

**WESTERN AUSTRALIAN PLANNING COMMISSION  
AUTHORITY TO AFFIX SEAL AND TO SIGN DOCUMENTS**

WHEREAS:

By section 24(2) of the *Planning and Development Act 2005* ("the Act") a document is duly executed by the Western Australian Planning Commission a body corporate established by the Act having its office at 140 William Street, Perth Western Australia ("the Commission") if:

- (a) the common seal of the Commission is by resolution of the Commission affixed to the document in the presence of the Chairperson and another member, or the Chairperson and an officer of the Commission authorised by the Commission and the document is signed by each of them to attest that common seal was so affixed; or
- (b) the document is signed on behalf of the Commission by a member or officer of the Commission authorised by the Commission to do so.

AND WHEREAS The Commission is desirous of:

- (a) authorising an officer of the Department for Planning, Lands and Heritage as officer of the Commission as defined in Section 4 (with the Chairperson of the Commission) to affix the common seal and to attest that act pursuant to section 24(4) of the Act;
- and
- (b) authorising officers of the Department for Planning Lands and Heritage as officers of the Commission as defined in Section 4 to sign documents on behalf of the Commission pursuant to section 24(2) of the Act.

NOW THE COMMISSION DOES HEREBY AUTHORISE the Secretary of the Commission, and any person who shall be acting for the time being in that office, as an officer of the Commission to affix the common seal of the Commission with the Chairperson of the Commission and to attest that act.

AND THE COMMISSION DOES HEREBY AUTHORISE those persons in the Department for Planning Lands and Heritage occupying the offices set forth below and in each case those persons who shall be acting for the time being in those offices to sign on behalf of the Commission documents ("authorised documents") requiring execution by the Commission in carrying out its functions subject to the limitation of the extent of authority with respect to a particular officer as set forth below.

**Table 1:** Authority to Affix Seal and to Sign Documents – Western Australian Planning Commission

Ref#	Authority to sign	Office	Conditions
i	Consultancy agreements of all types;	• Secretary WAPC	
		• Executive Director Property Services	Where such documents relate to WAPC property functions, up to a value of \$500,000
		• Director Property Services	Where such documents relate to WAPC property functions, up to a value of \$250,000
		• Director Whiteman Park	Where such documents relate to Whiteman Park up to a value of \$250,000
ii	Documents pertinent to the recording and administration of the <i>Metropolitan Region Scheme</i> and other <i>regional planning schemes</i> including, without prejudice to the generality of the foregoing, scheme amendments, public notices, authentication of plans and texts, and certification as may be required under the <i>Planning and Development Act 2005</i>	<ul style="list-style-type: none"> <li>• Secretary WAPC</li> <li>• Executive Planning Directors, Land Use Planning</li> <li>• Planning Directors, Land Use Planning</li> <li>• Planning Managers, Land Use Planning</li> <li>• Principal Planners, Land Use Planning</li> <li>• Planning Administration Manager Land Use Planning</li> <li>• Planning Administration Coordinator Land Use Planning</li> </ul>	
iii	Documents required for applications for approval for subdivision of or for commencement of development on Commission owned land;	<ul style="list-style-type: none"> <li>• Secretary WAPC</li> <li>• Executive Director Property Services</li> <li>• Director Property Services</li> </ul>	
iv	Agreements for sale and purchase of real and personal property;	<ul style="list-style-type: none"> <li>• Secretary WAPC</li> <li>• Executive Director Property Services</li> <li>• Director Property Services</li> </ul>	
v	Conveyances and assignments of real and personal property;	<ul style="list-style-type: none"> <li>• Secretary WAPC</li> <li>• Executive Director Property Services</li> <li>• Director Property Services</li> </ul>	
vi	Applications for New and for Balance Certificates of Title;	<ul style="list-style-type: none"> <li>• Secretary WAPC</li> <li>• Executive Director Property Services</li> <li>• Director Property Services</li> </ul>	



Ref#	Authority to sign	Office	Conditions
vii	Caveats and Withdrawals of Caveats;	<ul style="list-style-type: none"> <li>Secretary WAPC</li> <li>Executive Director Property Services</li> <li>Director Property Services</li> </ul>	
viii	Grants and Surrenders of Easements;	<ul style="list-style-type: none"> <li>Secretary WAPC</li> <li>Executive Director Property Services</li> </ul>	
ix	Instruments registrable under the <i>Transfer of Land Act 1983</i> and described in the form of Power of Attorney in the Nineteenth Schedule to the said Act;	<ul style="list-style-type: none"> <li>Secretary WAPC</li> <li>Executive Director Property Services</li> <li>Director Property Services</li> </ul>	
x	Agreements for the maintenance and repair of real and personal property of all descriptions;	<ul style="list-style-type: none"> <li>Secretary WAPC</li> </ul>	
		<ul style="list-style-type: none"> <li>Executive Director Property Services</li> </ul>	Where such documents relate to WAPC property, up to a value of \$500,000
		<ul style="list-style-type: none"> <li>Director Property Services</li> </ul>	Where such documents relate to WAPC property, up to a value of \$250,000
		<ul style="list-style-type: none"> <li>Director Whiteman Park</li> </ul>	Where such documents relate to Whiteman Park up to a value of \$250,000
xi	Leases and Tenancy Agreements in which the Commission is party either as lessor or landlord or as lessee or tenant;	<ul style="list-style-type: none"> <li>Secretary WAPC</li> <li>Executive Director Property Services</li> <li>Director Property Services</li> </ul>	
xii	Notices to Quit and all notices and documents involved in the obtaining of possession of land from tenants, lessees and other persons;	<ul style="list-style-type: none"> <li>Secretary WAPC</li> <li>Executive Director Property Services</li> <li>Director Property Services</li> </ul>	
xiii	Tenders and contracts for maintenance, repair, painting and improvement of real property, contouring, landscaping, gardening and clearing real property, and the erection of buildings and other structures;	<ul style="list-style-type: none"> <li>Secretary WAPC</li> </ul>	
		<ul style="list-style-type: none"> <li>Executive Director Property Services</li> </ul>	Where such documents relate to WAPC property functions, up to a value of \$500,000
		<ul style="list-style-type: none"> <li>Director Property Services</li> </ul>	Where such documents relate to WAPC property functions, up to a value of \$250,000
		<ul style="list-style-type: none"> <li>Director Whiteman Park</li> </ul>	Where such documents relate to Whiteman Park up to a value of \$250,000

Ref#	Authority to sign	Office	Conditions
xiv	Applications to the Registrar of Titles or the Registrar of Deeds to endorse or remove a notification on the title or land register pursuant to section 165 of the <i>Planning and Development Act 2005</i> ;	<ul style="list-style-type: none"> <li>• Secretary WAPC</li> <li>• Planning Administration Manager, Land Use Planning</li> <li>• Planning Administration Coordinator, Land Use Planning</li> <li>• Senior Planning Support Officer, Land Use Planning</li> </ul>	
		<ul style="list-style-type: none"> <li>• Executive Planning Directors, Land Use Planning</li> <li>• Planning Directors, Land Use Planning</li> <li>• Planning Managers Land Use Planning</li> <li>• Principal Planners, Land Use Planning</li> </ul>	
xv	Documents in respect of which certification is required pursuant to regulation 32 <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>	<ul style="list-style-type: none"> <li>• Secretary WAPC</li> <li>• Planning Administration Manager, Land Use Planning</li> <li>• Planning Administration Coordinator, Land Use Planning</li> <li>• Senior Planning Support Officer, Land Use Planning</li> </ul>	
		<ul style="list-style-type: none"> <li>• Executive Planning Directors, Land Use Planning</li> <li>• Planning Directors, Land Use Planning</li> <li>• Planning Managers Land Use Planning</li> <li>• Principal Planners, Land Use Planning</li> </ul>	
xvi	Instruments registrable under the <i>Transfer of Land Act 1983</i> and described in the form of Power of Attorney in the Nineteenth Schedule to the said Act and as required by conditions of subdivision and strata title determined under the <i>Planning and Development Act 2005</i> and <i>Strata Titles Act</i> ;	<ul style="list-style-type: none"> <li>• Secretary WAPC</li> <li>• Planning Administration Manager, Land Use Planning</li> <li>• Planning Administration Coordinator, Land Use Planning</li> <li>• Senior Planning Support Officer, Land Use Planning</li> </ul>	
		<ul style="list-style-type: none"> <li>• Executive Planning Directors, Land Use Planning</li> <li>• Planning Directors, Land Use Planning</li> <li>• Planning Managers Land Use Planning</li> <li>• Principal Planners, Land Use Planning</li> </ul>	



Ref#	Authority to sign	Office	Conditions
xvii	Statements of Issues, Facts and Contentions registrable in the State Administrative Tribunal of Western Australia;	<ul style="list-style-type: none"> <li>• Chairperson of the WAPC</li> <li>• Secretary WAPC</li> <li>• Director General</li> <li>• Chief Planning Advisor</li> <li>• Director Planning Appeals</li> </ul>	
xviii	Structure Plans prepared pursuant to the provisions of an operative planning scheme;	<ul style="list-style-type: none"> <li>• Secretary WAPC</li> <li>• Planning Administration Manager, Land Use Planning</li> <li>• Planning Administration Coordinator, Land Use Planning</li> <li>• Senior Planning Support Officer, Land Use Planning</li> </ul>	
		<ul style="list-style-type: none"> <li>• Executive Planning Directors, Land Use Planning</li> <li>• Planning Directors, Land Use Planning</li> <li>• Planning Managers, Land Use Planning</li> <li>• Principal Planners, Land Use Planning</li> </ul>	
xix	Documents attesting the authority or position of the Western Australian Planning Commission of all forms and types and without limiting the generality of the foregoing including planning statements, statements as to authenticity and matters of procedure.	<ul style="list-style-type: none"> <li>• Secretary WAPC</li> </ul>	

DATED this 10th day of September 2025

THE COMMON SEAL of the WESTERN AUSTRALIAN PLANNING COMMISSION  
was hereunto affixed by the resolution of the Commission in the presence of:

Chairperson

WAPC Member



## Document Control

Document Details	
<b>Authorised By:</b>	WAPC Secretary
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Date Reviewed:	Author:	Amendment Details	Version No.	Date Approved:
28/05/2025	Phillida Rodic	Update DPLH name & officer titles, reformat, update reference to structure plans	3	28/05/2025
2023		Update officer titles and reference to Regulations	Amendment to 1	27/07/2023
			1	22/05/2012