(1) of the Cat Act 2011 from the owner of the cat in a court of competent jurisdiction.
Delegates	Director Community Planning Manager Community Safety Ranger Coordinator
Statutory framework	s. 31 Cat owner liable to pay costs to cat management facility s. 44 Delegation by local government s. 45 Delegation by CEO of local government DA 4 - 01 The Powers and Duties of the Local Government Pursuant to the Cat Act 2011 City of Busselton Keeping and Control of Cats Local Law 2014
Policy	Council Policy: Rehoming of Impounded Dogs and Cats
Record keeping	GOVN - Instrument of Sub-Delegation from CEO to Officers
Date adopted	3 March 2026
Adoption references	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277

Amendments			
Date	**Type**	**Amendment**	**References**
3 Mar 2026	Amended delegation	Minor formatting amendment - no change to power or duties delegated.	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277

Delegation	**S 4 - 05 Cat management facility power to microchip or sterilise**
Head of power	04 Cat Act 2011
Delegator	CEO
Express power to delegate	Cat Act 2011 s. 45 Delegation by CEO of local government
Express power or duty delegated	s. 33 Operator of cat management facility may have cat microchipped and sterilised
Function	The operator of a cat management facility may do anything necessary to ensure that the cat is microchipped and/or sterilised before the cat is reclaimed or transferred from the facility.
Delegates	Animal Care Facilitator Director Community Planning Manager Community Safety Ranger Coordinator Senior Ranger
Statutory framework	s. 33 Operator of cat management facility may have cat microchipped and sterilised s. 44 Delegation by local government s. 45 Delegation by CEO of local government DA 4 - 01 The Powers and Duties of the Local Government Pursuant to the Cat Act 2011 City of Busselton Keeping and Control of Cats Local Law 2014
Policy	Council Policy: Rehoming of Impounded Dogs and Cats
Record keeping	GOVN16 - Instrument of Sub-Delegation from CEO to Officers
Date adopted	5 July 2024
Adoption references	Acting CEO approval: Doc Set ID 5435944

Delegation	**S 4 - 06 Approval to breed cats**
Head of power	04 Cat Act 2011
Delegator	CEO
Express power to delegate	Cat Act 2011 s. 45 Delegation by CEO of a local government
Express power or duty delegated	s. 37 Approval to breed cats s. 38 Cancellation of approval to breed cats s. 39 Certificate to be given to approved cat breeder s. 40 Notice to be given of certain decisions made under this subsection
Function	1. Grant an approval to breed cats and give a certificate to the applicant. 2. Renew an approval to breed cats and give a certificate to the applicant. 3. Give a replacement certificate to an approved cat breeder, if satisfied that a certificate has been stolen, lost, damaged or destroyed. 4. Refuse to grant an approval to breed cats and give notice of the reasons for the decision. 5. Refuse to renew an approval to breed cats and give notice of the reasons for the decision. 6. Cancel an approval to breed cats and give notice of the reasons for the decision. 7. Request an applicant to provide, within no more that 21 days, any document or information required to determine the application, and may require the information to be verified by statutory declaration.
Delegates	Director Community Planning Manager Community Safety Ranger Coordinator Senior Ranger
Statutory framework	s. 37 Approval to breed cats s. 38 Cancellation of approval to breed cats s. 39 Certificate to be given to approved cat breeder s. 40 Notice to be given of certain decisions made under this subsection s. 44 Delegation by local government s. 45 Delegation by CEO of local government Cat Regulations 2012 DA 4 - 01 The Powers and Duties of the Local Government Pursuant to the Cat Act 2011 City of Busselton Keeping and Control of Cats Local Law 2014
Policy	Council Policy: Rehoming of Impounded Dogs and Cats
Record keeping	GOVN16 - Instrument of Sub-Delegation from CEO to Officers
Date adopted	5 July 2024
Adoption references	Acting CEO approval: Doc Set ID 5435944

Delegation	**S 4 - 07 Infringements**
Head of power	04 Cat Act 2011
Delegator	CEO
Express power to delegate	s45 Delegation by CEO of local government
Express power or duty delegated	s. 63(1)(b) Receive payment of infringement notices under the Cat Act 2011 s. 64 Extension of time s. 65 Withdrawal of notice
Function	1. Receive payments of infringement notices under the Cat Act 2011. 2. Extend the period of 28 days within which the modified penalty may be paid whether or not the period of 28 days has elapsed. 3. Withdraw an infringement notice within one year after the notice was issued whether or not the modified penalty has been paid.
Delegates	Director Community Planning Manager Community Safety Ranger Coordinator
Statutory framework	s. 44 Delegation by local government s. 45 Delegation by CEO of local government s. 63 Content of infringement notice s. 64 Extension of time s. 65 Withdrawal of notice DA 4 - 01 The Powers and Duties of the Local Government Pursuant to the Cat Act 2011 City of Busselton Keeping and Control of Cats Local Law 2014
Policy	Council Policy: Rehoming of Impounded Dogs and Cats
Record keeping	GOVN16 - Instrument of Sub-Delegation from CEO to Officers
Date adopted	5 July 2024
Adoption references	Acting CEO approval: Doc Set ID 5435944

Delegation	**S 7 - 01B PDR1 Local Planning Schemes Regulations 2015 – Schedule 2**
Head of power	07 Planning and Development Act 2005
Delegator	CEO
Express power to delegate	Planning and Development Act 2005: s.162 Planning and Development (Local Planning Schemes) Regulations 2015: Schedule 2
Express power or duty delegated	The Planning and Development (Local Planning Schemes) Regulations 2015
Function	The powers and duties of the local government able to be delegated by a local government to the CEO under clause 82, Schedule 2 – Deemed Provisions for local planning schemes, and hereby delegated by the CEO to an employee of the local government under clause 83, Schedule 2 – *Deemed Provisions for local planning schemes*. Specifically, to decide on matters* pursuant to the Scheme: 1. Determine an application, having regard to listed matters in cl.67 of the Regulations and cl.4.1 of the Scheme, to approve or approve with conditions. 2. Pursuant to cl.77 of the Regulations, determine an application to amend or cancel development approval, having regard to listed matters in cl.67 of the Regulations and cl.4.1 of the Scheme, to approve or approve with conditions. *Pursuant to clause 84C, Schedule 2 – *Deemed provisions for local planning schemes*, prescribed development approval functions in relation to prescribed single house development must be performed for and on behalf of the local government by the local government CEO or an authorised employee, and are not a function of this delegation.
Delegates	Planning Officer Strategic Planner
Conditions	All conditions applicable to delegation DA 7 – 01 (Local Government delegations to the CEO) apply. This delegation further excludes the following matters: 1. An application which the CEO considers should be referred to Council for its decision. 2. Applications assessed as warranting a refusal. 3. Applications for reconsideration pursuant to s.31 of the State Administrative Tribunal Act 2004. 4. Any Non-conforming Use or Use not Listed. 5. Multiple Dwellings. 6. Industry - Extractive. 7. Mining Operations.

	8. Any development application that receives an objection in response to advertising. 9. Development involving a building/place listed on the State Heritage Register. 10. Development involving a Category 1 or 2 building/place on the City of Busselton Heritage List. 11. Any development where the car parking provision is not consistent with the Scheme or local planning policy. 12. Development that incorporates a shipping container, Repurposed Dwelling, Second-Hand Dwelling or railway carriage. 13. Any development on Scheme Reserves and Crown land. 14. Development greater than 800m2 Gross Floor Area. 15. Development greater than $1million estimated cost of development, excluding Single Houses. 16. Development of an Outbuilding, subject to the R-Codes, where the wall height, ridge height and/or total area is not consistent with the Scheme or local planning policy. 17. Development of an Outbuilding, not subject to the R-Codes, where the wall height, ridge height and/or total area is more than 20% greater than prescribed in the Scheme or local planning policy. 18. Development other than an Outbuilding where the height is not consistent with the Scheme or local planning policy. 19. Development in the Coastal Management Special Control Area that is not Infill Development as described in State Planning Policy 2.6. 20. Development in a Floodway or Wetland Special Control Area. 21. Development within a declared Bushfire Prone Area where the building construction requirement would be greater than BAL-29. 22. Change of use to a Vulnerable Land Use in a declared Bushfire Prone Area, that: a. does not comply with the Acceptable Solutions of the Planning for Bushfire Prone Areas Guideline; or b. has a BAL-rating of BAL-40 or above. 23. Development, including change of use, within Special Character Areas under Schedule 4 of the Scheme.
Statutory framework	DA 7 – 01 Development Control
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	24 March 2026
Adoption references	Review by Dr Garry Hunt PSM, CEO (temporary) - 24 March 2026 - ECM Doc Set ID: 6037233

Amendments			
Date	**Type**	**Amendment**	**References**
8 Nov 2021	Amended delegation	Verification - Mike Archer, Chief Executive Officer - 8 November 2021	PDR1 (S1.1) – Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2; City of Busselton Local (Town) Planning Scheme 21
20 Oct 2023	Amended delegation	Clarify power, scope and function, and update per Community Planning operational req'ts.	Approval: Doc Set ID 5242677
15 Dec 2023	Amended delegation	New delegations to approve amendments to development applications (cl.77). Clarified existing exclusions to determine applications for reconsideration.	Approval: Doc Set ID 5287790
28 Jun 2024	Amended delegation	Explanatory note: determining applications for prescribed single house development is no longer a function able to be delegated by the local government (to be performed under authorisation from the CEO from 1 July 2024).	CEO approval: Doc Set ID 5431752
2 Jul 2025	Amended delegation	Amendment to conditions to align with updated delegation DA - 7 - 01 (Removed reference to applications for review). Removed references to Holiday Homes and Bed and Breakfast.	Reviewed by CEO - Doc Set ID: 5709307
24 Mar 2026	Amended delegation	Added new delegate - Strategic Planner	---

Delegation	**S 7 - 01C PDR2 Local Planning Schemes Regulations 2015 – Schedule 2**
Head of power	07 Planning and Development Act 2005
Delegator	CEO
Express power to delegate	Planning and Development Act 2005: s.162 Planning and Development (Local Planning Schemes) Regulations 2015: Schedule 2
Express power or duty delegated	The Planning and Development (Local Planning Schemes) Regulations 2015
Function	The powers and duties of the local government able to be delegated by a local government to the CEO under clause 82, Schedule 2 – *Deemed Provisions for local planning schemes*, and hereby delegated by the CEO to an employee of the local government under clause 83, Schedule 2 – *Deemed Provisions for local planning schemes*. Specifically, to decide on matters* pursuant to the Scheme: 1. Determine an application, having regard to listed matters in cl.67 of the Regulations and cl.4.1 of the Scheme, to approve or approve with conditions. 2. Pursuant to cl.77 of the Regulations, determine an application to amend or cancel development approval, having regard to listed matters in cl.67 of the Regulations and cl.4.1 of the Scheme, to approve or approve with conditions. * Pursuant to clause 84C, Schedule 2 – *Deemed provisions for local planning schemes*, prescribed development approval functions in relation to prescribed single house development must be performed for and on behalf of the local government by the local government CEO or an authorised employee, and are not a function of this delegation.
Delegates	Senior Development Planner Senior Planner (Major Developments) Senior Strategic Planner

Conditions	All conditions applicable to delegation DA 7 – 01 (Local Government delegations to the CEO) apply. This delegation further excludes the following matters: 1. An application which the CEO considers should be referred to Council for its decision. 2. Applications assessed as warranting a refusal. 3. Applications for reconsideration pursuant to s.31 of the State Administrative Tribunal Act 2004. 4. Development involving a building/place listed on the State Heritage Register. 5. Development involving a Category 1 building/place on the City of Busselton Heritage List. 6. Development that incorporates a shipping container, Repurposed Dwelling, Second-Hand Dwelling or railway carriage. 7. Any development on Scheme Reserves and Crown Land. 8. Development in the Service Commercial and Centre zones where parking provision is not consistent with the Scheme or local planning policy. 9. Development greater than 2000m2 Gross Floor Area. 10. Development greater than $2million estimated cost of development, excluding Single Houses. 11. Development in the Coastal Management Special Control Area that is not Infill Development as described in State Planning Policy 2.6. 12. Development in a Floodway or Wetland Special Control Area. 13. Development outside a Residential Built Out Area within a declared Bushfire Prone Area, where the building construction requirement would be BAL-FZ. 14. Change of use to a Vulnerable Land Use outside a Residential Built Out Area in a declared Bushfire Prone Area, which has a final BAL-rating of BAL-FZ.
Statutory framework	DA 7 – 01 Development Control
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	24 March 2026
Adoption references	Review by Dr Garry Hunt PSM, CEO (temporary) - 24 March 2026 - ECM Doc Set ID: 6037233

Amendments			
Date	**Type**	**Amendment**	**References**
8 Nov 2021	Amended delegation	Verification - Mike Archer, Chief Executive Officer - 8 November 2021	PDR1 (S1.2) – Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2; City of Busselton Local (Town) Planning Scheme 21
4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Building Services Coordinator > Building Coordinator	---
20 Oct 2023	Amended delegation	Clarify power, scope and function, and update per Community Planning operational req'ts. Remove delegation to Building Coordinator. New delegation to Senior Planner (Major Developments) and Senior Development Planner.	Approval: Doc Set ID 5242677
15 Dec 2023	Amended delegation	New delegations to approve amendments to development applications (cl.77). Clarified existing exclusion to determine applications for reconsideration.	Approval: Doc Set ID 5287790
28 Jun 2024	Amended delegation	Explanatory note: determining applications for prescribed single house development is no longer a function able to be delegated by the local government (to be performed under authorisation from the CEO from 1 July 2024).	CEO approval: Doc Set ID 5431752
2 Jul 2025	Amended delegation	Removed reference to applications for review as defined in DA7-01 to align with head delegation.	Reviewed by CEO - Doc Set ID: 5709307
24 Mar 2026	Amended delegation	Added new delegate - Senior Strategic Planner	Review by CEO - 24 March 2026 - ECM Doc Set ID: 6037233

Delegation	**S 7 - 01D PDR3 Local Planning Schemes Regulations 2015 – Schedule 2**
Head of power	07 Planning and Development Act 2005
Delegator	CEO
Express power to delegate	Planning and Development Act 2005: s.162 Planning and Development (Local Planning Schemes) Regulations 2015: Schedule 2
Express power or duty delegated	The Planning and Development (Local Planning Schemes) Regulations 2015
Function	The powers and duties of the local government able to be delegated by a local government to the CEO under clause 82, Schedule 2 – *Deemed Provisions for local planning schemes*, and hereby delegated by the CEO to an employee of the local government under clause 83, Schedule 2 – *Deemed Provisions for local planning schemes*. Specifically, to decide on matters* pursuant to the Scheme: 1. Determine an application, having regard to listed matters in cl.67 of the Regulations and cl.4.1 of the Scheme, to approve or approve with conditions. 2. Pursuant to cl.77 of the Regulations, determine an application to amend or cancel development approval, having regard to listed matters in cl.67 of the Regulations and cl.4.1 of the Scheme, to approve or approve with conditions. 3. Determine an application for development on a Reserve or Crown Land. *Pursuant to clause 84C, Schedule 2 – *Deemed provisions for local planning schemes*, prescribed development approval functions in relation to prescribed single house development must be performed for and on behalf of the local government by the local government CEO or an authorised employee, and are not a function of this delegation.
Delegates	Major Development and Subdivision Coordinator Planning Development and Policy Coordinator

Conditions	All conditions applicable to delegation DA 7 – 01 (Local Government delegations to the CEO) apply. This delegation further excludes the following matters: 1. An application which the CEO considers should be referred to Council for its decision. 2. Applications assessed as warranting a refusal. 3. Applications for reconsideration pursuant to s.31 of the State Administrative Tribunal Act 2004. 4. Development involving a building/place listed on the State Heritage Register which is not consistent with referral comments from the Heritage Council. 5. Development in the Service Commercial and Centre zones with a parking shortfall greater than 25% of the standard prescribed in the local planning policy. 6. Development in the Coastal Management Special Control Area that is not Infill Development as described in State Planning Policy 2.6. 7. Change of use to a Vulnerable Land Use outside a Residential Built Out Area in a declared Bushfire Prone Area, which has a final BAL-rating of BAL-FZ.
Statutory framework	DA 7 – 01 Development Control
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	8 November 2021
Adoption references	Initial Verification - Mike Archer, Chief Executive Officer - 8 November 2021 Currently under review

Amendments			
Date	**Type**	**Amendment**	**References**
8 Nov 2021	Amended delegation	Verification - Mike Archer, Chief Executive Officer - 8 November 2021	PDR1 (S1.3) – Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2; City of Busselton Local (Town) Planning Scheme 21
4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Statutory Planning Coordinator > Position Terminated	---
20 Oct 2023	Amended delegation	Clarify power, scope and function, and update per Community Planning operational req'ts. Remove delegation to Senior Development Planner (delegation now under S7 – 01C) and Statutory Planning Coordinator (role eliminated). New delegation to Planning Development and Policy Coordinator and Major Development and Subdivision Coordinator.	Approval: Doc Set ID 5242677
15 Dec 2023	Amended delegation	New delegations to approve amendments to development applications (cl.77). Clarified existing exclusion to determine applications for reconsideration.	Approval: Doc Set ID 5287790
28 Jun 2024	Amended delegation	Explanatory note: determining applications for prescribed single house development is no longer a function able to be delegated by the local government (to be performed under authorisation from the CEO from 1 July 2024).	CEO approval: Doc Set ID 5431752
2 Jul 2025	Amended delegation	Removed reference to applications for review as defined in DA7-01 to align with head delegation.	Reviewed by CEO - Doc Set ID: 5709307

Delegation	**S 7 - 01E PDR4 Local Planning Schemes Regulations 2015 – Schedule 2**
Head of power	07 Planning and Development Act 2005
Delegator	CEO
Express power to delegate	Planning and Development Act 2005: s.162 Planning and Development (Local Planning Schemes) Regulations 2015: Schedule 2
Express power or duty delegated	The Planning and Development (Local Planning Schemes) Regulations 2015

Function	The powers and duties of the local government able to be delegated by a local government to the CEO under clause 82, Schedule 2 – *Deemed Provisions for local planning schemes*, and hereby delegated by the CEO to an employee of the local government under clause 83, Schedule 2 – *Deemed Provisions for local planning schemes*. To decide on matters* pursuant to the Scheme: 1. Determine an application, having regard to listed matters in cl.67 of the Regulations and cl.4.1 of the Scheme, to approve or approve with conditions. 2. Pursuant to cl.77 of the Regulations, determine an application to amend or cancel development approval, having regard to listed matters in cl.67 of the Regulations and cl.4.1 of the Scheme, to approve or approve with conditions. 3. Determine an application for development on a Reserve or Crown Land. 4. Determine to approve or amend a Local Development Plan. 5. Determine an application, having regard to listed matters in cl.68 (2) (c) to refuse to grant approval. 6. Pursuant to cl.71 of the Regulations, determine to extend the term of commencement approval. 7. Determine to extend time for assessment. 8. Pursuant to s.31 of the State Administrative Tribunal Act 2004, review upon being invited by the Tribunal (SAT), to determine either to affirm, vary or substitute a new decision; but only where the decision was made under delegation. 9. Determine routine agreements with an owner affected by the provisions of the Scheme in respect of any matter pertaining to the Scheme (refer note below). 10. Determine to require the repair of an advertisement in accordance with clause 80 Schedule 2 of the Regulations. *Pursuant to clause 84C, Schedule 2 – *Deemed provisions for local planning schemes*, prescribed development approval functions in relation to prescribed single house development must be performed for and on behalf of the local government by the local government CEO or an authorised employee, and are not a function of this delegation. Notes: Routine agreements are only those that are contemplated within normal operations and do not adversely affect the annual budget or the long term financial plan and present a Low Risk (Risk Management Framework). Examples of routine agreements include but are not limited to the furtherance of conditions of subdivision approval or strata subdivision approval issued by the Western Australian Planning Commission (which may include easements, restrictive covenants, or section 70A notification) or in furtherance of any condition of planning approval of an application determined by the City.
Delegates	Manager Planning and Development
Conditions	All conditions applicable to delegation DA 7 – 01 (Local Government delegations to the CEO) apply.
Statutory framework	DA 7 – 01 Development Control

Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	8 November 2021
Adoption references	Initial Verification - Mike Archer, Chief Executive Officer - 8 November 2021 Currently under review

Amendments			
Date	**Type**	**Amendment**	**References**
8 Nov 2021	Amended delegation	Verification - Mike Archer, Chief Executive Officer - 8 November 2021	PDR1 (S1.4) – Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2; City of Busselton Local (Town) Planning Scheme 21
4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Manager Development Services > Manager Planning and Development	---
20 Oct 2023	Amended delegation	Clarify power, scope and function.	Approval: Doc Set ID 5242677
15 Dec 2023	Amended delegation	No change to delegated authority. Clarified existing delegations to amend or cancel a development approval, and determine applications for reconsideration.	Approval: Doc Set ID 5287790
28 Jun 2024	Amended delegation	Explanatory note: determining applications for prescribed single house development is no longer a function able to be delegated by the local government (to be performed under authorisation from the CEO from 1 July 2024).	CEO approval: Doc Set ID 5431752
2 Jul 2025	Amended delegation	Removed condition 4. Applications for reconsideration as defined in Delegation DA 7 – 01 as this condition has been removed from Delegation DA 7 – 01. Conditions renumbered accordingly.	Reviewed by CEO - Doc Set ID: 5709307

Delegation	**S 7 - 01F PDR5 Local Planning Schemes Regulations 2015 – Schedule 2**
Head of power	07 Planning and Development Act 2005
Delegator	CEO
Express power to delegate	Planning and Development Act 2005: s.162 Planning and Development (Local Planning Schemes) Regulations 2015: Schedule 2
Express power or duty delegated	The Planning and Development (Local Planning Schemes) Regulations 2015

Function	The powers and duties of the local government able to be delegated by a local government to the CEO under clause 82, Schedule 2 – *Deemed Provisions for local planning schemes*, and hereby delegated by the CEO to an employee of the local government under clause 83, Schedule 2 – *Deemed Provisions for local planning schemes*. To decide on matters* pursuant to the Scheme, including but not limited to: 1. Determine an application, having regard to listed matters in cl.67 of the Regulations and cl.4.1 of the Scheme, to approve or approve with conditions. 2. Pursuant to cl.77 of the Regulations, determine an application to amend or cancel development approval, having regard to listed matters in cl.67 of the Regulations and cl.4.1 of the Scheme, to approve or approve with conditions. 3. Determine an application for development on a Reserve or Crown Land. 4. Determine to amend and provide a recommendation to the Commission on a Structure Plan. 5. Determine to amend and provide a recommendation to the Commission on an Activity Centre Plan. 6. Determine to approve or amend a Local Development Plan. 7. Determine an application, having regard to listed matters in cl.68 (2) (c) to refuse to grant approval. 8. Applications for reconsideration as defined in Delegation DA 7 – 01. 9. Pursuant to cl.71 of the Regulations, determine to extend the term of commencement of an approval. 10. Pursuant to s.31 of the State Administrative Tribunal Act 2004, review upon being invited by the Tribunal (SAT), to determine either to affirm, vary or substitute a new decision; but only where the decision was made under delegation. 11. Determine routine agreements with an owner affected by the provisions of the Scheme in respect of any matter pertaining to the Scheme (refer note below). 12. Determine to require the repair of an advertisement in accordance with clause 80 Schedule 2 of the Regulations. * Pursuant to clause 84C, Schedule 2 – *Deemed provisions for local planning schemes*, prescribed development approval functions in relation to prescribed single house development must be performed for and on behalf of the local government by the local government CEO or an authorised employee, and are not a function of this delegation. Notes: Routine agreements are only those that are contemplated within normal operations and do not adversely affect the annual budget or the long term financial plan and present a Low Risk (Risk Management Framework). Examples of routine agreements include but are not limited to the furtherance of conditions of subdivision approval or strata subdivision approval issued by the Western Australian Planning Commission (which may include easements, restrictive covenants, or section 70A notification) or in furtherance of any condition of planning approval of an application determined by the City.
Delegates	Director Community Planning

Conditions	All conditions applicable to delegation DA 7 – 01 (Local Government delegations to the CEO) apply.
Statutory framework	DA 7 – 01 Development Control
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	8 November 2021
Adoption references	Initial Verification - Mike Archer, Chief Executive Officer - 8 November 2021 Currently under review

Amendments			
Date	**Type**	**Amendment**	**References**
8 Nov 2021	Amended delegation	Verification - Mike Archer, Chief Executive Officer - 8 November 2021	PDR1 (S1.5) – Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2; City of Busselton Local (Town) Planning Scheme 21
4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Planning and Development Services > Director Community Planning	---
20 Oct 2023	Amended delegation	Clarify power, scope and function. Remove delegation to Director Planning and Development Services (role ceased), new delegation to Director Community Planning (new role).	Approval: Doc Set ID 5242677
15 Dec 2023	Amended delegation	No change to delegated authority. Clarified existing delegations to amend or cancel a development approval, and determine applications for reconsideration.	Approval: Doc Set ID 5287790
28 Jun 2024	Amended delegation	Explanatory note: determining applications for prescribed single house development is no longer a function able to be delegated by the local government (to be performed under authorisation from the CEO from 1 July 2024).	CEO approval: Doc Set ID 5431752

Delegation	**S 7 - 02 Unauthorised Development**
Head of power	07 Planning and Development Act 2005
Delegator	CEO
Express power to delegate	Local Government Act 1995 s.5.44 Chief Executive Officer may delegate some powers and duties to other employees Planning and Development Act 2005 s.214(2), s.214(3) and s.214(5)
Express power or duty delegated	The Planning and Development Act 2005 s.214
Function	s.214(2) The power to give written direction to stop or not recommence s.2.14(3) The power to give written direction to remove or restore s.2.14(5) The power to given written direction to execute the work
Delegates	Director Community Planning
Conditions	To be undertaken in consultation with the City of Busselton Legal Services Business Unit
Statutory framework	DA 7 – 02 Unauthorised Development
Record keeping	GOVN16 – Instrument of Sub-Delegation from CEO to Officers
Date adopted	30 June 2011
Adoption references	Initial Verification - Mike Archer, Chief Executive Officer - 30 June 2011 Recent Amendment - 15 June 2015 (5b(S1) Currently under review

Amendments

Date	Type	Amendment	References
30 Jun 2011	New delegation	Initial Verification - Mike Archer, Chief Executive Officer - 30 June 2011	---
15 Jun 2015	Amended delegation	Amendment - addition of condition	5B(S1)
4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Planning and Community Services > Director Community Planning	---
4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579

AMENDMENTS

Delegation	Date	Type	Amendment	References
DA 1 - 01 Issuing Notices	2 Jun 2008	New delegation	Initial Council Resolution: C0806/188	Nil
DA 1 - 01 Issuing Notices	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 1 - 01 Issuing Notices	16 Oct 2024	Amended delegation	No change to power or duty delegated. Minor amendments to description of function for clarity.	C2410/268
DA 1 - 02 Entry in an Emergency	4 Jun 2018	New delegation	Initial Council Resolution: C1806/188	Nil
DA 1 - 02 Entry in an Emergency	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 1 - 03 Abandoned Vehicle Wreck	4 Jun 2018	New delegation	Initial Council Resolution: C1806/188	Nil
DA 1 - 03 Abandoned Vehicle Wreck	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 1 - 04 Confiscated or Uncollected Goods	2 Jun 2008	New delegation	Initial Council Resolution: C0806/188	Nil
DA 1 - 04 Confiscated or Uncollected Goods	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 1 – 05 Closure of Thoroughfares	22 Oct 2018	Amended delegation	Previous Delegation Reference - 3H (S1) Closing Certain Thoroughfares to Vehicles and Partial Closure of Thoroughfares for Repairs or Maintenance	Nil
DA 1 – 05 Closure of Thoroughfares	13 Oct 2021	Amended delegation	Initial Council Resolution C0806/188 Previous Delegation Reference - LG3H – Closing of Certain Thoroughfares to Vehicles and Partial Closure of Thoroughfare for Repairs or Maintenance	Recent Council Resolution C2110/057
DA 1 – 05 Closure of Thoroughfares	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 1 – 07 Inviting, Rejecting and Accepting Tenders	22 Oct 2018	Amended delegation	Previous Sub Delegation Reference LG3J(S1) Inviting Tenders and Rejecting and Accepting Tenders	Nil

Delegation	Date	Type	Amendment	References
DA 1 – 07 Inviting, Rejecting and Accepting Tenders	13 Oct 2021	Amended delegation	Recent Changes: Amendments to Condition Initial Council Resolution C1103/179 Previous Delegation Reference - LG3J – Inviting Tenders and Rejecting and Accepting Tenders	Recent Council Resolution C2110/057
DA 1 – 07 Inviting, Rejecting and Accepting Tenders	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 1 – 07 Inviting, Rejecting and Accepting Tenders	28 Apr 2023	Amended delegation	Amended sub delegations: Functions and Conditions	Verification - Tony Nottle, CEO 28 April 2023
DA 1 – 07 Inviting, Rejecting and Accepting Tenders	16 Oct 2024	Amended delegation	No change to power or duty delegated. Minor amendments to description of function for clarity. Conditions amended for clarity, and to specify delegation to accept tenders for good and services may only be exercised if there is a provision for the purchase in the adopted budget or Long-Term Financial Plan.	C2410/268
DA 1 – 07 Inviting, Rejecting and Accepting Tenders	8 Oct 2025	Amended delegation	No change to power or duty delegated. Removed reference to s3.18 from function as it is unnecessary.	Nil
DA 1 – 08 Expression of Interest for Goods and Services	13 Oct 2021	Amended delegation	Initial Council Resolution C1606/139 Previous Delegation Reference - LG3K – Preliminary Selection of Tenderers	Recent Council Resolution C2110/057
DA 1 – 08 Expression of Interest for Goods and Services	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 1 – 08 Expression of Interest for Goods and Services	16 Oct 2024	Amended delegation	No change to power or duty delegated. Minor amendments to description of function for clarity.	C2410/268
DA 1 – 10 Panels of Pre-Qualified Suppliers	13 Oct 2021	Amended delegation	Initial Council Resolution C1508/219 Previous Delegation Reference - LG3M – Establishment of Panels of Pre-Qualified Suppliers	Recent Council Resolution C2110/057
DA 1 – 10 Panels of Pre-Qualified Suppliers	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil

Delegation	Date	Type	Amendment	References
DA 1 – 12 Disposing of Property (Leases at the Busselton Margaret River Airport)	13 Oct 2021	Amended delegation	Initial Council Resolution C1811/244 Previous Delegation Reference - LG3O – Disposing of Property (Leases at Busselton Margaret River Airport)	Recent Council Resolution C2110/057
DA 1 – 12 Disposing of Property (Leases at the Busselton Margaret River Airport)	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 1 – 12 Disposing of Property (Leases at the Busselton Margaret River Airport)	18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
DA 1 – 12 Disposing of Property (Leases at the Busselton Margaret River Airport)	16 Oct 2024	Amended delegation	No change to power or duty delegated. Minor amendments to description of function for clarity. Conditions amended as follows: • 4(a): Initial annual market rental value of the lease being less than $25,000 p.a. for ground lease (previously $10,000); and • 6: Condition removed: provide report of leases entered into under delegation to the Council.	C2410/268
DA 1 – 12 Disposing of Property (Leases at the Busselton Margaret River Airport)	8 Oct 2025	Amended delegation	No change to power or duty delegated. Removed reference to s3.18 from function as it is unnecessary.	Nil
DA 1 – 12 Disposing of Property (Leases at the Busselton Margaret River Airport)	21 Oct 2026	Amended delegation	Amendment to condition to increase value allowable for ground leases to $30,000.	Nil
DA 1 – 13 Dispose of sick or injured animals	12 Dec 2018	Amended delegation	Previous Sub Delegation Reference - 3Q(S1) – Authority to destroy an impounded sick or injured animal	Nil
DA 1 – 13 Dispose of sick or injured animals	13 Oct 2021	Amended delegation	Initial Council Resolution C1812/264 Previous Delegation Reference - LG3Q – Authority to destroy an impounded sick or injured animal	Recent Council Resolution C2110/057
DA 1 – 13 Dispose of sick or injured animals	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil

Delegation	Date	Type	Amendment	References
DA 1 – 13 Dispose of sick or injured animals	16 Oct 2024	Amended delegation	No change to power or duty delegated. Policy references updated to remove policies not current or not relevant.	C2410/268
DA 1 – 13 Dispose of sick or injured animals	21 Oct 2026	Amended delegation	No change to power or duty delegated. Updated policy reference.	C2610/280
DA 1 – 14 Power to Defer, Grant Discounts, Waive or Write-Off Debts	18 Dec 2018	Amended delegation	Corrections and amalgamation of 6B (S1) and 6B	Nil
DA 1 – 14 Power to Defer, Grant Discounts, Waive or Write-Off Debts	18 Dec 2018	Amended delegation	Previous Sub Delegation Reference 6B (S1) Power to Defer, Grant Discounts, Waive or Write-Off Debts	Nil
DA 1 – 14 Power to Defer, Grant Discounts, Waive or Write-Off Debts	30 Jul 2020	Amended delegation	Amended to include all Directors and amended monetary amounts due to the City's response to the COVID-19 Crisis	C2007/075
DA 1 – 14 Power to Defer, Grant Discounts, Waive or Write-Off Debts	13 Oct 2021	Amended delegation	Initial Council Resolution C0806/188 Previous Delegation Reference LG6B – Power to Defer, Grant Discounts, Waive or Write-off Debts	Recent Council Resolution C2110/057
DA 1 – 14 Power to Defer, Grant Discounts, Waive or Write-Off Debts	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 1 – 14 Power to Defer, Grant Discounts, Waive or Write-Off Debts	16 Oct 2024	Amended delegation	No change to power or duty delegated. Policy references updated to include Council Policy: Community Hire of City Property	C2410/268
DA 1 – 14 Power to Defer, Grant Discounts, Waive or Write-Off Debts	21 Oct 2026	Amended delegation	Amendment to conditions to simplify wording and amend all values to a consistent $10,000.	C2610/280
DA 1 – 15 Rates and Service Charges	15 Jun 2015	Amended delegation	Previous Sub Delegation Reference 6C (S1) Rates and Service Charges	Nil
DA 1 – 15 Rates and Service Charges	13 Oct 2021	Amended delegation	Initial Council Resolution C0806/188 Previous Delegations Reference - LG6C – Rates and Service Charges	Recent Council Resolution C2110/057

Delegation	Date	Type	Amendment	References
DA 1 – 15 Rates and Service Charges	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 1 – 15 Rates and Service Charges	16 Oct 2024	Amended delegation	Description of function amended for clarity. In addition: • s6.45(3): The power to impose an additional charge for instalments has been removed, as this function is performed by the Council when adopting the annual budget. • s.6.60(2): Require a lessee to pay the local government rent in satisfaction of an outstanding rate or service charge has been included for completeness. • s.6.64(3): Lodge and withdraw a caveat in respect of land where payment of rate or service charges imposed are in arrears has been included for completeness.	C2410/268
DA 1 – 15 Rates and Service Charges	21 Oct 2026	Amended delegation	No change to power or duty delegated. Policy references updated.	C2610/280
DA 1 – 16 Investment of Surplus Funds	13 Oct 2021	Amended delegation	Initial Council Resolution C0806/188 Previous Delegation Reference LG6D – Investment of Surplus Funds	Recent Council Resolution C2110/057
DA 1 – 16 Investment of Surplus Funds	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 1 – 19 Urgent Legal Representation	13 Oct 2021	Amended delegation	Initial Council Resolution C0806/188 Previous Delegation Reference - LG5A – Provision of Urgent Legal Services	Recent Council Resolution C2110/057
DA 1 – 19 Urgent Legal Representation	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 1 – 19 Urgent Legal Representation	18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
DA 1 – 19 Urgent Legal Representation	16 Oct 2024	Amended delegation	No change to power or duty delegated. Policy references updated to remove DLGSC Operational Guideline 14.	C2410/268

Delegation	Date	Type	Amendment	References
DA 1 – 20 Administer Local Laws	1 Jun 2008	New delegation	Initial Council Resolution C0806/188 Recent Council Resolution C2101/010 Previous Delegation Reference - LG3A – Executive Function – Determining Applications Under Local Laws and Enforcement of Local Law Provisions	Nil
DA 1 – 20 Administer Local Laws	1 Jan 2021	Amended delegation	Previous Sub Delegation Reference: 3A(S1) Executive Function – All functions as provided for the local government pursuant to the Holiday Homes Local Law 2012 3A(S3) Executive Function – All functions as provided for the local government pursuant to the Activities in Thoroughfares and Public Places and Trading Local Law 2015 3A(S4) Executive Function – Determining Applications and Issuing Permits under the Jetties Local Law 3A(S5) Executive Function – All functions as provided for the local government pursuant to the Property Local Law 2010 LG3B(b)(S1) – Executive Function – Determining Applications for the Serving of Alcohol on City Property	Nil
DA 1 – 20 Administer Local Laws	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 1 – 20 Administer Local Laws	16 Oct 2024	Amended delegation	No change to power or duty delegated. Hyperlinks to local laws on the City's website have been updated.	C2410/268
DA 1 – 20 Administer Local Laws	8 Oct 2025	Amended delegation	No change to power or duty delegated. Reworded delegation to better identify the power and function of the delegation.	Nil
DA 1 – 21 Acquisition of Property	1 Jun 2017	New delegation	Initial Council Resolution C1706/151 Recent Council Resolution C2101/010 Previous Delegation Reference - LG3B – Acquisition of Property	Nil
DA 1 – 21 Acquisition of Property	16 Mar 2018	Amended delegation	Previous Sub Delegation Reference LG3B(S1) Acquisition of Property	Nil
DA 1 – 21 Acquisition of Property	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil

Delegation	Date	Type	Amendment	References
DA 1 – 21 Acquisition of Property	18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
DA 1 – 21 Acquisition of Property	16 Oct 2024	Amended delegation	No change to power or duty delegated. Conditions amended to specify delegation may only be exercised if there is a provision for the acquisition in the adopted budget or Long Term Financial Plan.	C2410/268
DA 1 – 21 Acquisition of Property	8 Oct 2025	Amended delegation	No change to power or duty delegated, however the delegation has been reworded to better identify the relevant power which is being delegated.	Nil
DA 1 – 22A Disposition of Property: Other than by Lease	30 Jun 2020	New delegation	Rescission of DA 1 -22: Adoption of DA 1 – 22A and DA 1 – 22B	Nil
DA 1 – 22A Disposition of Property: Other than by Lease	13 Oct 2021	Amended delegation	Initial Council Resolution C2006/050 Previous Delegation Reference DA 1 – 22 – Disposing of Property LG3C – Disposing of Property	Recent Council Resolution C2110/057
DA 1 – 22A Disposition of Property: Other than by Lease	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 1 – 22A Disposition of Property: Other than by Lease	16 Oct 2024	Amended delegation	No change to power or duty delegated. Conditions amended for clarity (but not changed).	C2410/268
DA 1 – 22A Disposition of Property: Other than by Lease	8 Oct 2025	Amended delegation	No change to power or duty delegated. Removed reference to s3.18 from function as this is unnecessary.	Nil
DA 1 – 22A Disposition of Property: Other than by Lease	21 Oct 2026	Amended delegation	Amended conditions to simplify and implement a consistent maximum value of $100,000 to all disposals under these delegations.	C2610/280
DA 1 – 22B Disposition of Property: Leasing of Property	30 Jun 2020	New delegation	Rescission of DA 1 -22: Adoption of DA 1 – 22A and DA 1 – 22B	Nil

Delegation	Date	Type	Amendment	References
DA 1 – 22B Disposition of Property: Leasing of Property	13 Oct 2021	Amended delegation	Initial Council Resolution C2006/050 Previous Delegation Reference - DA 1 – 22 – Disposing of Property LG3C – Disposing of Property	Recent Council Resolution C2110/057
DA 1 – 22B Disposition of Property: Leasing of Property	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 1 – 22B Disposition of Property: Leasing of Property	18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
DA 1 – 22B Disposition of Property: Leasing of Property	16 Oct 2024	Amended delegation	No change to power or duty delegated. Conditions amended: • 3: Delegation leasing of property increased to a value of $25,000 per annum (from $25,000 total) for a maximum term not exceeding 10 years reflecting current market rents for leases within the Busselton Community Resource Centre. • Condition removed: provide report of leases entered into under delegation to the Council.	C2410/268
DA 1 – 22B Disposition of Property: Leasing of Property	8 Oct 2025	Amended delegation	No change to power or duty delegated. Removed reference to s3.18 from function as this is unnecessary.	Nil
DA 1 – 22B Disposition of Property: Leasing of Property	21 Oct 2026	Amended delegation	Amended condition to increase maximum disposal value to $30,000. Conditions also amended to allow the CEO to determine commercial leases on Crown land where the property has been previously leased, subject to term limits of 5 years and rental value caps.	C2610/280
DA 1 – 22C Disposition of Residential Property by Lease	16 Aug 2023	New delegation	New Delegation	C2308/79
DA 1 – 22C Disposition of Residential Property by Lease	8 Oct 2025	Amended delegation	No change to power or duty delegated. Removed reference to s3.18 from function as this is not required.	Nil

Delegation	Date	Type	Amendment	References
DA 1 – 23 Payments from Municipal Fund or Trust Fund	13 Oct 2021	Amended delegation	Initial Council Resolution C0806/188 Previous Delegations Reference - LG6A – Payments from the Municipal Fund or Trust Fund	Recent Council Resolution C2110/057
DA 1 – 23 Payments from Municipal Fund or Trust Fund	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 1 – 23 Payments from Municipal Fund or Trust Fund	30 Sep 2026	Amended delegation	Amended to remove conditions.	C2610/280
DA 1 – 24 Affixing of the Common Seal	13 Oct 2021	Amended delegation	Initial Council Resolution C1005/169 Previous Delegation Reference - LG9B – Authorising the Affixing of the Common Seal to Documents	Recent Council Resolution C2110/057
DA 1 – 24 Affixing of the Common Seal	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 1 – 24 Affixing of the Common Seal	16 Oct 2024	Amended delegation	No change to power or duty delegated. Minor amendments to description of function for clarity. Condition removed, as it did not in fact reflect a condition of delegation (instead a description of function).	C2410/268
DA 1 – 25 Complaints Officer - Code of Conduct	1 Feb 2021	New delegation	Initial Council Resolution: C2102/032	Nil
DA 1 – 25 Complaints Officer - Code of Conduct	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 1 – 25 Complaints Officer - Code of Conduct	18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
DA 1 – 25 Complaints Officer - Code of Conduct	16 Oct 2024	Amended delegation	Description of power or duty delegated amended to include reference to City of Busselton Code of Conduct – Council Members, Committee Members and Candidates (in addition to Model Code of Conduct).	C2410/268

Delegation	Date	Type	Amendment	References
DA 1 – 25 Complaints Officer - Code of Conduct	21 Oct 2026	Amended delegation	Updated power or duty delegated to reflect the correct clause in the updated Code of Conduct for Council Members, Committee Members, and Candidates.	C2610/280
DA 2 - 01 Grant a Building Permit	25 Sep 2014	Amended delegation	Previous Sub Delegation Reference BA1(S1) Building Act 2011; Building Regulations 2012	Nil
DA 2 - 01 Grant a Building Permit	13 Oct 2021	Amended delegation	Initial Council Resolution C1110/334 Previous Delegation Reference BA1 – Powers of the Local Government pursuant to the Building Act 2011	Recent Council Resolution C2110/057
DA 2 - 01 Grant a Building Permit	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 2 - 01 Grant a Building Permit	18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
DA 2 - 01 Grant a Building Permit	21 Oct 2026	Amended delegation	No change to power or duty delegated, however wording of the function has been reworded for better explanation and clarity of what is delegated.	C2610/280
DA 2 - 02 Demolition Permits	3 Oct 2011	New delegation	Initial Council Resolution: C1110/334	Nil
DA 2 - 02 Demolition Permits	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 2 - 02 Demolition Permits	18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
DA 2 - 02 Demolition Permits	21 Oct 2026	Amended delegation	No change to power or duty delegated, however wording of the function has been reworded for better explanation and clarity of what is delegated.	C2610/280
DA 2 - 03 Occupancy Permits and Building Approval Certificates	3 Oct 2011	New delegation	Initial Council Resolution: C1110/334	Nil
DA 2 - 03 Occupancy Permits and Building Approval Certificates	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil

Delegation	Date	Type	Amendment	References
DA 2 - 03 Occupancy Permits and Building Approval Certificates	18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
DA 2 - 03 Occupancy Permits and Building Approval Certificates	21 Oct 2026	Amended delegation	No change to power or duty delegated, however wording of the function has been reworded for better explanation and clarity of what is delegated.	C2610/280
DA 2 - 04 Designate Employees as Authorised Persons	3 Oct 2011	New delegation	Initial Council Resolution: C1110/334	Nil
DA 2 - 04 Designate Employees as Authorised Persons	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 2 - 05 Building Orders	3 Oct 2011	New delegation	Initial Council Resolution: C1110/334	Nil
DA 2 - 05 Building Orders	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 2 - 05 Building Orders	21 Oct 2026	Amended delegation	No change to power or duty delegated, however wording of the function has been reworded for better explanation and clarity of what is delegated.	C2610/280
DA 2 - 06 Inspection and Copies of Building Records	3 Oct 2011	New delegation	Initial Council Resolution: C1110/334	Nil
DA 2 - 06 Inspection and Copies of Building Records	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 2 - 06 Inspection and Copies of Building Records	18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
DA 2 - 06 Inspection and Copies of Building Records	21 Oct 2026	Amended delegation	No change to power or duty delegated, however wording of the function has been reworded for better explanation and clarity of what is delegated.	C2610/280
DA 2 - 07 Referrals and Issuing Certificates	3 Oct 2011	New delegation	Initial Council Resolution: C1110/334	Nil

Delegation	Date	Type	Amendment	References
DA 2 - 07 Referrals and Issuing Certificates	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 2 - 07 Referrals and Issuing Certificates	18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
DA 2 - 07 Referrals and Issuing Certificates	21 Oct 2026	Amended delegation	No change to power or duty delegated, however wording of the function has been reworded for better explanation and clarity of what is delegated.	C2610/280
DA 2 - 08 Private Pool Barriers - Alternative and Performance Solutions	3 Oct 2011	New delegation	Initial Council Resolution: C1110/334	Nil
DA 2 - 08 Private Pool Barriers - Alternative and Performance Solutions	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 2 - 08 Private Pool Barriers - Alternative and Performance Solutions	18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
DA 2 - 08 Private Pool Barriers - Alternative and Performance Solutions	21 Oct 2026	Amended delegation	No change to power or duty delegated, however wording of the function has been reworded for better explanation and clarity of what is delegated.	C2610/280
DA 2 - 09 Smoke Alarms - Alternative Solutions	3 Oct 2011	New delegation	Initial Council Resolution: C1110/334	Nil
DA 2 - 09 Smoke Alarms - Alternative Solutions	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 2 - 09 Smoke Alarms - Alternative Solutions	21 Oct 2026	Amended delegation	No change to power or duty delegated, however wording of the function has been reworded for better explanation and clarity of what is delegated.	C2610/280
DA 2 - 10 Appoint Approved Officer and Authorised Officers	18 Oct 2023	New delegation	New delegation authorised by Council resolution C2310/130	C2310/130

Delegation	Date	Type	Amendment	References
DA 3 - 01 The Powers and Duties of the Local Government pursuant to the Bush Fires Act 1954	13 Oct 2021	Amended delegation	Initial Council Resolution C969/0425 Previous Delegation Reference BF1 – The performance of any of the functions of the local government under the Act	Recent Council Resolution C2110/057
DA 3 - 01 The Powers and Duties of the Local Government pursuant to the Bush Fires Act 1954	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 3 - 01 The Powers and Duties of the Local Government pursuant to the Bush Fires Act 1954	8 Oct 2025	Amended delegation	No change to power or duty delegated. Removed references to outdated policies and updated to include the current Bush Fire Brigade Management Council Policy. Removed reference to 'Annual Firebreak and Fuel Hazard Reduction Notice' and replaced with 'Bushfire Risk Reduction Notice'	Nil
DA 3 - 02 Appointment of Bush Fire Control Officers	13 Oct 2021	Amended delegation	Initial Council Resolution C969/0425 Previous Delegation Reference BF2 – Appointment of Bush Fire Control Officers	Recent Council Resolution C2110/057
DA 3 - 02 Appointment of Bush Fire Control Officers	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 3 - 02 Appointment of Bush Fire Control Officers	8 Oct 2025	Amended delegation	No change to power or duty delegated. Removed references to outdated policies and updated to include the current Bush Fire Brigade Management Council Policy. Removed reference to 'Annual Firebreak and Fuel Hazard Reduction Notice' and replaced with 'Bushfire Risk Reduction Notice'	Nil
DA 3 - 02 Appointment of Bush Fire Control Officers	21 Oct 2026	Amended delegation	Removed condition prohibiting the appointment of the Chief and Deputy Chief Fire Control Officers.	C2610/2026

Delegation	Date	Type	Amendment	References
DA 3 - 03 To Institute a Prosecution, or to Issue an Infringement	3 Dec 2018	New delegation	Initial Council Resolution: C1812/264	Nil
DA 3 - 03 To Institute a Prosecution, or to Issue an Infringement	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 3 - 03 To Institute a Prosecution, or to Issue an Infringement	21 Feb 2024	Amended delegation	Delegates updated: new position and titles following organisational restructure. Director Planning and Development Services > Director Community Planning. Manager Regulatory Services > Manager Community Safety.	Adopted by Council Resolution 21 February 2024: C2402/33
DA 3 - 03 To Institute a Prosecution, or to Issue an Infringement	8 Oct 2025	Amended delegation	No change to power or duty delegated. Removed references to outdated policy. Removed reference to 'Annual Firebreak and Fuel Hazard Reduction Notice' and replaced with 'Bushfire Risk Reduction Notice'	Nil
DA 3 - 04 Variation of Prohibited and Restricted Burning Times	3 Dec 2018	New delegation	Initial Council Resolution: C1812/264	Nil
DA 3 - 04 Variation of Prohibited and Restricted Burning Times	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 3 - 04 Variation of Prohibited and Restricted Burning Times	18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
DA 3 - 04 Variation of Prohibited and Restricted Burning Times	8 Oct 2025	Amended delegation	No change to power or duty delegated. Removed reference to 'Annual Firebreak and Fuel Hazard Reduction Notice' and replaced with 'Bushfire Risk Reduction Notice'	Nil
DA 4 - 01 The Powers and Duties of the Local Government pursuant to the Cat Act 2011	7 Oct 2013	New delegation	Initial Council Resolution: C1310/285	Nil

Delegation	Date	Type	Amendment	References
DA 4 - 01 The Powers and Duties of the Local Government pursuant to the Cat Act 2011	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 4 - 01 The Powers and Duties of the Local Government pursuant to the Cat Act 2011	16 Oct 2024	Amended delegation	No change to power or duty delegated. Policy references updated to remove Council Policy no longer in force.	C2410/268
DA 4 - 01 The Powers and Duties of the Local Government pursuant to the Cat Act 2011	21 Oct 2026	Amended delegation	No change to power or duty delegated. Removed reference to rescinded policy.	C2610/280
DA 5 - 01 The Powers and Duties of the Local Government pursuant to Dog Act 1976	7 Oct 2013	New delegation	Initial Council Resolution: C1310/285	Nil
DA 5 - 01 The Powers and Duties of the Local Government pursuant to Dog Act 1976	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 5 - 01 The Powers and Duties of the Local Government pursuant to Dog Act 1976	16 Oct 2024	Amended delegation	No change to power or duty delegated. Policy references updated to remove Council Policy no longer in force.	C2410/268
DA 5 - 01 The Powers and Duties of the Local Government pursuant to Dog Act 1976	21 Oct 2026	Amended delegation	No change to power or duty delegated. Removed reference to rescinded policy.	C2610/280
DA 6 - 01 The Powers and Duties of a Local Government pursuant to the Graffiti Vandalism Act 2016	5 Jun 2017	New delegation	Initial Council Resolution: C1706/131	Nil
DA 6 - 01 The Powers and Duties of a Local Government pursuant to the Graffiti Vandalism Act 2016	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 7 - 01 Development Control	6 Mar 2017	New delegation	Initial Council Resolution: C1703/042	Nil
DA 7 - 01 Development Control	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil

Delegation	Date	Type	Amendment	References
DA 7 - 01 Development Control	16 Aug 2023	Amended delegation	Conditions Amended in relation to Special Character Areas	C2308/90
DA 7 - 01 Development Control	18 Oct 2023	Amended delegation	Amended delegation adopted by Council resolution C2310/130 on 18 October 2023, as part of annual review process	C2310/130
DA 7 - 01 Development Control	16 Nov 2024	Amended delegation	Amendment to express power to delegate: Statutory references corrected. Amendment to function to include explanatory note about prescribed single house development. Amendments to conditions: • Condition to provide elected members a summary of development applications in Special Character Areas weekly, prior to determination, has been removed as the volume of Special Character Applications which can be determined by the Council has been significantly reduced following changes to regulations for Single House Development. • Condition to review delegation conditions following the Gazettal of Amendment 56 to Local Planning Scheme 21 has been removed, as Amendment 56 is currently on hold and will likely be superseded by a new Local Planning Scheme. • Condition pertaining to 'Reconsideration' of applications for DA has been removed, as there is no statutory basis for 'Reconsideration' and this is condition is no longer considered relevant to current operational practices • Condition pertaining to applications for review by the State Administrative Tribunal have been amended for clarity.	C2410/268
DA 7 - 02 Unauthorised Development	6 Jun 2011	New delegation	Initial Council Resolution: C1106/199	Nil
DA 7 - 02 Unauthorised Development	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 7 - 02 Unauthorised Development	16 Oct 2024	Amended delegation	No change to power or duty delegated. Statutory references corrected.	C2410/268

Delegation	Date	Type	Amendment	References
DA 8 - 01 Certificate of Approval pursuant to the Strata Titles Act 1985	18 Oct 2023	Revoked	Delegation revoked by Council resolution C2310/130 on 18 October 2023. No longer applicable.	C2310/130
DA 10 - 01 Designated Authorised Officers	5 Jun 2017	New delegation	Initial Council Resolution: C1706/061	Nil
DA 10 - 01 Designated Authorised Officers	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 10 - 02 Appoint Authorised Officer or Approved Officer (Asbestos Regulations)	6 Mar 2017	New delegation	Initial Council Resolution: C1703/061	Nil
DA 10 - 02 Appoint Authorised Officer or Approved Officer (Asbestos Regulations)	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 11 - 01 Meelup Regional Park Management Committee	2 Jun 2008	New delegation	Initial Council Resolution: C0806/188	Nil
DA 11 - 01 Meelup Regional Park Management Committee	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 11 - 01 Meelup Regional Park Management Committee	16 Oct 2024	Amended delegation	No change to power or duty delegated. Minor amendments to description of conditions to align to Committee Terms of Reference.	C2410/268
DA 11 - 02 Audit and Risk Committee	8 Oct 2001	New delegation	Initial Council Resolution: C1001/015	Nil
DA 11 - 02 Audit and Risk Committee	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 11 - 02 Audit and Risk Committee	16 Oct 2024	Amended delegation	No change to power or duty delegated. Statutory references corrected.	C2410/268
DA 11 - 03 Behaviour Complaints Committee	16 Oct 2024	Repealed	Delegation revoked, Behaviour Complaints Committee has been disbanded.	C2410/268
DA 11 - 06 Policy and Legislation Committee	13 Sep 2024	Amended delegation	No change to delegation - head of power corrected from 01 Local Government Act 1995 to 11 Local Government Act 1995	

Delegation	Date	Type	Amendment	References
DA 12 - 01 Prohibition Orders	13 Oct 2021	New delegation	Initial Council Resolution: C2110/057	Nil
DA 12 - 01 Prohibition Orders	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 12 - 02 Food Business Registration	13 Oct 2021	New delegation	Initial Council Resolution: C2110/057	Nil
DA 12 - 02 Food Business Registration	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
DA 12 - 03 Appoint Authorised Officers and Designated Officers	13 Oct 2021	New delegation	Initial Council Resolution: C2110/057	Nil
DA 12 - 03 Appoint Authorised Officers and Designated Officers	21 Dec 2022	Amended delegation	Recent Council Resolution: C2212/315	Nil
S 1 - 03 Abandoned vehicle wreck	12 Dec 2018	New delegation	Initial verification - Mike Archer, Chief Executive Officer - 12 December 2018	Nil
S 1 - 03 Abandoned vehicle wreck	4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Planning and Development Services > Director Community Planning - Manager Regulatory Service > Manager Community Safety - Ranger and Emergency Services Coordinator > Ranger Coordinator	Nil
S 1 - 03 Abandoned vehicle wreck	4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
S 1 - 03 Abandoned vehicle wreck	3 Mar 2026	Amended delegation	Minor formatting change.	Annual Review of Sub Delegations by CEO - ECM Doc Set ID: 5983277
S 1 - 04 Confiscated or uncollected goods	22 Oct 2018	New delegation	Initial Verification - Mike Archer, Chief Executive Officer - 22 October 2018	Nil

Delegation	Date	Type	Amendment	References
S 1 - 04 Confiscated or uncollected goods	4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Planning and Development Services > Director Community Planning - Manager Regulatory Service > Manager Community Safety - Ranger and Emergency Services Coordinator > Ranger Coordinator	Nil
S 1 - 04 Confiscated or uncollected goods	4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
S 1 - 04 Confiscated or uncollected goods	3 Mar 2026	Amended delegation	Minor formatting change. No change to power or duty delegated.	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277
S 1 - 05 Closure of thoroughfares	22 Oct 2018	New delegation	Initial Verification - Mike Archer, Chief Executive Officer - 22 October 2018	Nil
S 1 - 05 Closure of thoroughfares	4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Engineering and Works Services > Director Infrastructure and Environment	Nil
S 1 - 05 Closure of thoroughfares	4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
S 1 - 07 Inviting Tenders	22 Oct 2018	New delegation	Initial Verification - Mike Archer, Chief Executive Officer - 22 October 2018	Nil
S 1 - 07 Inviting Tenders	28 Apr 2023	Amended delegation	Amended delegation	Nil
S 1 - 07 Inviting Tenders	4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Community and Commercial Services > Director Economic and Business Development - Director Engineering and Works Services > Director Infrastructure and Environment - Director Finance and Corporate Services > Director Corporate Strategy and Performance - Director Planning and Development Services > Director Community Planning	Nil

Delegation	Date	Type	Amendment	References
S 1 - 07 Inviting Tenders	4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
S 1 - 07 Inviting Tenders	2 Jul 2025	Amended delegation	No change to power or duty delegated. Minor amendments to description of function for clarity.	CEO Approval - Doc Set ID: 5709307
S 1 - 07 Inviting Tenders	5 Nov 2025	Amended delegation	Removed reference to s3.18 as this is not required. Amended function to remove references to accepting tenders as this does not align with the City's current process.	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277
S 1 - 11 Amendments to the Consolidated Parking Scheme	26 Mar 2024	Revoked	Sub delegation revoked - no longer applicable.	Doc Set ID: 5387612
S 1 - 12 Disposing of Property (Leases at the Busselton Margaret River Airport)	3 Mar 2026	Amended delegation	No change to power or duty delegated. Removed reference to s3.18 from function as this is not required	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277
S 1 - 13A Authority to destroy an impounded sick or injured animal	12 Dec 2018	New delegation	Initial Verification - Mike Archer, Chief Executive Officer - 12 December 2018	Nil
S 1 - 13A Authority to destroy an impounded sick or injured animal	4 Oct 2023	Amended delegation	Organisation Restructure 4 October 2023 - Position Changes - Director Planning and Development Services > Director Community Planning - Manager Regulatory Services > Manager Community Safety - Ranger and Emergency Services Coordinator > Ranger Coordinator	Nil
S 1 - 13A Authority to destroy an impounded sick or injured animal	4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
S 1 - 13A Authority to destroy an impounded sick or injured animal	2 Jul 2025	Amended delegation	Policy references updated	Reviewed by CEO - Doc Set ID: 5709307
S 1 - 13B Authority to destroy an impounded sick or injured animal	12 Dec 2018	New delegation	Initial Verification - Mike Archer, Chief Executive Officer - 12 December 2018	Nil

Delegation	Date	Type	Amendment	References
S 1 - 13B Authority to destroy an impounded sick or injured animal	2 Jul 2025	Amended delegation	No change to power or duty delegated. Policy references updated to remove policies not current or not relevant.	Reviewed by CEO - Doc Set ID: 5709307
S 1 - 14A Power to Defer, Grant Discounts, Waive or Write-Off Debts	18 Dec 2018	New delegation	Initial Verification - Mike Archer, Chief Executive Officer - 18 December 2018	6B(S1) Power to Defer, Grant Discounts, Waive or Write-Off Debts
S 1 - 14A Power to Defer, Grant Discounts, Waive or Write-Off Debts	22 Jul 2020	Amended delegation	Amended to include all Directors and amended monetary amounts due to the City's response to the COVID-19 Crisis	C2007/075
S 1 - 14A Power to Defer, Grant Discounts, Waive or Write-Off Debts	4 Oct 2023	Amended delegation	Organisation Restructure - Director Planning and Development Services > Director Community Planning - Director Engineering and Works Services > Director Infrastructure and Environment - Director Finance and Corporate Services > Director Corporate Strategy and Performance - Director Community and Commercial Services > Director Economic and Business Development	Nil
S 1 - 14A Power to Defer, Grant Discounts, Waive or Write-Off Debts	4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
S 1 - 14A Power to Defer, Grant Discounts, Waive or Write-Off Debts	2 Jul 2025	Amended delegation	No change to power or duty delegated. Policy references updated to include Council Policy: Community Hire of City Property.	Reviewed by CEO - Doc Set ID: 5709307
S 1 - 14B Power to Defer, Grant Discounts, Waive or Write-Off Debts	18 Dec 2018	New delegation	Initial Verification - Mike Archer, Chief Executive Officer - 18 December 2018	6B(S1) Power to Defer, Grant Discounts, Waive or Write-Off Debts
S 1 - 14B Power to Defer, Grant Discounts, Waive or Write-Off Debts	4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Planning and Development Services > Director Community Planning - Manager Regulatory Services > Manager Community Safety - Ranger and Emergency Services Coordinator > Ranger Coordinator	Nil

Delegation	Date	Type	Amendment	References
S 1 - 14B Power to Defer, Grant Discounts, Waive or Write-Off Debts	4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
S 1 - 14B Power to Defer, Grant Discounts, Waive or Write-Off Debts	13 Jun 2024	Amended delegation	Director Community Planning removed. Function extended to include impound and sustenance fees for stock, and registration fees for sterilised dogs, and cats. New condition to provide monthly reporting on exercise of delegated authority.	CEO approval: Doc Set ID 5417424
S 1 - 14B Power to Defer, Grant Discounts, Waive or Write-Off Debts	3 Mar 2026	Amended delegation	No change to power or duty delegated. Changed reference from Director Community Planning from Director Community Safety.	Nil
S 1 - 14C Power to Defer, Grant Discounts, Waive or Write-Off Debts	26 Nov 2020	New delegation	Verification - Mike Archer, Chief Executive Officer - 26 November 2020	6B(S1) Power to Defer, Grant Discounts, Waive or Write-Off Debts
S 1 - 14C Power to Defer, Grant Discounts, Waive or Write-Off Debts	2 Jul 2025	Amended delegation	Updated approval limit for Manager Financial Services from $50 to $100.	Reviewed by CEO - Doc Set ID: 5709307
S 1 - 14C Power to Defer, Grant Discounts, Waive or Write-Off Debts	3 Mar 2026	Amended delegation	Increased Coordinator delegation to $100. Conditions adjusted to simplify and improve efficiency.	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277
S 1 - 15 Rates and service charges	30 Jun 2011	New delegation	Initial Verification - Mike Archer, Chief Executive Officer - 30 June 2011	Nil
S 1 - 15 Rates and service charges	15 Jun 2015	Amended delegation	Amendment	6C(S1) Rates and Service Charges
S 1 - 15 Rates and service charges	4 Oct 2023	Amended delegation	Organisation Restructure - Position Change - Director Finance and Corporate Services > Director Corporate Strategy and Performance	Nil
S 1 - 15 Rates and service charges	4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579

Delegation	Date	Type	Amendment	References
S 1 - 15 Rates and service charges	2 Jul 2025	Amended delegation	s.6.60(2): Require a lessee to pay the local government rent in satisfaction of an outstanding rate or service charge has been included for completeness.	Reviewed by CEO - Doc Set ID: 5709307
S 1 - 15 Rates and service charges	3 Oct 2025	Amended delegation	New Sub-Delegate - Senior Rates Officer	Doc Set ID: 5780813 3 October 2025
S 1 - 18 Appointment of Authorised Persons	18 Dec 2018	New delegation	Initial verification: Mike Archer, Chief Executive Officer, 18 December 2018	Nil
S 1 - 18 Appointment of Authorised Persons	4 Oct 2023	Amended delegation	Organisation Restructure - Position Change - Director Planning and Development Services > Director Community Planning - Director Engineering and Works Services > Director Infrastructure and Environment - Director Finance and Corporate Services > Director Corporate Strategy and Performance - Director Community and Commercial Services > Director Economic and Business Development	Nil
S 1 - 18 Appointment of Authorised Persons	4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
S 1 - 20 Administer Local Laws	18 Mar 2013	New delegation	Verification - Mike Archer, Chief Executive Officer - 18 March 2013	Nil
S 1 - 20 Administer Local Laws	27 Jan 2021	Amended delegation	Amendments: 3A(S1) Executive Function – All functions as provided for the local government pursuant to the Holiday Homes Local Law 2012 3A(S3) Executive Function – All functions as provided for the local government pursuant to the Activities in Thoroughfares and Public Places and Trading Local Law 2015 3A(S4) Executive Function – Determining Applications and Issuing Permits under the Jetties Local Law 3A(S5) Executive Function – All functions as provided for the local government pursuant to the Property Local Law 2010 LG3B(b)(S1) – Executive Function – Determining Applications for the Serving of Alcohol on City Property	Nil

Delegation	Date	Type	Amendment	References
S 1 - 20 Administer Local Laws	4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Building Services Coordinator > Building Coordinator - Director Community and Commercial Services > Director Economic and Business Development - Director Engineering and Works Services > Director Infrastructure and Environment - Director Finance and Corporate Services > Director Corporate Strategy and Performance - Director Planning and Development Services > Director Community Planning - Manager Community and Recreation Services > Manager Community and Recreation - Manager Economic and Business Development > Manager Economic Development and Property - Manager Information Services > Manager Systems and Information - Manager Development Services > Manager Planning and Development - Manager Regulatory Services > Manager Community Safety	Nil
S 1 - 20 Administer Local Laws	4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
S 1 - 20 Administer Local Laws	2 Jul 2025	Amended delegation	Added delegates: Manager Economic and Business Services, and Manager Events and Culture to Activities in Thoroughfares and Public Places and Trading Local Law and Property Local Law	Reviewed by CEO - Doc Set ID: 5709307
S 1 - 20 Administer Local Laws	3 Mar 2026	Amended delegation	No change to power or duty delegated, however the delegation has been reworded to align with the head delegation, and for additional clarity. Removed reference to s3.18 from function as this is not required.	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277
S 1 - 21 Acquisition of Property	16 Mar 2018	New delegation	Verification - Mike Archer, Chief Executive Officer - 16 March 2018	LG3B(a)(S1) Acquisition of Property

Delegation	Date	Type	Amendment	References
S 1 - 21 Acquisition of Property	4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Engineering and Works Services > Director Infrastructure and Environment - Director Finance and Corporate Services > Director Corporate Strategy and Performance	Nil
S 1 - 21 Acquisition of Property	4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
S 1 - 21 Acquisition of Property	26 Mar 2024	Amended delegation	Function expanded to better describe the function being delegated	CEO approval: Doc Set ID 5387612
S 1 - 21 Acquisition of Property	2 Jul 2025	Amended delegation	No change to power of duty delegated. Conditions amended for simplicity and to specify that the delegation cannot be exercised if there is no provision for the acquisition in the adopted budget or Long Term Financial Plan.	Reviewed by CEO - Doc Set ID: 5709307
S 1 - 21 Acquisition of Property	3 Mar 2026	Amended delegation	No change to power or duty delegated, however the delegation has been reworded to better identify the relevant power which is being delegation. Removed reference to 23.18 from the function as this is not required.	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277
S 1 - 22A Disposition of Property: Other than by Lease	10 Jun 2020	New delegation	Verification - Mike Archer, Chief Executive Officer - 10 June 2010	Rescission of DA 1 -22: Adoption of DA 1 – 22A and DA 1 – 22B
S 1 - 22A Disposition of Property: Other than by Lease	4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Engineering and Works > Director Infrastructure and Environment - Director Finance and Corporate Services > Director Corporate Strategy and Performance	Nil
S 1 - 22A Disposition of Property: Other than by Lease	4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579

Delegation	Date	Type	Amendment	References
S 1 - 22A Disposition of Property: Other than by Lease	17 Jun 2024	Amended delegation	New delegation to Manager Financial Services to dispose of property (other than land). Minor revisions to the description of the function being delegated, conditions and statutory references for improved clarity.	CEO approval: Doc Set ID 5423917
S 1 - 22A Disposition of Property: Other than by Lease	2 Jul 2025	Amended delegation	New delegations to Director Community Planning, and Director Economic and Business Development. removed delegation to Manager Financial Services Conditions amended for clarity only. No change to power or duty delegated.	Reviewed by CEO - Doc Set ID: 5709307
S 1 - 22B Disposition of Property: Leasing of Property	10 Jun 2020	New delegation	Verification - Mike Archer, Chief Executive Officer - 10 June 2020	Rescission of DA 1 -22: Adoption of DA 1 – 22A and DA 1 – 22B
S 1 - 22B Disposition of Property: Leasing of Property	4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Community and Commercial Services > Director Economic and Business Development - Director Finance and Corporate Services > Director Corporate Strategy and Performance - Manager Community and Recreation Services > Manager Community and Recreation - Manager Legal and Property > Manager Legal and Governance - Manager Economic and Business Development Services > Manager Economic Development and Property	Nil
S 1 - 22B Disposition of Property: Leasing of Property	4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
S 1 - 22B Disposition of Property: Leasing of Property	26 Mar 2024	Amended delegation	No change to duties delegated or conditions: Title and conditions amended to remove reference to licence (unless issued in conjunction with a lease), reflecting that a licence is not a disposition of property. Additionally, terminology amended to better align with the Act.	CEO approval: Doc Set ID 5387612

Delegation	Date	Type	Amendment	References
S 1 - 22B Disposition of Property: Leasing of Property	2 Jul 2025	Amended delegation	No change to power or duty delegated. Conditions amended: • 3: Delegation leasing of property increased to a value of $25,000 per annum (from $25,000 total) for a maximum term not exceeding 10 years reflecting current market rents for leases within the Busselton Community Resource Centre. Condition removed: • 5. provide report of leases entered into under delegation to the Council.	Reviewed by CEO - Doc Set ID: 5709307
S 1 - 22B Disposition of Property: Leasing of Property	3 Mar 2026	Amended delegation	No change to power or duty delegated. Removed reference to s3.18 from function as this is not required.	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277
S 1 - 22C Disposition of Residential Property by Lease	3 Mar 2026	Amended delegation	No change to power or duty delegated. Removed reference to s3.18 from function as this is not required.	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277
S1 - 25 Extension of Time; Withdrawal of Notice	4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Planning and Development Services > Director Community Planning - Manager Regulatory Services > Manager Community Safety - Ranger and Emergency Services Coordinator > Ranger Coordinator	Nil
S1 - 25 Extension of Time; Withdrawal of Notice	4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
S1 - 25 Extension of Time; Withdrawal of Notice	3 Mar 2026	Amended delegation	Removed reference to revoked policy.	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277

Delegation	Date	Type	Amendment	References
S1 - 28 Electoral Rolls and Eligibility for Enrolment	4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Role ceased: Director Finance and Corporate Services. - Role created: Director Corporate Strategy and Performance - Role ceased: Manager Governance and Corporate Services. - Role created: Manager Legal and Governance.	Nil
S1 - 28 Electoral Rolls and Eligibility for Enrolment	11 Oct 2023	Amended delegation	Delegates updated in line with organisational restructure.	Approval: Doc Set ID 5235102
S1 - 29 Destruction of Records of Elections	4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Finance and Corporate Services > Director Corporate Strategy and Performance - Manager Information Services > Manager Systems and Information	Nil
S1 - 29 Destruction of Records of Elections	4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
S 1 - 30 Complaints Officer – Code of Conduct for Council Members, Committee Members and Candidates	24 Feb 2021	New delegation	Implementation	Nil
S 1 - 30 Complaints Officer – Code of Conduct for Council Members, Committee Members and Candidates	27 Apr 2021	Amended delegation	Amended	Nil
S 1 - 30 Complaints Officer – Code of Conduct for Council Members, Committee Members and Candidates	4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Finance and Corporate Services > Director Corporate Strategy and Performance	Nil
S 1 - 30 Complaints Officer – Code of Conduct for Council Members, Committee Members and Candidates	4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579

Delegation	Date	Type	Amendment	References
S 1 - 30 Complaints Officer – Code of Conduct for Council Members, Committee Members and Candidates	26 Mar 2024	Amended delegation	No change to duties delegated or conditions: Express power or duty delegated refined to the relevant statutory power. Policy references updated to current.	CEO approval: Doc Set ID 5387612
S 1 - 30 Complaints Officer – Code of Conduct for Council Members, Committee Members and Candidates	2 May 2025	Amended delegation	Description of power or duty delegated amended to include reference to City of Busselton Code of Conduct - Council Members, Committee Members and Candidates	Reviewed by CEO - Doc Set ID: 5709307
S 4 - 04 Cat management facility cost recovery	3 Mar 2026	Amended delegation	Minor formatting amendment - no change to power or duties delegated.	Annual Review of Sub Delegations by CEO (temporary), Dr Garry Hunt PSM - ECM Doc Set ID: 5983277
S 7 - 01A Local Planning Scheme Regulations 2015 – Schedule 2	28 Jun 2024	Revoked	Delegation revoked, no longer an operational requirement.	CEO approval: Doc Set ID 5431752
S 7 - 01B PDR1 Local Planning Schemes Regulations 2015 – Schedule 2	8 Nov 2021	Amended delegation	Verification - Mike Archer, Chief Executive Officer - 8 November 2021	PDR1 (S1.1) – Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2; City of Busselton Local (Town) Planning Scheme 21
S 7 - 01B PDR1 Local Planning Schemes Regulations 2015 – Schedule 2	20 Oct 2023	Amended delegation	Clarify power, scope and function, and update per Community Planning operational req'ts.	Approval: Doc Set ID 5242677
S 7 - 01B PDR1 Local Planning Schemes Regulations 2015 – Schedule 2	15 Dec 2023	Amended delegation	New delegations to approve amendments to development applications (cl.77). Clarified existing exclusions to determine applications for reconsideration.	Approval: Doc Set ID 5287790

Delegation	Date	Type	Amendment	References
S 7 - 01B PDR1 Local Planning Schemes Regulations 2015 – Schedule 2	28 Jun 2024	Amended delegation	Explanatory note: determining applications for prescribed single house development is no longer a function able to be delegated by the local government (to be performed under authorisation from the CEO from 1 July 2024).	CEO approval: Doc Set ID 5431752
S 7 - 01B PDR1 Local Planning Schemes Regulations 2015 – Schedule 2	2 Jul 2025	Amended delegation	Amendment to conditions to align with updated delegation DA - 7 - 01 (Removed reference to applications for review). Removed references to Holiday Homes and Bed and Breakfast.	Reviewed by CEO - Doc Set ID: 5709307
S 7 - 01B PDR1 Local Planning Schemes Regulations 2015 – Schedule 2	24 Mar 2026	Amended delegation	Added new delegate - Strategic Planner	Nil
S 7 - 01C PDR2 Local Planning Schemes Regulations 2015 – Schedule 2	8 Nov 2021	Amended delegation	Verification - Mike Archer, Chief Executive Officer - 8 November 2021	PDR1 (S1.2) – Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2; City of Busselton Local (Town) Planning Scheme 21
S 7 - 01C PDR2 Local Planning Schemes Regulations 2015 – Schedule 2	4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Building Services Coordinator > Building Coordinator	Nil
S 7 - 01C PDR2 Local Planning Schemes Regulations 2015 – Schedule 2	20 Oct 2023	Amended delegation	Clarify power, scope and function, and update per Community Planning operational req'ts. Remove delegation to Building Coordinator. New delegation to Senior Planner (Major Developments) and Senior Development Planner.	Approval: Doc Set ID 5242677
S 7 - 01C PDR2 Local Planning Schemes Regulations 2015 – Schedule 2	15 Dec 2023	Amended delegation	New delegations to approve amendments to development applications (cl.77). Clarified existing exclusion to determine applications for reconsideration.	Approval: Doc Set ID 5287790

Delegation	Date	Type	Amendment	References
S 7 - 01C PDR2 Local Planning Schemes Regulations 2015 – Schedule 2	28 Jun 2024	Amended delegation	Explanatory note: determining applications for prescribed single house development is no longer a function able to be delegated by the local government (to be performed under authorisation from the CEO from 1 July 2024).	CEO approval: Doc Set ID 5431752
S 7 - 01C PDR2 Local Planning Schemes Regulations 2015 – Schedule 2	2 Jul 2025	Amended delegation	Removed reference to applications for review as defined in DA7-01 to align with head delegation.	Reviewed by CEO - Doc Set ID: 5709307
S 7 - 01C PDR2 Local Planning Schemes Regulations 2015 – Schedule 2	24 Mar 2026	Amended delegation	Added new delegate - Senior Strategic Planner	Review by CEO - 24 March 2026 - ECM Doc Set ID: 6037233
S 7 - 01D PDR3 Local Planning Schemes Regulations 2015 – Schedule 2	8 Nov 2021	Amended delegation	Verification - Mike Archer, Chief Executive Officer - 8 November 2021	PDR1 (S1.3) – Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2; City of Busselton Local (Town) Planning Scheme 21
S 7 - 01D PDR3 Local Planning Schemes Regulations 2015 – Schedule 2	4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Statutory Planning Coordinator > Position Terminated	Nil
S 7 - 01D PDR3 Local Planning Schemes Regulations 2015 – Schedule 2	20 Oct 2023	Amended delegation	Clarify power, scope and function, and update per Community Planning operational req'ts. Remove delegation to Senior Development Planner (delegation now under S7 – 01C) and Statutory Planning Coordinator (role eliminated). New delegation to Planning Development and Policy Coordinator and Major Development and Subdivision Coordinator.	Approval: Doc Set ID 5242677
S 7 - 01D PDR3 Local Planning Schemes Regulations 2015 – Schedule 2	15 Dec 2023	Amended delegation	New delegations to approve amendments to development applications (cl.77). Clarified existing exclusion to determine applications for reconsideration.	Approval: Doc Set ID 5287790

Delegation	Date	Type	Amendment	References
S 7 - 01D PDR3 Local Planning Schemes Regulations 2015 – Schedule 2	28 Jun 2024	Amended delegation	Explanatory note: determining applications for prescribed single house development is no longer a function able to be delegated by the local government (to be performed under authorisation from the CEO from 1 July 2024).	CEO approval: Doc Set ID 5431752
S 7 - 01D PDR3 Local Planning Schemes Regulations 2015 – Schedule 2	2 Jul 2025	Amended delegation	Removed reference to applications for review as defined in DA7-01 to align with head delegation.	Reviewed by CEO - Doc Set ID: 5709307
S 7 - 01E PDR4 Local Planning Schemes Regulations 2015 – Schedule 2	8 Nov 2021	Amended delegation	Verification - Mike Archer, Chief Executive Officer - 8 November 2021	PDR1 (S1.4) – Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2; City of Busselton Local (Town) Planning Scheme 21
S 7 - 01E PDR4 Local Planning Schemes Regulations 2015 – Schedule 2	4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Manager Development Services > Manager Planning and Development	Nil
S 7 - 01E PDR4 Local Planning Schemes Regulations 2015 – Schedule 2	20 Oct 2023	Amended delegation	Clarify power, scope and function.	Approval: Doc Set ID 5242677
S 7 - 01E PDR4 Local Planning Schemes Regulations 2015 – Schedule 2	15 Dec 2023	Amended delegation	No change to delegated authority. Clarified existing delegations to amend or cancel a development approval, and determine applications for reconsideration.	Approval: Doc Set ID 5287790
S 7 - 01E PDR4 Local Planning Schemes Regulations 2015 – Schedule 2	28 Jun 2024	Amended delegation	Explanatory note: determining applications for prescribed single house development is no longer a function able to be delegated by the local government (to be performed under authorisation from the CEO from 1 July 2024).	CEO approval: Doc Set ID 5431752
S 7 - 01E PDR4 Local Planning Schemes Regulations 2015 – Schedule 2	2 Jul 2025	Amended delegation	Removed condition 4. Applications for reconsideration as defined in Delegation DA 7 – 01 as this condition has been removed from Delegation DA 7 – 01. Conditions renumbered accordingly.	Reviewed by CEO - Doc Set ID: 5709307

Delegation	Date	Type	Amendment	References
S 7 - 01F PDR5 Local Planning Schemes Regulations 2015 – Schedule 2	8 Nov 2021	Amended delegation	Verification - Mike Archer, Chief Executive Officer - 8 November 2021	PDR1 (S1.5) – Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2; City of Busselton Local (Town) Planning Scheme 21
S 7 - 01F PDR5 Local Planning Schemes Regulations 2015 – Schedule 2	4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Planning and Development Services > Director Community Planning	Nil
S 7 - 01F PDR5 Local Planning Schemes Regulations 2015 – Schedule 2	20 Oct 2023	Amended delegation	Clarify power, scope and function. Remove delegation to Director Planning and Development Services (role ceased), new delegation to Director Community Planning (new role).	Approval: Doc Set ID 5242677
S 7 - 01F PDR5 Local Planning Schemes Regulations 2015 – Schedule 2	15 Dec 2023	Amended delegation	No change to delegated authority. Clarified existing delegations to amend or cancel a development approval, and determine applications for reconsideration.	Approval: Doc Set ID 5287790
S 7 - 01F PDR5 Local Planning Schemes Regulations 2015 – Schedule 2	28 Jun 2024	Amended delegation	Explanatory note: determining applications for prescribed single house development is no longer a function able to be delegated by the local government (to be performed under authorisation from the CEO from 1 July 2024).	CEO approval: Doc Set ID 5431752
S7 - 01G Local Planning Schemes Regulations 2015 – Schedule 2: Structure Plans and Activity Centre Plans	29 Jan 2024	Repealed	Sub no longer valid from 29 January 2024 per condition: Authority is only delegated for the period 18 December 2023 to 29 January 2023 (at which time the person permanently appointed to the Director Community Planning position commences).	N/A
S 7 - 02 Unauthorised Development	30 Jun 2011	New delegation	Initial Verification - Mike Archer, Chief Executive Officer - 30 June 2011	Nil
S 7 - 02 Unauthorised Development	15 Jun 2015	Amended delegation	Amendment - addition of condition	5B(S1)

Delegation	Date	Type	Amendment	References
S 7 - 02 Unauthorised Development	4 Oct 2023	Amended delegation	Organisation Restructure - Position Changes - Director Planning and Community Services > Director Community Planning	Nil
S 7 - 02 Unauthorised Development	4 Dec 2023	Amended delegation	Delegates amended per CoB organisational restructure.	CEO approval: Doc Set ID 5277579
S 8 - 01 Certificate of Approval	26 Mar 2024	Revoked	Sub delegation revoked - no longer applicable.	Doc Set ID: 5387612