



City of Nedlands

Agenda

Council Committee Meeting

8 May 2012

Dear Council member

The next meeting of the Council Committee will be held on Tuesday 8 May 2012 in the Council Chambers at 71 Stirling Highway Nedlands commencing at 7 pm.

A handwritten signature in black ink, appearing to read 'Michael Cole', is positioned above the typed name.

Michael Cole
Acting Chief Executive Officer
1 May 2012

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City of Nedlands

Notice of a meeting of the Council Committee to be held in the Council Chambers, Nedlands on Tuesday 8 May 2012 at 7 pm.

Council Committee Agenda

Declaration of Opening

The Presiding Member will declare the meeting open at 7 pm, and will draw attention to the disclaimer below.

(NOTE: Council at its meeting on 24 August 2004 resolved that should the meeting time reach 11.00 p.m. the meeting is to consider an adjournment motion to reconvene the next day).

Present and Apologies and Leave Of Absence (Previously Approved)

Leave of Absence Councillor K E Collins Coastal Districts Ward
(Previously Approved)

Apologies None as at distribution of this agenda.

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1. Addresses By Members of the Public (only for items listed on the agenda)

Addresses by members of the public who have completed Public Address Session Forms will be invited to be made as each item relating to their address is discussed by the Committee.

2. Disclosures of Financial Interest

The Presiding Member to remind Councillors and Staff of the requirements of Section 5.65 of the *Local Government Act* to disclose any interest during the meeting when the matter is discussed.

A declaration under this section requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.

However, other members may allow participation of the declarant if the member further discloses the extent of the interest. Any such declarant who wishes to participate in the meeting on the matter, shall leave the meeting, after making their declaration and request to participate, while other members consider and decide upon whether the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.

3. Disclosures of Interests Affecting Impartiality

The Presiding Member to remind Councillors and Staff of the requirements of Council's Code of Conduct in accordance with Section 5.103 of the *Local Government Act*.

Councillors and staff are required, in addition to declaring any financial interests to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making procedure.

The following pro forma declaration is provided to assist in making the disclosure.

"With regard to the matter in item x..... I disclose that I have an association with the applicant (or person seeking a decision). As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly."

The member or employee is encouraged to disclose the nature of the association.

4. Declarations by Members That They Have Not Given Due Consideration to Papers

Members who have not read the business papers to make declarations at this point.

5. Confirmation of Minutes

5.1 Committee Meeting 10 April 2012

The minutes of the Council Committee held 10 April 2012 are to be confirmed.

6. Matters for Which the Meeting May Be Closed

In accordance with Standing Orders and for the convenience of the public, the Committee is to identify any matter which is to be discussed behind closed doors at this meeting and that matter is to be deferred for consideration as the last item of this meeting.

7. Divisional Reports

Note: Regulation 11(da) of the *Local Government (Administration) Regulations 1996* requires written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70, but not a decision to only note the matter or to return the recommendation for further consideration.

7.1 Planning & Development Report No's PD17.12 to PD18.12

Development Services Report No's PD17.12 to PD18.12 to be dealt with at this point (copy attached yellow cover sheet).

PD17.12 No. 36A (Lot 2) Dalkeith Road, Nedlands – Proposed Single Storey Aged or Dependent Persons Dwelling

PD18.12 Final Approval of Proposed Outline Development Plan for complex formerly known as Swanbourne Hospital for the Insane - Lot 12040 Heritage Lane Mt Claremont

7.2 Sustainable Infrastructure Report No's SI09.12 to SI10.12

Technical Services Report No' SI09.12 to SI10.12 to be dealt with at this point (copy attached blue cover sheet).

SI09.12 Request for Retrospective Approval of Verge Development at 26 Genesta Crescent, Dalkeith

SI10.12 Black Spot Project 2011/12 – Intersection Upgrade at the Intersecons of Stirling Highway and Florence Road and Florence Road and Princess Road, Nedlands

7.3 Corporate & Strategy Report No's CP21.12 to CP23.12

Report No's CP21.12 to CP23.12 to be dealt with at this point (copy attached green cover sheet).

CP21.12 Monthly Financial Report – March 2012

CP22.12 Investment Report – March 2012

CP23.12 List of Accounts Paid – March 2012

8. Reports by the Chief Executive Officer

8.1 Review of Council's Delegated Authorities

| | |
|------------------|------------|
| Committee | 08/05/2012 |
| Council | 22/05/2012 |

| | |
|-------------------------------|---|
| Applicant | City of Nedlands |
| Owner | City of Nedlands |
| Director | Natalie Wilson – Acting Coordinator Corporate Services |
| CEO | Michael Cole – Acting Chief Executive Officer |
| Director Signature | |
| File ref: | CRS/058 |
| Previous Item No's | Nil. |
| Disclosure of Interest | No officer involved in the preparation of this report had any interest which required it to be declared in accordance with the provisions of the <i>Local Government Act (1995)</i> . |

Purpose

The purpose of this report is to review delegations that have been made in accordance with section 5.46 of the *Local Government Act 1995*.

Recommendation to Committee

Council

1. Retains without amendment the following Delegated Authorities:

- 1A Acting Chief Executive Officer**
- 1B Office Hours**
- 1C Staff Vehicle Use**
- 1D Use of Council's Common Seal and Authority to Sign Documents**
- 1E Local Government Act, Executive Functions Delegated to the Chief Executive**
- 1F Performance Review of Chief Executive Officer**
- 1G Consumption of Alcohol in Public Places**
- 1H Authority to Grant Permission for Vehicles on a Reserve**
- 1I Use of Council Chambers**
- 1J Perth Flying Squadron Yacht Club**
- 1K Authority to Call Tenders**
- 3A Investment of Funds**

- 3B Debt Recovery
- 3C Requests for Financial Assistance
- 3D Operation of Council Bank Accounts
- 3E Invitations for Registrations of Interest
- 3F Write Off of Minor Debts
- 3G Acceptance of Tenders
- 4A Engagement of Contractors
- 4B Obstruction of Rights Of Way
- 4C Verge Development
- 4D Street Trees
- 4E Vehicle Crossing Places
- 4F Private Works
- 4G Traffic Management Committee
- 6A Town Planning Scheme no. 2 – Approval and Refusal of Planning Applications
- 6B Trading in Public Places
- 7A Legislative Building Control
- 7C Assignment of House Numbers
- 7D Fences within Reduced Truncations
- 7E Issuing Section 3.25 Notices
- 7F Signing of Metropolitan Region Scheme Form 1 Applications
- 8A Health Act Functions
- 8B Liquor Licensing Act Functions
- 8C Caravan and Camping Grounds Act Functions
- 8D Environmental Protection Act Functions
- 9B Prosecution Officers
- 9F Temporary Street Closure and Temporary Suspension of Road Rules
- 9G Removal of Obstructions and Deposit on Streets and Public Places
- 9H Registration Officers
- 10A Tresillian Studio Leases
- 10B Erection of Neighbourhood Watch Signs
- 10C Active Recreation Area Use
- 10D Signs on Reserves
- 10E Community and Cultural Development Fund
- 10F Sponsorship of Youth Initiatives Fund;

2. Amends the following Delegated Authorities by including “Coordinator Corporate Services”

- 1G Consumption of Alcohol in Public Places
- 9A Collection of Unpaid Fines (Parking) Authority
- 9C Withdrawal of Infringement Notices
- 9D Collection of unpaid Fines (Dog Control)
- 9E Power to Authorise Withdrawal of Dog Infringements; and

3. **Amends the following Delegated Authorities by adding:
“Manager Parks Services”**
- 5A **Use of Reserves during Building Operations on Adjacent Property**
 - 5B **Landscaping River Foreshore**
 - 5C **Dangerous Trees on Private Property on Adjacent Property.**

Strategic Plan

Key Focus Area 5: Governance

Strategy 5.6 - Ensure compliance with statutory requirements and guidelines.

The review of the Delegated Authority Manual by Administration and by Council will ensure the City meets its statutory requirements.

Background

The delegated authorities have been adopted by Council to assist in the efficient administration of the City and are published as the Council Delegated Authority Manual on the Council’s website.

Proposal Detail

Not applicable.

Consultation

Required by legislation: Yes No
Required by City of Nedlands policy: Yes No

Legislation

This report meets the requirements of Section 5.44 and 5.46 of the Local Government Act 1995.

Budget/financial implications

Not applicable.

Risk Management

Not applicable.

Discussion

The Local Government Act 1995 (the Act) sets out the local government's power to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties, with some exceptions as listed in Section 5.43. Delegation of certain powers is common across local governments and facilitates good governance.

In addition, Section 5.44 of the Act allows the Chief Executive Officer to further delegate to any employee of the local government the exercise of any of the Chief Executive Officer's powers other than that of delegation.

Under Section 5.46 of the Act, a local government is required to review each financial year delegations that have been made. Council is also required to review annually the delegations it has made to the Chief Executive Officer.

In considering this matter in May 2011, Council resolved that the annual review of delegated authorities should be scheduled by administration so as not to coincide with budget deliberations. All reviews over recent years have been brought to Council in May or June but it was recognised that this is busy period for elected members. Accordingly, a commitment was given that future annual reviews would be brought forward.

Unfortunately, with the turnover of senior staff the review was not commenced sooner. Accordingly, it is proposed to undertake a minor review this financial year, with a more comprehensive review to be conducted in August 2012, after the annual budget process has been completed.

Therefore, the following minor changes to Delegations of Authority are recommended:

1. Amends the following Delegations of Authority to include the Coordinator Corporate Services
 - a. 1G - Consumption of Alcohol in Public Places;
 - b. 9A - Collection of Unpaid Fines (Parking);
 - c. 9C - Withdrawal of Infringement Notices;
 - d. 9D - Collection of unpaid Fines (Dog Control); and
 - e. 9E - Power to Authorise Withdrawal of Dog Infringements

Reason:

The additional delegation to the Coordinator Corporate Services would significantly improve customer service as this officer is responsible for these roles.

2. Amends the following Delegations of Authority to include the Delegated Authority to Manager Parks Services:
 - a. 5A - Use of Reserves during Building Operations on Adjacent Property; and
 - b. 5B - Landscaping River Foreshore

Reason:

The additional delegation to the Manager Parks Services as these matters are mostly referred to this position.

Conclusion

A review of Delegation is required to be undertaken each financial year. The Delegation of Authority Manual has been reviewed by Administration and is now presented to Council for consideration. The suggested changes are of a minor nature with a more comprehensive review scheduled for August 2012..

Attachments

Council Delegated Authority Manual

9. Urgent Business Approved By the Presiding Member or By Decision

Any urgent business to be considered at this point.

10. Confidential Items

Nil.

Declaration of Closure

There being no further business, the Presiding Member will declare the meeting closed.



Michael Cole
Acting Chief Executive Officer

Attachment to Item 8.1

**Council Committee - 8 May 2012
Council – 22 May 2012**

Review of Council's Delegated Authorities



City of Nedlands

nedlands.wa.gov.au

Council Delegated Authority Manual

As at 24 May 2011

PREAMBLE

1. Introduction

- a) A Council may delegate to its Chief Executive Officer, some of its powers and duties provided for in the Local Government Act 1995. Any decision to delegate must be passed by an absolute majority and the delegation must be in writing.
- b) The only staff member to whom the Council may delegate any of its powers and duties under the Local Government Act is the Chief Executive Officer but the Chief Executive Officer may give delegated authority to any staff member. The Chief Executive Officer is the only staff member with the power to delegate.
- c) A Council may also delegate some of its powers and duties to committees of council by a decision passed by an absolute majority and recorded in writing.

2. Limits on Delegation to the Chief Executive Officer

- a) There are some powers and duties that a Council cannot delegate. They are:
 - i. any power or duty that requires a decision of an absolute majority ~~or a 75% majority~~ of the local government;
 - ii. accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
 - iii. appointing an auditor;
 - iv. acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
 - v. any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
 - vi. borrowing money on behalf of the local government;
 - vii. hearing or determining an objection of a kind referred to in section 9.5;
 - viii. any power or duty that requires the approval of the Minister or the Governor; or
 - ix. such other powers or duties as may be prescribed.

3. Delegations to Committees

- a) Council may delegate its powers and duties to committees comprising only of Council members except –
 - i. any power or duty that requires a decision of an absolute majority ~~or a 75% majority~~ of the local government; and any other power or duty that is prescribed; or
 - ii. the power of delegation.
- b) Council may delegate to a committee comprising of council members and employees, any of the local government's powers or duties that can be delegated to the Chief Executive Officer.
- c) Council may delegate to a committee comprising staff members or members of the public any of the local government's powers and duties necessary or convenient for the proper management of:
 - i. the local government's property; or
 - ii. an event in which the local government is involved.
- d) No delegations may be made to committees on which there are no elected members or members of staff.

4. Period of Any Delegation

- a) A delegation of authority has effect for the period of time specified in the instrument of delegation or where no period of time is specified, indefinitely.
- b) Any decision by Council to revoke or amend a delegated authority must be passed by an absolute majority.

5. Recording Delegations

- a) Any delegation under the Local Government Act 1995, either by Council or the Chief Executive Officer must be recorded in writing;
- b) The CEO is to keep a register of the delegations made by Council to the CEO and made by the CEO to other employees;
- c) Any delegation by Council to a committee must also be in writing.

6. Exercising Delegated Authority

- a) After either the CEO (or any other employee) has exercised a delegated authority the following information must be recorded in writing,

- b) how the person exercised the power or discharged the duty;
- c) when the person exercised the power or discharged the duty; and
- d) 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 or the discharge of the duty.

7. Review

At least once every financial year, delegations are to be reviewed by the delegator, either Council or the Chief Executive Officer.

8. Council's Ability to Make Decisions is not Limited

Council may still exercise any of its powers or duties that have been delegated to the Chief Executive officer or to a committee.

9. Legislative Authority

- a) The following sections of the Local Government Act 1995 provide for delegation of authority:
 - i. s.5.16 to s.5.18 (delegations to Committees)
 - ii. s.5.42 to s.5.46 (delegations to CEO and other employees).
- b) The Local Government (Administration) Regulations s.19 expands upon s.5.45(3) of the Act.

10. Other Forms of Delegation

Legislation other than the Local Government Act provides for the delegation of Council's powers. Under such legislation it is possible for Council to delegate to staff members other than the Chief Executive officer. Legislation which provides for delegation includes:

- i. The Town Planning and Development Act
- ii. The Dog Act
- iii. The Environmental Protection Act
- iv. The Strata Titles Act
- v. The Health Act
- vi. The Caravan Parks Act

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1A Acting Chief Executive Officer

Delegate

Chief Executive Officer

Delegated authority

Should it be necessary, as a result of an extended period of absence, the Chief Executive Officer may appoint one of the Senior Officers Council has determined as suitably qualified, to the position of Acting Chief Executive Officer, for a period no longer than five (5) weeks.

Further delegation

Nil.

Legislation

Section 5.36 of the Local Government Act 1995

Duration

Indefinite

Record

Central Records

Date originally adopted/amended

8 November 2005 (Report CP34.05)

Review history – no changes

24 June 2008 (Report CP27.08)

30 June 2009 (Report CP29.09)

22 June 2010 (Report CP19.10)

24 May 2011 (Report CP20.11)

|

1B Office Hours

Delegate

Chief Executive Officer

Delegated authority

The Chief Executive Officer is authorised to prescribe hours of operation for all Council services.

Further delegation

Director Community and Strategy (Library Opening Hours)

Legislation

Local Government Act 1995

Duration

Indefinite

Record

Central Records

Date originally adopted/amended

28 October 1997 (Report C177.97)

24 June 2008 (Report CP27.08)

30 June 2009 (Report CP29.09)

Review history -no changes

23 October 2001 (Report C101.01)

26 November 2002 (Report C94.02)

25 November 2003 (Report C74.03)

23 November 2004 (Report C65.04)

22 June 2010 (Report CP19.10)

24 May 2011 (Report CP20.11)

1C Staff Vehicle Use

Delegate

Chief Executive Officer

Delegated authority

The Chief Executive Officer is delegated to administer staff vehicle usage.

Further delegation

Nil

Legislation

Local Government Act 1995

Duration

Indefinite

Record:

Central Records

Fleet Records

Date originally adopted/amended

28 October 1997 (Report C177.97)

26 October 1999 (Report C128.99)

26 November 1999 (Report T61.99)

12 June 2001 (Report T27.01)

Review history – no changes

12 June 2001 (Report T27.01)

23 October 2001 (C101.01)

26 November 2002 (Report C94.02)

25 November 2003 (Report C74.03)

23 November 2004 (Report C65.04)

24 June 2008 (Report CP27.08)

30 June 2009 (Report CP29.09)

22 June 2010 (Report CP19.10)

24 May 2011 (Report CP20.11)

1D Use of Council's Common Seal and Authority To Sign Documents

Delegate

Chief Executive Officer

Delegated authority

This delegation applies to contracts, agreements and other legal documents which require the affixing of Council's Common Seal, and the signature of the Chief Executive Officer and the Mayor, but only in situations where:

- a) Council has resolved to enter into or accept the contract, arrangements or legal document, and all that is required is the affixing of the Seal and the appropriate signatures on the document without change other than those changes authorised by Council;
- b) The arrangement, which is the subject of the document that requires the application of the Seal, does not require a resolution of Council.

Delegation

Where (a) and (b) above apply, the following delegations exist:

1. The Chief Executive Officer, or in his or her absence the Acting Chief Executive Officer, has authority to authorise the application of the Common Seal with that authorisation being recorded in Council's Seal Register.
2. In those instances where the Chief Executive Officer or the Acting Chief Executive Officer has authorised the application of the Common Seal in accordance with this delegation, the Chief Executive Officer, or in his or her absence the Acting Chief Executive Officer, and the Mayor, or in his or her absence the Deputy Mayor, are authorised to sign those documents to which the Common Seal has been affixed.

A report is to be provided to Council each month detailing the use of the seal.

Further Delegation

Nil.

Legislation

Local Government Act 1995

Duration

Indefinite

Record

Seal Register
Central Records

Date originally adopted/amended

24 February, 1998 - C28.98
23 October 2001 C101.01

Review history – no changes

14 November 2000 (Report C140.00)
23 October 2001 (Report C101)
26 November 2002 (Report C94.02)
25 November 2003 (Report C74.03)
23 November 2004 (Report C65.04)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

1E Local Government Act, Executive Functions Delegated to the Chief Executive Officer

Delegate

Chief Executive Officer

Delegated Authority

The Chief Executive Officer is delegated the authority, pursuant to Section 5.42 of the Local Government Act 1995, as amended, to appoint officers under Section 9.10 of that Act to enforce the requirements of Part 3, Division 3, Subdivisions 2, 3, 4 and 5 and related schedules of the Local Government Act 1995 and regulations and local laws of the Local Government.

The Chief Executive Officer is delegated authority to appoint Authorised Officers in accordance with Section 245A (4) of the Local Government Miscellaneous Provisions Act 1960.

Further Delegation

Manager Sustainable Nedlands
Environmental Health Officers
Director Development Services

Legislation

Local Government Act 1995

Duration

Indefinite

Record

Central Records
Property Files

Date originally adopted/amended

12 October, 1998 (Report E188.99)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)

Review history – no changes

10 December 2002 (Report E156.02)
25 November 2003 (Report E108.03)
23 November 2004 (Report C65.04)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

1F Performance Review Of Chief Executive Officer

Delegate

Chief Executive Officer's Performance Review Committee

Delegated authority

The Committee, comprising the Mayor (as Presiding Member) and one Councillor from each Ward has delegated authority to manage the performance appraisal process of the Chief Executive Officer in order to meet both Council's statutory obligations in accordance with the requirements of Section 5.38 of the Local Government Act 1995 and any terms and conditions of the employment contract of the Chief Executive Officer.

In managing the performance appraisal process, the Committee:

- a) is to recommend an independent consultant to Council for the purposes of conducting the performance appraisal;
- b) is to determine and set in place, in conjunction with the independent consultant appointed by Council, an appropriate performance appraisal process;
- c) is to make recommendations to Council regarding:
 - the setting of goals and objectives;
 - the measurement of key performance indicators (KPIs); and
 - changes to the remuneration package within the terms of the Chief Executive Officer's contract; and
- d) may draw on the resources and professional advice of the Manager Human Resources and any additional assistance that the Manager Human Resources may recommend to determine the process and plan and conduct the appraisal.

Any goals, objectives, KPI measurement or remuneration package changes approved by Council must be acknowledged in writing by both the Mayor and the Chief Executive Officer.

All Elected Members are to be briefed of the outcomes of the appraisal, prior to any decision by Council.

Further Delegation

Nil

Legislation

Local Government Act 1995

Duration

Indefinite

Record

Central Records
Personnel Files

Date originally adopted/amended

22 February 2000 (Item C22.00)
24 June 2008 (Report CP27.08)
24 May 2011 (Report CP20.11)

Review history - no changes

14 November 2000 (Report C140.00)
23 October 2001 (Report C101.01)
26 November 2002 (Report C94.02)
25 November 2003 (Report C74.03)
23 November 2004 (Report C65.04)
30 June 2009 (Report CP29.09)
22 June 2010 (Report CP19.10)

1G Consumption of Alcohol in Public Places

Delegate

Chief Executive Officer

Delegated authority

The Chief Executive Officer is authorised to issue permits for the consumption of alcohol on reserves, foreshores and beaches and other public places pursuant to clause 5(1)(d) of the Local Law Relating to Reserves, Foreshores and Beaches.

Further Delegation

Director Corporate Services
Manager Corporate Services
Senior Customer Service Officer
[Coordinator Corporate Service](#)

Legislation

Local Government Act 1995
Local Law Relating to Reserves, Foreshores and Beaches

Duration

Indefinite

Record

Central Records
Personnel Files

Date originally adopted/amended

24 April 2001 (Report C44.01)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)

Review history - no changes

12 February 2002 (Report C1.02)
11 February 2003 (Report C3.03)
25 November 2003 (Report C70.03)
23 November 2004 (Report C65.04)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

1H Authority to Grant Permission for a Vehicle on a Reserve

Delegate

Chief Executive Officer

Delegated authority

The Chief Executive Officer is authorised to grant consent for a vehicle to be driven, ridden, parked or allowed to stand on a reserve or foreshore, other than such parts of the reserve or foreshore as are set aside as roads or driveways or vehicle parking or as access to areas set aside for that purpose pursuant to clause 7(a) and (b) of the Local Law Relating to Reserves, Foreshores and Beaches.

Further delegation

Director Community and Strategy
Manager Community Development
Administration Officer Community Services
Coordinator Community Development

Legislation

Local Government Act 1995
Local Law Relating to Reserves, Foreshores and Beaches

Duration

Indefinite

Record

Central Records

Date originally adopted/amended

26 June 2001 (Report C68.01)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)

Review history - no changes

23 October 2001 (Report C101.01)
26 November 2002 (Report C94.02)
11 February 2003 (Report C3.03)
25 November 2003 (Report C74.03)
23 November 2004 (Report C65.04)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

11 Use of Council Chambers

Delegate

Chief Executive Officer

Delegated authority

The Chief Executive Officer may under exceptional circumstances allow the Council Chambers to be used for functions other than Council meetings and/or functions ancillary to Council activities.

Further delegation

Nil

Legislation

Local Government Act 1995

Duration

Indefinite

Record

Central Records

Date originally adopted/amended

22 April 1997 - P83.97
23 October 2001 (Report C101.01)

Review history – no changes

12 October 1999 (Report E190.99)
23 October 2001 (Report C101.01)
26 November 2002 (Report C94.02)
25 November 2003 (Report C74.03)
23 November 2004 (Report C65.04)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

1J Perth Flying Squadron Yacht Club

Delegate

The Chief Executive Officer

Delegated authority

The Chief Executive Officer is authorised to grant consent to the Perth Flying Squadron Yacht Club to enter into sub lease agreements for commercial activities that are related to the operation of a yacht club in accordance with clause 2(r) of the Lease Agreement between the City and the Club. Such agreements for which the Chief Executive Officer may grant consent on behalf of the Council shall be limited to activities as:

- a) Long term sub-lease to Shipwright;
- b) Catering and Beverage Contractors;
- c) Pen Leases;
- d) Administration Services;
- e) Boat Sales; and
- f) Chandlery.

Further delegation

Director Development Services
Manager Property Services

Legislation:

Local Government Act 1995

Duration:

Indefinite

Record:

Central Records

Date originally adopted/amended

27 August 2002 (Report C65.02)

30 June 2009 (Report CP29.09)

Review history – no changes

27 August 2002 (Report C65.02)
26 November 2002 (Report C94.02)
11 February 2003 (Report C3.03)
25 November 2003 (Report C74.03)
23 November 2004 (Report C65.04)
24 June 2008 (Report CP27.08)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

1K Authority to Call Tenders

Delegate

The Chief Executive Officer

Delegated authority

- a) The Chief Executive Officer be delegated authority to invite tenders for works and services within the approved statutory budget each financial year, where required in accordance with the provisions of the Local Government Act 1995, and in accordance with the City of Nedlands Purchasing of Goods and Services Policy; and
- b) The Chief Executive Officer be delegated authority to specify selection criteria for all tenders called in accordance with (a) above.

Further delegation

Director Corporate Services
Director Development Services
Director Community and Strategy
Director Technical Services

Legislation

Local Government Act 1995

Duration

30 June 2006

Record

Central Records

Date originally adopted/amended

16 August 2005 (Item 6.1)
12 December 2006 (Urgent Business Item 17.3)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)
24 May 2011 (Report CP20.11)

Review history - no changes

12 December 2006
22 June 2010 (Report CP19.10)

1L City Facilities – Management Licences for community organisations

Delegate

The Chief Executive Officer

Delegated authority

The Chief Executive Officer is authorised to enter management licences with appropriate community organisations tenanting the City's facilities using the standard management licence.

Further delegation

Nil

Legislation:

Local Government Act 1995

Duration:

Indefinite

Record:

Central Records

Date originally adopted/amended

27 April 2010 (Report D24.10)

Review history – no changes

24 May 2011 (Report CP20.11)

3A Investment of Funds

Delegate

Chief Executive Officer

Delegated authority

The Chief Executive Officer is authorised to invest funds held in Council's Municipal, Trust or any of its Reserve Funds that is not for the time being required by Council, in accordance with the provisions of Section 6.14 of the Local Government Act 1995.

Further delegation

Director Corporate Services
Manager Finance

Legislation

Local Government Act 1995

Duration

Indefinite

Record

Bank Reconciliation File

Date originally adopted/amended

26 August 1997 (Report C126.97)

Review history - no changes

14 November 2000 (Report C140.00)
23 October 2001 (Report C101.01)
26 November 2002 (Report C94.02)
25 November 2003 (Report C74.03)
23 November 2004 (Report C65.04)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

3B Debt Recovery

Delegate

Chief Executive Officer

Delegated Authority

For the purposes of effectively managing the recovery of debts owed to Council and within the framework of the Debt Recovery Policy the Chief Executive Officer is authorised to:

1. issue summonses, and goods and land warrants, and initiate relevant legal action for the recovery of debts,
2. negotiate and reach agreement on appropriate arrangements for the repayment of outstanding debts where possible,
3. initiate other courses of action with regard to the recovery of an outstanding debt, including authority to withdraw or refuse Council's services, and deny access to Council facilities,
4. determine and put in place administrative procedures to fulfill the intention of Council's Policy in relation to debt recovery,
5. recover outstanding rates from the rent of lessees of rented properties in accordance with Section 6.60 of the Local Government Act 1995, and
6. appoint external debt collection agencies to undertake all or part of any debt recovery process for the recovery of debts to the City of Nedlands if considered appropriate.

Further Delegation

Director Corporate Services
Manager Finance
Rates Officer

Legislation

Local Government Act 1995
Rates and Charges (Rebates and Deferments) Act 1992

Duration

Indefinite

Record

Reports from the Rates Officer

Date originally adopted/amended

28 October 2003 (Report C66.03)

30 June 2009 (Report CP29.09)

Review history - no changes

25 November 2003 (Report C74.03)

23 November 2004 (Report C65.04)

24 June 2008 (Report CP27.08)

22 June 2010 (Report CP19.10)

24 May 2011 (Report CP20.11)

3C Requests for Financial Assistance

Delegate

Chief Executive Officer

Delegated Authority

The Chief Executive Officer is authorised to refuse all requests for donations that do not meet the requirements of Council's Policy 10.26 - Subsidies and Donations, or Council's Policy 10.27 - Cultural and Community Development Fund, unless the Mayor or a Councillor requests that the matter be considered by Council, or if the Chief Executive Officer believes the request has some merit worthy of further Council consideration.

The Chief Executive Officer may exercise his discretion in relation to any advice or request in relation to the Lord Mayor's Disaster Relief Fund referred to him under Policy 10.26 to either refuse the application and not place it before Council or, if he considers the matter worthy of consideration by Council, to arrange for an appropriate report to be placed before Council for its consideration.

Further Delegation

Nil

Legislation

Local Government Act

Duration

Indefinite

Record

Central Records
Cheque Copy held in Strong Room

Date originally adopted/amended

22 June 1999 – C69.99
26 November 2002 (Report C94.02)

Review history - no changes

14 November 2000 – (Report C140.00)
23 October 2001 (Report C101.01)
25 November 2003 (Report C74.03)
23 November 2004 (Report C65.04)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

3D Operation of Council Bank Accounts

Delegate

Chief Executive Officer

Delegated Authority

The Chief Executive Officer is delegated authority to:

1. make payments from the following bank accounts
 - a) Municipal Fund Bank Account
 - b) Trust Fund Bank Account
 - c) Reserve Fund Bank Accountin accordance with the provision of Policy 3.3
2. transfer funds between Council's bank accounts, in accordance with the provisions of Policy 3.3.

Further Delegation

Director Corporate Services
Director Development Services
Director Technical Services
Director Community and Strategy
Manager Finance
Manager Corporate Services

Legislation

Local Government Act 1995

Duration

Indefinite

Record

Copies of cheques are kept on the Bank Record in the Strong Room.

Date originally adopted/amended

24 February, 1998 (Report C36.98)
26 November 2002 (Report C94.02)
24 June 2008 (Report CP27.08)

30 June 2009 (Report CP29.09)

Review history - no changes

14 November 2000 (Report C140.00)

23 October 2001 (C101.01)

25 November 2003 (Report C74.03)

23 November 2004 (Report C65.04)

22 June 2010 (Report CP19.10)

24 May 2011 (Report CP20.11)

3E Invitations for Registrations of Interest

Delegate

Chief Executive Officer

Delegated Authority

The Chief Executive Officer is delegated authority to invite Expressions of Interest in accordance with Regulation 21 of the Local Government (Functions and General) Regulations 1996 in those circumstances where he deems it appropriate.

Further delegation

Nil

Legislation

Local Government Act 1995

Duration

Indefinite

Record

Central Records
Newspaper Advertisement and document on specific file

Date originally adopted/amended

23 February, 1999 - C14.99

Review history - no changes

14 November 2000 (Report C140.00)
23 October 2001 (Report C101.01)
26 November 2002 (Report C94.02)
25 November 2003 (Report C74.03)
23 November 2004 (Report C65.04)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

3F Write Off of Minor Debts

Delegate

Chief Executive Officer

Delegated authority

The Chief Executive Officer is delegated authority to write off outstanding debts to individual debtors up to and including a value of \$1,000 subject to the Chief Executive Officer being satisfied that all reasonable attempts have been made to recover the debt and that the debt is now either unrecoverable or unable to be recovered economically.

Further Delegation

Nil

Legislation:

Local Government Act 1995

Duration

Indefinite

Record

Central Records
File No. FIN/012

Date originally adopted/amended

22 June 1999 (Report No. C70.99)

Review history - no changes

14 November 2000 (Report C140.00)
23 October 2001 (Report C101.01)
26 November 2002 (Report C94.02)
25 November 2003 (Report C74.03)
23 November 2004 (Report C65.04)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

3G Acceptance of Tenders

Delegate

Chief Executive Officer

Delegated authority

The Chief Executive Officer has delegated authority to accept tenders where, in accordance with Regulation 11 (1) of the Local Government (Functions and General) Regulations 1996, a tender would not normally be required to be called due to the value of the contract expected to be less than \$100,000. This will apply whenever Administration determine, that due to the nature of the purchase and in the interests of obtaining the best possible price, a tender should be called.

Further delegation

Nil.

Legislation

Local Government Act 1995

Duration

Indefinite

Record

Central Records
Tenders Register

Date originally adopted/amended

26 April 2000 (Report C61.00)
30 June 2009 (Report CP29.09)
24 May 2011 (Report CP20.11)

Review history – no changes

26 June 2001 (Report C67.01)
23 October 2001 (Report C101.01)
26 November 2002 (Report C94.02)
25 November 2003 (Report C74.03)
23 November 2004 (Report C65.04)
22 June 2010 (Report CP19.10)

4A Engagement of Contractors

Delegate

Chief Executive Officer

Delegated authority

The Chief Executive Officer is authorised to appoint contractors, in accordance with the City of Nedlands Purchasing of Goods and Services Policy for the carrying out of works previously approved by Council.

Where in accordance with the Local Government Act, the magnitude of work requires tenders to be called, such tenders shall be referred to the Council for acceptance unless delegated authority in accordance with 3G applies.

Further delegation

Director Development Services
Director Technical Services
Manager Engineering Services
Manager Parks Services

Legislation

Local Government Act

Duration

Indefinite

Record

Purchase Requisitions
Central Records Tender File

Date originally adopted/amended

22 July 1997 (Report C108.97)
23 November 1999 (Report T61.99)
12 June 2001 (T27.01)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)
24 May 2011 (Report CP20.11)

Review history - no changes

28 October 2003 (Report T29.03)
23 November 2004 (Report T34.04)
22 June 2010 (Report CP19.10)

4B Obstruction of Rights of Way

Delegate

Chief Executive Officer

Delegated authority

The Chief Executive Officer is authorised to take appropriate action against any person causing:

- a) an obstruction or health nuisance by dumping/storing of any materials such as garden debris, timber, building materials etc., in any right-of-way which is in use to vehicular traffic.
- b) an obstruction by the parking of any vehicle etc., in any right-of-way which is in use to vehicular traffic.

Further delegation

Director Technical Services
Manager Engineering Services
Manager Sustainable Nedlands
Rangers

Legislation

Local Government Act

Duration

Indefinite

Record

Central Records
Street Files
Infringement Notice Registry

Date originally adopted/amended

22 July 1997 (Report C108.97)
23 November 1999 (Report T61.99)
12 June 2001 (T27.01)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)

Review history - no changes

28 October 2003 (Report T29.03)
23 November 2004 (Report T34.04)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

4C Verge Development

Delegate

Chief Executive Officer

Delegated authority

The Chief Executive Officer is authorised to:

1. Grant approval for the construction of verge developments in accordance with Policy 4.7 Verge Developments.
2. Instigate prosecutions in accordance with Policy 4.7 Verge Development.
3. In accordance with Clause 44 of the Local Law Relating to thoroughfares instigate prosecutions for breach of any of the provisions of the Local Law Relating to Thoroughfares.

Further delegation

Director Technical Services
Manager Engineering Services
Manager Parks Services

Legislation

Local Government Act

Duration

Indefinite

Record

Central Records
Property Files

Date originally adopted/amended

22 July 1997 (Report C108.97)
23 November 1999 (Report T61.99)
12 June 2001 (T27.01)
12 November 2002 (Report T38.02)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)

Review history -no changes

28 October 2003 (Report T29.03)
23 November 2004 (Report T34.04)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

4D Street Trees

Delegate

Chief Executive Officer

Delegated authority

The Chief Executive Officer is authorised to administer the provisions of Council's Policy 4.13 Street Trees.

Further delegation

Director Technical Services
Manager Parks Services

Legislation

Local Government Act

Duration

Indefinite

Record

Central Records
Property Files

Date originally adopted/amended

12 June 2001 (Report T27.01)
23 November 2004 (Report T34.04)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)

Review history – no changes

28 October 2003 (Report T29.03)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

4E Vehicle Crossing Places

Delegate

Chief Executive Officer

Delegated authority

Authority is delegated to the Chief Executive Officer to:-

1. Grant approval for construction of a crossing place;
2. Authorise payment of a subsidy for a crossing place; and
3. Authorise construction of a crossing place continuously across a footpath where appropriate, provided such works comply with Policy 4.6 Crossover Construction and Maintenance.

Further delegation

Director Technical Services
Manager Engineering Services

Legislation

Local Government Act

Duration

Indefinite

Record

Central Records
Property Files

Date originally adopted/amended

22 July 1997 (Report C108.97)
23 November 1999 (Report T61.99)
12 June 2001 (Report T27.01)
23 November 2004 (Report T34.04)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)

Review history –no changes

28 October 2003 (Report T29.03)

22 June 2010 (Report CP19.10)

24 May 2011 (Report CP20.11)

4F Private Works

Delegate

Chief Executive Officer

Delegated authority

Authority is delegated to the Chief Executive Officer to authorise the carrying out of private works in accordance with Section 3.18(2) of the Local Government Act provided such works can be fitted into the works programme without undue disruption; such works may only be for properties within the City of Nedlands

Further Delegation

Director Development Services

Legislation

Local Government Act 1995

Duration

Indefinite

Record

Central Records
Property Files

Date originally adopted/amended

22 July 1997 (Report C108.97)
24 June 2008 (Report CP27.08)

Review history - no changes

28 October 2003 (Report T29.03)
23 November 2004 (Report T34.04)
30 June 2009 (Report CP29.09)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

4G Traffic Management Committee

Delegate

Traffic Management Committee

Delegated authority

The Traffic Management Committee (The Committee) is appointed by Council to investigate traffic management issues in the City of Nedlands and consider options to address these issues and to submit recommendations to Council for the allocation of funds and the setting of priorities.

The Committee has delegated authority to approve the following, in accordance with the budget as adopted by Council:

- Minor works
- Parking alterations
- Signage
- Traffic Counts

Further Delegation

Nil

Legislation

Local Government Act 1995

Duration

Indefinite, subject to Terms of Reference review

Record

Central Records
Street Files

Date originally adopted/amended

22 September 2009 (Item 12.3, T15.09)

Review History - No Changes

23 February 2010 (Item 12.3, T02.10)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

5A Use of Reserves during Building Operations on Adjacent Property

Delegate

Chief Executive Officer

Delegated authority

Authority is delegated to the Chief Executive Officer to grant approval for requests for the use of Reserves by Builders or others to gain access to adjoining properties.

The Chief Executive Officer may require:

1. The applicant to pay a Reserve Access Fee and a Reserve Access Bond as set out in the City's annual Schedule of Fees and Charges.
2. The applicant to provide insurance indemnifying the City against any public liability incurred through the operations.
3. Access to be supervised by a Council employee at the cost of the applicant.

Further delegation

Director Technical Services
Manager Engineering Services
[Manager Parks Services](#)

Legislation

Local Government Act 1995

Duration

Indefinite

Record

Central Records
Reserve File

Date originally adopted/amended

22 July 1997 (Report C108.97)
23 November 1999 (Report T61.99)
23 November 2004 (Report T34.04)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)

Review history – no changes

28 October 2003 (Report T29.03)
23 November 2004 (Report T34.04)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

5B Landscaping River Foreshore

Delegate

Chief Executive Officer

Delegated Authority

Provided that a resident will agree to the conditions below the Chief Executive Officer may grant approval to care for the area abutting that residence:

1. The foreshore area will as near as possible be maintained in its natural state;
2. No physical or implied restriction of public access is allowed;
3. There shall be no rubbish dumping (including garden debris);
4. The resident accepts responsibility for litter collection including transporting it to convenient collection points (collections would be in conjunction with the residents' own rubbish);
5. No unauthorised vehicles are permitted;
6. No storage of any timber or building materials is permitted;
7. No buildings are permitted;
8. A plan submitted and approved prior to any work commencing;
9. The natural contours are not altered;
10. The provision of water and the planting of indigenous plant species;
11. Automatic watering systems may be used between the hours of 12.00 a.m. and 5.00 a.m.;
12. Administration may install foreshore marker posts to define public land from Foreshore Reserve; and
13. The resident must obtain written approval from the Swan River Trust prior to receiving approval from Council.

Further delegation

Director Technical Services
Manager Engineering Services
Manager Parks Services

Legislation

Local Government Act 1995

Duration

Indefinite

Record

Central Records
Reserve Files

Date originally adopted/amended

22 July 1997 (Report C108.97)
23 November 1999 (Report T61.99)
12 June 2001 (Report T27.01)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)

Review history - no changes

28 October 2003 (Report T29.03)
23 November 2004 (Report T34.04)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

5C Dangerous Trees on Private Property

Delegate

Chief Executive Officer

Delegated Authority

1. Where in the opinion of the Manager Infrastructure Services a tree/s constitutes a danger to persons or property on land adjoining the land on which the tree/s is/are situated, the Chief Executive Officer may, in accordance with the Local Government Act, serve written notice on the owner or occupier (as the case requires) of the land on which the tree/s is/are situated requiring him to render the tree/s safe.
2. In the case of an emergency the Chief Executive Officer may authorise Council staff or contractors to enter upon the land and carry out the necessary work to render a tree/s safe and in such cases as much notice as is practical shall be given to the owner.

Where a property owner or occupier has not complied with a notice given pursuant to Clause (a) of this delegated authority, the Chief Executive Officer has authority to undertake prosecution against the owner or occupier.

Further delegation

Director Technical Services
Manager Engineering Services
[Manager Parks Services](#)

Legislation

Local Government Act 1995

Duration

Indefinite

Record

Central Records
Property Files

Date originally adopted/amended

22 July 1997 (Report C108.97)
23 November 1999 (Report T61.99)
12 June 2001 (Report T27.01)
24 June 2008 (Report CP27.08)

30 June 2009 (Report CP29.09)

Review history - no changes

27 November 2001 (Report T53.01)

10 December 2002 (Report T43.02)

23 November 2004 (Report T34.04)

22 June 2010 (Report CP19.10)

24 May 2011 (Report CP20.11)

6A Town Planning Scheme No. 2 - Approval and Refusal of Planning Applications

Delegate

Manager Statutory Planning or Manager Strategic Planning.

Delegated authority

In accordance with Clause 6.7 of Town Planning Scheme No. 2, authority is delegated to the officer/person holding the Office of Manager Statutory Planning or Manager Strategic Planning and in the absence of those persons the delegated authority is to the officer/person for the time being holding the Office of Director Development Services to:

1. determine planning applications in the following categories:
 - a) Developments, including retrospective developments, which are classified 'P' in the Use Class Table and AA use where after advertising where no valid objections relating to the proposal were received.
 - b) Developments, including retrospective developments, involving uses which are incidental to the predominant uses already existing.
 - c) Developments involving subdivision producing up to four lots or amalgamations of up to four lots and recommendations to the Western Australian Planning Committee of such subdivisions and amalgamations and that a copy of comments be made available to Elected Members as they are made to the WAPC.
 - d) Clearance of conditions for all subdivisions and amalgamations.
 - e) Home Businesses, including retrospective approvals, which comply with Council Policy provided there are no objections.
 - f) Overheight side boundary fencing, including retrospective approval, not exceeding 3 metres where no objections have been received and both parties have agreed to the proposal.
 - g) All single houses, grouped dwellings (maximum 4), alterations/extensions to houses, outbuildings, garages, carports, swimming pools, front fences, retaining walls including retrospective approvals, which comply, or could be made to comply by imposing conditions, with the provisions of Council's Town Planning Scheme, policies and the Acceptable Development Criteria of the Residential Design Codes.
 - h) All single houses, grouped dwellings (maximum 4), alterations/extensions to houses, outbuildings, garages, carports,

swimming pools, front fences, retaining walls including retrospective approvals, which require variations to the Acceptable Development Criteria of the Residential Design Codes, the Town Planning Scheme and Council's policies, but where, after advertising no objections have been received; , or where four (4) or less submissions are received relating to the development (which are not specifically related to a variation to the Council's Town Planning Scheme, policies and/or the Acceptable Development Criteria of the Residential Design Codes), or where objections have been satisfactorily overcome by negotiation.

- i) Events, including indoor events not likely to create a noise disturbance to neighbours or not involving the use of fireworks.
2. refuse planning applications that do not comply with the Council's Town Planning Scheme and the Residential Design Codes - Acceptable Development Criteria where no discretion exists for Council to approve the variations.
 3. to enforce and to implement the conditions of planning approval and to ensure that the works required are carried out satisfactorily to the City's standards and specifications.
 4. To issue approval under:
 - a) Section 40 of the Liquor Licensing Act 1988 – Certificate of Local Planning Authority provided the premises does not contravene the City's Town Planning Scheme No. 2;
 - b) Section 55 of the Gaming Commission Act 1987 – Certification of Local Government Authority provided that the use of the premises for gaming activities does not contravene the City's Town Planning Scheme No. 2.

Further delegation

Senior Statutory Planner (for categories 1. b), 1. e), 1. f), 1. g), 1. h) and 3.).

Legislation

Town Planning and Development Act
Town Planning Scheme No 2

Duration

Indefinite

Record

Delegated Authority Register
Central Records System

Date originally adopted/amended

12 December 2000 (Report E253.00)
24 June 2008 (Report CP27.08)
15 December 2009 (Item 15.1)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

Review history – no changes

25 November 2003 (Report E109.03)
26 October 2004 (Report E129.04)
23 May 2006 (Report D40.06)
27 June 2007 (Report D40.07)
30 June 2009 (Report CP29.09)

6B Trading in Public Places

Delegate

Chief Executive Officer

Delegated authority

Where activities requiring licensing under the Local Law Relating to Trading in Public Places are to be conducted by a charitable organisation and/or are of up to 3 days duration, the Chief Executive Officer has the delegated authority to approve the same.

Further delegation

Manager Sustainable Nedlands

Legislation

Local Government Act 1995

Duration

Indefinite

Record

Central Records

Date originally adopted/amended

12 December 2000 (Report E253.00)

Review history - no changes

10 December 2002 (Report E156.02)

25 November 2003 (Report E108.03)

26 October 2004 (Report E111.04)

24 June 2008 (Report CP27.08)

30 June 2009 (Report CP29.09)

22 June 2010 (Report CP19.10)

24 May 2011 (Report CP20.11)

7A Legislative Building Control

Delegate

Manager Property Services

Delegated Authority

Pursuant Section 127 of the Building Act 2011, the Manager Property Services or person qualified acting in that role is authorised:

1. to approve or refuse to approve permits in accordance with Sections 20, 21, 58 and 65;
2. to issue Notices under Sections 110 and 117; and
3. to administer the provisions of s245A. Check relevant section

Further delegation

Nil

Legislation

Local Government Act

Duration

Indefinite

Record

Register of Licences Issued
Central Records
Property Files

Date originally adopted/amended

22 July 1997 (Report P83 97)
25 November 2003 (Report E106.03)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)
24 May 2011 (Report CP20.11)
13 December 2011 (Report D72.11)

Review history – no changes

26 October 2004 (Report E110.04)
22 June 2010 (Report CP19.10)

7C Assignment of House Numbers

Delegate

Chief Executive Officer

Delegated authority

1. The Chief Executive Officer is authorised to assign house numbers within the following guidelines.
 - a) Lot created within an established street which have previously been numbered, shall be assigned a whole number if available, but where this is not available, an (a) shall be assigned to the front lot or the lot whose driveway next follows the consecutive numbering, a (b) shall be assigned to the rear lot or the lot whose driveway next follows the consecutive numbering.
 - b) Where a new subdivision creates more than one new lot, street numbers shall be assigned in ascending order from east to west and from north to south. Even numbers shall be assigned to the east and south sides of streets and odd numbers to the west and north sides of streets.
 - c) When it is found that an existing street numbering is causing problems for deliveries of mail or goods, the Chief Executive Officer will seek unanimous agreement of affected persons and adjust the numbering to remove the problem. When agreement cannot be achieved the matter shall be referred to Council for determination.
 - d) Should an owner of a corner lot request a street number in the secondary street, this may be assigned if a whole number is available. A suffix to a number assigned to an adjoining house shall not be assigned without the written consent of the owner of the adjoining house.
2. The Chief Executive Officer or Manager Property Services may write to or advise persons where street numbers issued are not readily legible or displayed requiring them to provide an adequate size numeral not less than 75mm high and fix it in a prominent place, preferably near the street boundary and the entry to the property.

Further delegation

Director Development Services
Manager Property Services

Legislation

Local Government Act 1995

Duration

Indefinite

Record

Central Records
Street Files

Date originally adopted/amended

18 August 1987
22 June 2010 (Report CP19.10)

Review history - no changes

25 November 2003 (Report E106.03)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)
24 May 2011 (Report CP20.11)

7D Fences within Reduced Truncations

Delegate

Chief Executive Officer

Delegated Authority

The Chief Executive Officer is authorised to approve applications for fences at street intersections provided the fence truncation is not less than 3 m x 3 m and the kerb line is at least 6 m from the property boundary.

Further delegation

Manager Statutory Planning

Legislation

Local Government Act 1995

Duration

Indefinite

Record

Central Records
Property Files

Date originally adopted/amended

22 April 1997
24 May 2011 (Report CP20.11)

Review history - no changes

26 October 2004 (Report E110.04)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)
22 June 2010 (Report CP19.10)

7E Issuing Section 3.25 Notices

Delegate

Chief Executive Officer

Delegated authority

The Chief Executive Officer is authorised to sign notices requiring the owner/s or occupier/s of land to undertake actions (listed in Schedule 3.1 Division 1) as the City requires in accordance with section 3.25 of the Local Government Act 1995.

Further delegation

Manager Property Services

Legislation

Local Government Act 1995

Duration:

Indefinite

Record

Central Records
Property Files

Date originally adopted/amended

13 December 2005 (Report CP36.05)

Review history - no changes

24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

7F Signing of Metropolitan Region Scheme Form 1 Applications

Delegate

Chief Executive Officer

Delegated authority

The Chief Executive Officer is authorised to sign Metropolitan Region Scheme Form 1 Applications on behalf of the Council for all developments on land owned by or vested in Council in accordance with Section 5.42 of the Local Government Act 1995.

Further delegation

Nil

Legislation

Local Government Act 1995

Duration

Indefinite

Record

Central Records
Property Files

Date originally adopted/amended

23 May 2006 (Report D40.06)

Review history - no changes

24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

8A Health Act Functions

Delegate

Manager Sustainable Nedlands
Environmental Health Officers

Delegated authority

1. Environmental Health Officers, employed by the City of Nedlands whether in a permanent or temporary capacity are authorised to administer the provisions of the Health Act 1911 (as amended), pursuant to Section 26 of the Act, and to administer the following regulations and local laws (with the exception of initiating legal proceedings and the issuing or reissuing of any license or registration.)
 - a) Bacteriolytic Treatment of Sewage and Disposal of Liquid Waste Regulations City of Nedlands Health Local Laws 1997
 - b) Fly Eradication Regulations
 - c) Hairdressing Establishment Regulations 1972
 - d) Health (Air Handling and Water Systems) Regulations 1994
 - e) Health (ANZ Food Standards Code Adoption) Regulations 2001
 - f) Health (Asbestos) Regulations 1992
 - g) Health Act (Carbon Monoxide) Regulations 1975
 - h) Health (Cloth Materials) Regulations 1985
 - i) Health (Food Hygiene) Regulations 1993
 - j) Health (Food Standards)(Administration) Regulations 1986
 - k) Health (Garden Soils) Regulations 1998
 - l) Health Act (Laundries and Bathrooms) Regulations
 - m) Health (Meat Hygiene) Regulations 2001
 - n) Health (Pesticides) Regulations 1956
 - o) Health (Pet Meat) Regulations 1990
 - p) Health (Poultry Manure) Regulations 2001

- q) Health (Public Buildings) Regulations 1992
 - r) Health (Skin Penetration Procedure) Regulations 1998
 - s) Health Act (Swimming Pools) Regulations 1964
 - t) Health (Temporary Sanitary Conveniences) Regulations 1997
 - u) Local Laws Relating to Eating Houses
 - v) Sewerage (Lighting, Ventilation and Construction) Regulations 1971
 - w) Tobacco Products Control Regulations 2006
 - x) Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulation 1974.
2. The Manager Sustainable Nedlands, or person acting in that position from time to time be delegated the authority to issue all licenses and registrations pursuant to the Health Act 1911 (as amended), and related statutes.
 3. The Manager Sustainable Nedlands, or person acting in that position from time to time is delegated the authority to initiate legal proceedings for simple offences under the Health Act regulations and local laws. Complex or controversial prosecutions are to be referred to Council. The Chief Executive Officer is to determine whether an issue is simple or controversial.

Further delegation

Nil

Legislation

Health Act

Duration

Indefinite

Record

Central Records
Property Files

Date originally adopted/amended

12 October 1999 E188.99
26 October 2004 (Report E111.04)
24 June 2008 (Report C27.08)
30 June 2009 (Report CP29.09)

Review history – no changes

10 December 2002 (Report E156.02)
23 October 2001 E150.01
25 November 2003 (Report E108.03)
26 October 2004 (Report E111.04)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

8B Liquor Licensing Act Functions

Delegate

Chief Executive Officer

Delegated authority

The City of Nedlands as the Local Health Authority delegates the authorising of Certificates of the Local Health Authority, pursuant to Section 39 of the Liquor Licensing Act 1988, to the Chief Executive Officer.

The City of Nedlands delegates to the Chief Executive Officer authority to approve applications referred by the Director of Liquor Licensing for Extended Trading Permits and One-Off Variations – Sunday Trading on Long Weekends (as amended at 1 December 2002), provided the conditions relating to live entertainment and the one hour limit are adhered to. Where more than one hour of additional trading is sought the matter shall be referred to Council.

Further delegation

Manager Sustainable Nedlands

Legislation

Local Government Act 1995
Liquor Licensing Act 1988

Duration

Indefinite
Record
Central Records
Property Files

Date originally adopted/amended

8 August 2000 (Report E174.00)
26 August 2003 (Report E71.03)

Review history - no changes

10 December 2002 (Report E156.02)
23 October 2001 (Report E150.01)
25 November 2003 (Report E108.03)
26 October 2004 (Report E111.04)
24 June 2008 (Report CP27.08)

30 June 2009 (Report CP29.09)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

8C Caravan and Camping Grounds Act Functions

Delegate

Manager Sustainable Nedlands
Environmental Health Officers

Delegated authority

1. Environmental Health Officers employed by the City of Nedlands, whether in a permanent or temporary capacity, are authorised in accordance with Clause 17 of the Caravan Parks and Camping Grounds Act 1995, with the exception of the issuing of approvals pursuant to Regulation 11 of the Caravan Parks and Camping Grounds Regulations 1997.
2. The Manager Sustainable Nedlands, or person acting is delegated the authority to issue approvals under Regulation 11 of the Caravan Parks and Camping Grounds Regulations 1997.
3. The Manager Sustainable Nedlands is delegated the authority to initiate legal proceedings under the Caravan and Camping Grounds Act 1995 and/or the Caravan and Camping Grounds Regulations 1997. Complex or controversial prosecutions are to be referred to Council. The Chief Executive Officer is to determine whether an issue is simple or controversial.

Further delegation

Environmental Health Officers
Rangers

Legislation

Caravan Parks & Camping Grounds Act 1995

Duration

Indefinite

Record

Central Records
Property Files

Date originally adopted/amended

12 October 1999 (Report No. E188.99)
30 June 2009 (Report CP29.09)

Review history - no changes

10 December 2002 (Report E156.02)
25 November 2003 (Report E108.03)
26 October 2004 (Report E111.04)
24 June 2008 (Report CP27.08)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

8D Environmental Protection Act Functions

Delegate

Chief Executive Officer

Delegated authority

The Chief Executive Officer is delegated authority to issue Environmental Protection Notices – Noise Abatement Pirations under Section 65 of the Environmental Protection Act 1986 in situations where urgent action is required to protect the interests of the community. All such instances shall be reported to Council's next ordinary meeting.

Further delegation

Nil

Legislation

Environmental Protection Act 1986

Duration

Indefinite

Record

Central Records
Property Files

Date originally adopted/amended

27 May 1997 (Report E112.97)
8 August 2000 (Report E174.00)
24 June 2008 (Report CP27.08)

Review history – no changes

10 December 2002 (Report E156.02)
25 November 2003 (Report E108.03)
26 October 2004 (Report E111.04)
30 June 2009 (Report CP29.09)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

9A Collection of Unpaid Fines (Parking)

Delegate

Chief Executive Officer

Delegated authority

The Chief Executive Officer is authorised to institute legal proceedings (as appropriate) for the collection of unpaid fines, or elect to have the matter determined under the Parking Facilities Local Law, where it is considered warranted

Further delegation

Director Corporate Services
Manager Corporate Services
[Coordinator Corporate Services](#)

Legislation

Local Government Act

Duration

Indefinite

Record

Central Records
Prosecutions File
Infringement Registry

Date originally adopted/amended

22 July 1997 – Report C108.97
23 October 2001 (Report C101.01)

Review history - no changes

14 November 2000 (Report C140.00)
26 November 2002 (Report C94.02)
25 November 2003 (Report C74.03)
23 November 2004 (Report C65.04)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

9B Prosecution Officers

Delegate

Chief Executive Officer

Delegated authority

The Chief Executive Officer is authorised to appoint Officers of the Council for the purpose generally to represent the City of Nedlands and the Council in all respects as though one or other were the party concerned in the proceedings in the Court of Petty Sessions relating to alleged breaches of the City of Nedlands Parking Facilities Local Law, City of Nedlands Thoroughfares Local Law, the Dog Act 1976, as amended, the Litter Act 1979-1981, the Bush Fires Act 1954-1977, as amended and all other Council Local Laws or any courts relating to non-compliance in relation to Planning and Building approvals and any development without approval in relation to the Local Government Act 1995 and related regulations, the Local Government (Miscellaneous Provisions) Act 1960, Building Code of Australia and Planning and Development Act 2005 for all development compliance.

Further Delegation

- a) for all matters under the City of Nedlands Parking Facilities Local Law, City of Nedlands Thoroughfares Local Law, the Dog Act 1976, as amended, the Litter Act 1979-1981, the Bush Fires Act 1954-1977, as amended and all other Council Local Laws, the Manager Corporate Services; and
- b) for all Development Non Compliance matters, the following:
 - Director Development Services;
 - Manager Property Services;
 - Senior Ranger;
 - Manager Statutory Planning; and
 - Manager Strategic Planning
 - Civil Compliance Officer

Legislation

Local Government Act 1995

Duration

Indefinite

Record

Central Records
Prosecutions File
Complaints Registry

Date originally adopted/amended

22 July 1997 – Report C108.97
23 October 2001 (Report C101.01)
24 June 2008 (Report CP27.08)
9 September 2008 (Report CP42.08)
30 June 2009 (Report CP29.09)
22 June 2010 (Report CP19.10)

Review history – no changes

14 November 2000 (Report C140.00)
23 October 2001 (Report C101.01)
26 November 2002 (Report C94.02)
25 November 2003 (Report C74.03)
23 November 2004 (Report C65.04)
24 May 2011 (Report CP20.11)
13 December 2011 (Report D72.11)

9C Withdrawal of Infringement Notices

Delegate

Chief Executive Officer

Delegated authority

1. The Chief Executive Officer is authorised to extend the time for payment of a modified penalty or to withdraw an infringement notice.
2. In relation to parking infringements, the following are legitimate reasons why an infringement could be withdrawn:
 - a) medical emergency
 - b) vehicle broken down
 - c) Eastern States registration
 - d) no records held by the Police Department if unregistered vehicle
 - e) stolen vehicle
 - f) error made by issuing officer
 - g) vehicle towed away
 - h) other compassionate grounds.

Further delegation

Director Corporate Services
Manager Corporate Services
[Coordinator Corporate Services](#)

Legislation

Local Government Act 1995

Duration

Indefinite

Record

Central Records
Memorandum on infringement File RGS/013

Date originally adopted/amended

18 June 1997 (Report C88.97)
23 October 2001 (Report C101.01)

Review history – no changes

14 November 2000 (Report C140.00)
23 October 2001 (Report C101.01)
26 November 2002 (Report C94.02)
25 November 2003 (Report C74.03)
23 November 2004 (Report C65.04)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

9D Collection of Unpaid Fines (Dog Control)

Delegate

Chief Executive Officer

Delegated authority

The Chief Executive Officer is authorised to institute legal proceedings for the collection of unpaid fines under the Dog Act 1976/77, where it is considered warranted.

Further delegation

Director Corporate Services
Manager Corporate Services
[Coordinator Corporate Services](#)

Legislation

Local Government Act 1995

Duration

Indefinite

Record

Central Records
Prosecutions File
Infringement Registry

Date originally adopted/amended

22 July 1997 (Report C108.97)
22 June 2010 (Report CP19.10)

Review history – no changes

14 November 2000 (Report C140.00)
23 October 2001 (Report C101.01)
26 November 2002 (Report C94.02)
25 November 2003 (Report C74.03)
23 November 2004 (Report C65.04)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)
24 May 2011 (Report CP20.11)

9E Power to Authorise Withdrawal of Dog Infringements

Delegate

Chief Executive Officer

Delegated authority

Authority is delegated to the Chief Executive Officer to authorise the withdrawal of dog infringements in accordance with the Dog Act and Regulations.

Further Delegation

Director Corporate Services
Manager Corporate Services
[Coordinator Corporate Services](#)

Legislation

Regulation 13(5)(b) of the Dog Regulations 1976

Duration

Indefinite

Record

Central Records
Memorandum of infringement File RGS/006

Date originally adopted/amended

23 September 1997 (Report C154.97)
30 June 2009 (Report CP29.09)

Review history - no changes

14 November 2000 (Report C140.00)
23 October 2001 (Report C101.01)
26 November 2002 (Report C94.02)
25 November 2003 (Report C74.03)
23 November 2004 (Report C65.04)
24 June 2008 (Report CP27.08)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

9F Temporary Street Closure and Temporary Suspension Of Road Rules

Delegate

Chief Executive Officer

Delegated Authority

Temporary Street Closures

The Chief Executive Officer is authorised to grant approval for temporary street closures to facilitate the holding of locality parties, sporting events and ceremonies applied for in accordance with Regulation 291 of the Road Traffic Code of 2000 and impose the following conditions.

- a) Applicants are required to obtain the appropriate form from the local police station.
- b) Applicants are required to obtain on this form the indicated agreement, by signature, of two thirds of the occupants in the section where the closure is to be affected.
- c) Applicants are required to indemnify Council on this form against any damage to persons or property arising out of the street closure.
- d) Applicants are required to meet the cost of delivery/collection of signs required for the street closure.
- e) Applicants are required to submit a Traffic Management Plan that meets the requirements as determined by the Senior Ranger.

Temporary Suspension of Road Rules

The Chief Executive Officer is authorised to grant approval for temporary suspension of road rules to facilitate the holding of a race meeting or speed test applied for in accordance with Section 83 of the Road Traffic Act 1974 and impose the following conditions:

- a) Applicants are required to obtain the appropriate form from the local Police station.
- b) Applicants are required to indemnify council in their application against damage to persons or property arising out of the temporary suspension of road rules.
- c) Applicants are required to meet all costs associated with the temporary suspension of road rules.

- d) Applicants are required to submit a Traffic Management Plan to Council that meets the requirements as determined by the Senior Ranger.

Further delegation

Director Technical Services

Legislation

Local Government Act 1995

Duration

Indefinite

Record

Central Records

Street File

Newspaper Advertisements

Date originally adopted/amended

22 July 1997 (Report C108.97)

23 November 1999 (Report T61.99)

30 June 2009 (Report CP29.09)

24 May 2011 (Report CP20.11)

Review history - no changes

11 June 2001 (Report T27.01)

12 February 2002 (Report C1.02)

23 November 2004 (Report C65.04)

Special Council 23 December 2005 (Item 6.1)

24 June 2008 (Report CP27.08)

22 June 2010 (Report CP19.10)

9G Removal of Obstructions and Deposit on Streets And Public Places

Delegate

Chief Executive Officer

Delegated authority

The Chief Executive Officer is authorised to provide for:

- a) The removal deposits or obstructions on streets, ways, footpaths, or other public places at the expense of the person or persons responsible for the deposit or obstruction;
- b) The reinstatement of such streets, ways, footpaths or other public places at the expense of the person or persons responsible for the deposit or obstruction;
- c) The recovery the amount of any expenses from such person or persons in a Court of competent jurisdiction.

Action in accordance with Clause (1) is to be exercised only after written notice has been given to the owner of the deposits or obstructions, if known, requiring him to remove the deposits or obstructions within the given time specified in the notice.

Further Delegation

Director Technical Services
Manager Property Services
Manager Sustainable Nedlands
Manager Engineering Services
Manager Parks Services
Rangers

Legislation

Local Government Act 1995

Duration

Indefinite

Record

Central Records
Street File
Infringement Registry

Date originally adopted/amended

4 March 1993
26 November 1999 (Report T61.99)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)

Review history – no changes

12 June 2001 (T27.01)
11 December 2001 (T59.01)
25 November 2003 (Report C74.03)
23 November 2004 (Report C65.04)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

9H Registration Officers

Delegate

Chief Executive Officer

Delegated authority

The Chief Executive Officer is authorised to appoint Officers of the Council as Dog Registration officers for the purpose generally to represent the City of Nedlands and the Council in all respects in the registration procedure of dogs according to the Dog Act 1976.

Further Delegation

Nil

Legislation

Dog Act 1976

Duration

Indefinite

Record:

Central Records

Date originally adopted/amended

23 November 2004 (Report C65.04)

Review history - no changes

24 June 2008 (Report CP27.08)

30 June 2009 (Report CP29.09)

22 June 2010 (Report CP19.10)

24 May 2011 (Report CP20.11)

10A Tresillian Studio Leases

Delegate

Chief Executive Officer

Delegated authority

The Chief Executive Officer is authorised to accept leases negotiated at Tresillian in accordance with Sections 3.58(3) and (4) of the Local Government Act, up to an annual rental income of \$5,000.

Further delegation

Director Community and Strategy
Manager Property Services

Legislation

Local Government Act (1995)

Duration

Indefinite

Record

Central Records
Agreements File

Date originally adopted/amended

23 March 1999 (Report C19.99)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)

Review history – no changes

26 June 2001 (Report C67.01)
12 February 2002 (Report C1.02)
11 February 2003 (Report C3.03)
25 November 2003 (Report C70.03)
23 November 2004 (Report C67.04)
23 November 2004 (Report C67.04)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

10B Erection of Neighbourhood Watch Signs

Delegate

Chief Executive Officer

Delegated authority

In accordance with Clause 5.42 of the Local Government Act 1995, the Chief Executive Officer is authorised to erect Neighbourhood Watch signs at Council expense in locations which are appropriate for the purpose provided that due regard is given to traffic safety of the area.

Further delegation

Director Community and Strategy
Manager Community Development

Legislation

Local Government Act

Duration

Indefinite

Record

Central Records

Date originally adopted/amended

10 October 2000 (Report E229.00)(Previously Town Planning Control D.A. 10D)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)

Review history - no changes

9 October 2000 (Report E229.00)
12 February 2002 (Report C1.02)
11 February 2003 (Report C3.03)
25 November 2003 (Report C70.03)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

10C Active Recreation Area Use

Delegate

Chief Executive Officer

Delegated authority

The Chief Executive Officer is delegated the authority to administer the provisions of Council's Policy 10.3 on Active Recreation Area Use.

Further delegation

Director Community and Strategy
Manager Community Development
Coordinator Community Development
Senior Customer Service Officer

Legislation

Local Government Act

Duration

Indefinite

Record

Central Records
Reserve File
Booking Register

Date originally adopted/amended

22 July 1997 (Report C108.97)
11 February 2003 (Report C3.03)
23 November 2004 (Report C67.04)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)

Review history - no changes

12 June 2001 (Report T27.01)
12 February 2002 (Report C1.02)
11 February 2003 (Report C3.03)
25 November 2003 (Report C70.03)
23 November 2004 (Report C67.04)
22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)

10D Signs on Reserves

Delegate

Chief Executive Officer

Delegated authority

The Chief Executive Officer is authorised to approve the erection of signs in accordance with the City of Nedlands Signs Local Law 2007. The Chief Executive Officer in granting approval may impose conditions limiting the size, number, location or other matters appropriate to the signs.

The Chief Executive Officer may at any time revoke the approval if the conditions of approval are not complied with or the signs are varied from the approval.

Further delegation

Manager Property Services

Legislation

Local Government Act

Duration

Indefinite

Record

Central Records
Reserve File

Date originally adopted/amended

22 July 1997 (Report C108.97)
23 November 1999 (Report T61.99)
11 February 2003 (Report C3.03)
23 November 2004 (Report C67.04)
30 June 2009 (Report CP29.09)
24 May 2011 (Report CP20.11)

Review history - no changes

12 June 2001 (Report T27.01)
27 November 2001 (Report T53.01)
25 November 2003 (Report C70.03)
24 June 2008 (Report CP27.08)
22 June 2010 (Report CP19.10)

10E Community Grants

Delegate

Chief Executive Officer

Delegated authority

The Chief Executive Officer has delegated authority to approve grant applications to the Community Grants Fund.

Further delegation

Director Community and Strategy
Manager Community Development

Legislation

Local Government Act 1995

Duration

Indefinite

Record

Central Records
Register of Delegated Authorities

Date originally adopted/amended

26 October 2010 (Report CM25.10)

Review history - no changes

24 May 2011 (Report CP20.11)

10F Sponsorship of Youth Initiatives Fund

Delegate

Chief Executive Officer

Delegated authority

The Chief Executive Officer has delegated authority to approve grant applications from the Sponsorship of Youth Initiatives Fund.

Further delegation

Director Community and Strategy
Manager Community Development

Legislation

Local Government Act 1995

Duration

Indefinite

Record

Central Records
Register of Delegated Authorities

Date originally adopted/amended

22 February 2005 (Report C12.05)
24 June 2008 (Report CP27.08)
30 June 2009 (Report CP29.09)

Review history - no changes

22 June 2010 (Report CP19.10)
24 May 2011 (Report CP20.11)